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**2016-17 Master Calendar**  
(as of 5/20/16)

**July**

<b>Date</b>	<b>Event</b>	<b>Location</b>
25	New Head Coaches Orientation	Cleveland, OH
26	Academic Coordinators Meeting	Detroit, MI
27	Football Coaches Meeting	Detroit, MI
27	Football Youth Clinic	Detroit, MI
28	Football Media Preview	Detroit, MI
28	Directors of Athletics Meeting	Detroit, MI

**August**

<b>Date</b>	<b>Event</b>	<b>Location</b>
1	Cross Country/Track & Field Coaches Meeting	teleconference
9	Men's Golf Coaches Meeting	teleconference
16	Women's Golf Coaches Meeting	teleconference
17	Baseball Coaches Meeting	Cleveland, OH
29	Softball Coaches Meeting	Cleveland, OH

**September**

<b>Date</b>	<b>Event</b>	<b>Location</b>
7	Men's Tennis Coaches Meeting	teleconference
7	Women's Tennis Coaches Meeting	teleconference
14	Gymnastics Coaches Meeting	teleconference
18-19	Directors of Athletics Retreat	Dallas, TX
18-19	Div 1-A Faculty Reps Annual Meeting	Dallas, TX
27	Swimming & Diving Coaches Meeting	teleconference
19-20	Div 1-A Athletics Directors Annual Meeting	Dallas, TX
28	Wrestling Coaches Meeting	teleconference

**October**

<b>Date</b>	<b>Event</b>	<b>Location</b>
9-11	NACWAA National Convention	Kansas City, MO
13	Senior Administrators Meeting	teleconference
17	Council of Presidents Meeting	Cleveland, OH
29	Cross Country Championship	Kent, OH
30	Women's Soccer Quarterfinals	Campus Sites

**November**

<b>Date</b>	<b>Event</b>	<b>Location</b>
4-5	Field Hockey Championship	Kent, OH
4 & 6	Women's Soccer Championship	Campus Sites
7	AD Bowl Conference Call	teleconference
11 & 13	Men's Soccer Championship	Campus Sites
14	AD Bowl Conference Call	teleconference
17-20	Volleyball Championship	DeKalb, IL
21	AD Bowl Conference Call	teleconference
28	AD Bowl Conference Call	teleconference

**December**

<b>Date</b>	<b>Event</b>	<b>Location</b>
2	Football Championship	Detroit, MI
6	Women's Soccer Coaches Meeting	Cleveland, OH
14	Field Hockey Coaches Meeting	teleconference
13	Men's Soccer Coaches Meeting	teleconference

17	Raycom Camellia Bowl	Montgomery, AL
19	Miami Beach Bowl	Miami, FL
21	SDCU Poinsettia Bowl <b>(Backup)</b>	San Diego, CA
22	Famous Idaho Potato Bowl	Boise, ID
23	Popeyes Bahamas Bowl	Nassau, BS
23	Go Daddy Bowl	Mobile, AL
26	Quick Lane Bowl <b>(Backup)</b>	Detroit, MI

### January, 2017

Date	Event	Location
4	Volleyball Coaches Meeting	Cleveland, OH
9	CFP National Championship Game	Tampa, FL
18-21	NCAA Convention	Nashville, TN
24-25	Winter Joint Committee Meetings	Cleveland, OH

### February

Date	Event	Location
15	Football Coaches Meeting	teleconference
20	Council of Presidents	Indianapolis, IN
22-25	Women's Swimming & Diving Championship	Miami, OH
24-25	M/W Indoor Track & Field Championship	Ypsilanti, MI

### March

Date	Event	Location
1-4	Men's Swimming & Diving Championship	Carbondale, IL
4-5	Wrestling Championship	Cedar Falls, IA
6	MAC Basketball Tournament (First Round)	Campus Sites
6-7	Compliance Coordinators Meeting	Cleveland, OH
8-11	MAC Basketball Tournament	Cleveland, OH
18	Gymnastics Championship	Bowling Green, OH
30	Men's Head Basketball Coaches Meeting	Phoenix, AZ

### April

Date	Event	Location
1-3	Men's Basketball Final Four	Phoenix, AZ
2-6	Women's Basketball Final Four	Dallas, TX
21-2	Women's Golf Championship	Silver Lake, OH
28-29	Men's Tennis Championship	Kalamazoo, MI
28-30	Women's Tennis Championship	Muncie, ID
28-30	Men's Golf Championship	Nashport, OH

### May

Date	Event	Location
2-3	Football Coaches/ADs Meeting	Phoenix, AZ
3-5	Fiesta Bowl Spring Summit	Phoenix, AZ
10-13	Softball Championship (Firestone Stadium)	Akron, OH
11-13	M/W Outdoor Track & Field Championship	Kalamazoo, MI
24-28	Baseball Championship (All-Pro Freight Stadium)	Avon, OH
30-31	Spring Joint Committee Meetings	Cleveland, OH

### June

Date	Event	Location
1	Council of Presidents	Cleveland, OH
1-2	MAC Leaders Leadership Symposium	Cleveland, OH
12-15	NACDA Convention	Orlando, FL



**Mid-American Conference**

24 Public Square  
 15<sup>th</sup> Floor  
 Cleveland, Ohio 44113  
 Phone: 216.566.4622  
 Administrative Fax: 216.696.2622  
 Media Relations Fax: 216.858.9622  
 Staff E-Mail: first initial last name@mac-sports.com

**Conference Staff**

<b>Name, Title</b>	<b>Ext.</b>	<b>Cell Phone</b>
Dr. Jon A. Steinbrecher, Commissioner	310	216.536.6153
Julie Kachner, Executive Assistant to Commissioner	311	330.289.0691
Bob Gennarelli, Deputy Commissioner/Chief Operating Officer (COO)	308	216.392.1350
Betty Sislak, Chief Financial Officer (CFO)	328	216.409.4550
Jeff Bacon, Sr. Associate Commissioner/Championships & Sport Development	316	330.283.2819
Ricky Stokes, Sr. Associate Commissioner/Men's & Women's Basketball	307	216.785.0400
Ken Mather, Associate Commissioner/Media and Public Relations	301	216.410.5826
Kristin Williams, Associate Commissioner/Institutional Services/SWA	318	408.529.4960
Jeremy Guy, Assistant Commissioner/Communications & Social Media	303	440.487.6915
Korinth Patterson, Assistant Commissioner/Championships	302	786.252.8233
Erica Schmidt, Assistant Commissioner/Institutional Services	320	386.209.8368
Kerri Krawczak, Director of Football Operations & External Relations	324	440.567.0920
Kyle Klein, Director of Basketball Operations & Championships	312	616.366.8192
Tori Kohl, Director of Communications & Digital Services	314	440.867.3697
Heather Klatt, Assistant Director of Communications	319	419.460.4745
Tim Faix, Championship Assistant	323	440.539.1253
Billy Hartman, Media Relations Assistant	322	440.665.0565
<b>IMG College</b>		
Tom Sitko, General Manager	305	330.715.6604
Steve Volchko, Account Executive	304	216.835.7184

**Office Hours/Holidays**

Office hours for the MAC Office are 8:30 a.m. to 5:00 p.m. Monday thru Friday. The office will observe the following holidays during the 2016-17 school year:

- |   |                                   |
|---|-----------------------------------|
| Labor Day – September 9                 | Presidents Day – February 20      |
| Thanksgiving – November 24-25           | Memorial Day – May 29             |
| Holiday – December 24-January 2         | Independence Day Holiday – July 4 |
| Martin Luther King Jr. Day – January 16 |                                   |

**2016-17 Mid-American Conference  
Coordinators of Officials**

**Baseball**

Richard Fetchiet  
4083 Lake Forest Drive, E.  
Ann Arbor, MI 48108  
Home: 734.913.6078  
Office: 734.647.4016  
Fax: 734.913.6025  
E-mail: plateman@umich.edu

**Softball**

Merri Taylor  
7607 Miracle Rd.  
Indianapolis, IN 46237  
Cell: 317.446.3108  
E-mail: merriuic@att.net

**Men's Basketball**

Mike Sanzere  
Cell: 513.702.4900  
Email: msanzerej@fuse.net

**Volleyball**

Marcia Alterman  
2314 S. Parkridge St.  
Wichita, KS 67209  
Home: 316.721.2866  
Cell: 316.650.2532  
E-mail: mavbref@sbcglobal.net

**Women's Basketball**

Patty Broderick  
4460 Sylvan Rd.  
Indianapolis, IN 46228  
Home: 317.328.4710  
E-mail: pabwboc@aol.com

**Men's and Women's Soccer**

Steve Siomos  
121 Park Meadow Drive  
Naperville, IL 60540  
Cell: 630.258.0883  
E-mail: siomos@aol.com

**Football**

William Carollo  
4079 N. Richland Court  
Shorewood, WI 53211  
Cell: 414-248-9786  
Work: 847-696-1010 ext. 158  
Fax: 847-696-1150  
E-Mail: carollo@bigten.org

**Field Hockey**

Mary Brainard  
138 Goodrich Avenue  
Lexington, KY 40503  
Cell: 859.433.1354  
E-mail: marydbrainard@gmail.com

**Wrestling**

Mike Allen  
411 Candlewick Rd.  
Waterloo, IA 50703  
Cell: 319.404.0417  
E-Mail: mallen81141@q.com

**Mid-American Conference**  
Quick Reference Guide - MAC Joint Council

**Council of Presidents**

<b>Name</b>	<b>Phone</b>	<b>E-Mail</b>
Matthew J. Wilson (Interim), The University of Akron	330.972.7869	mjwilson@uakron.edu
Dr. Terry S. King (Interim), Ball State University	765.285.5555	tsking@bsu.edu
Dr. Mary Ellen Mazey, Bowling Green State University	419.372.2211	mmazey@bgsu.edu
Dr. Satish Tripathi, The University at Buffalo	716.645.6269	tripathi@buffalo.edu
Dr. George Ross, Central Michigan University	989.774.3131	president@cmich.edu
Dr. James M. Smith, Eastern Michigan University	734.487.2211	jmsmith@emich.edu
Dr. Beverly Warren, Kent State University	330.672.2210	beverlywarren@kent.edu
Dr. Gregory Crawford, Miami University	513.529.2346	crawfogg@miamioh.edu
Dr. Douglas Baker, Northern Illinois University	815.753.9500	ddbaker@niu.edu
Dr. Roderick McDavis, Ohio University	740.593.1804	president@ohio.edu
Dr. Sharon Gaber, The University of Toledo	419.530.2211	sharon.gaber@utoledo.edu
Dr. John M. Dunn, Western Michigan University	269.387.2351	john.dunn@wmich.edu

**Council of Directors of Athletics**

<b>Name</b>	<b>Phone</b>	<b>E-Mail</b>
Larry Williams, The University of Akron	330.972.6688	lwilliams@uakron.edu
Mark Sandy, Ball State University	765.285.5625	msandy@bsu.edu
Bob Moosbrugger, Bowling Green State University	419.372.7052	moosbrr@bgsu.edu
Allen Greene, The University at Buffalo	716.645.6811	agreene4@buffalo.edu
Dave Heeke, Central Michigan University	989.774.1711	heeke1dw@cmich.edu
Heather Lyke, Eastern Michigan University	734.487.1050	hlyke@emich.edu
Joel Nielsen, Kent State University	330.672.2152	nielsen@kent.edu
David Sayler, Miami University	513.529.7286	saylerda@miamioh.edu
Sean Frazier, Northern Illinois University	815.753.9295	sfrazier@niu.edu
Jim Schaus, Ohio University	740.593.0983	schaus@ohio.edu
Michael O'Brien, The University of Toledo	419.530.5440	michael.obrien6@utoledo.edu
Kathy Beauregard, Western Michigan University	269.387.3061	kathy.beauredgard@wmich.edu

**Council of Senior Administrators**

<b>Name</b>	<b>Phone</b>	<b>E-Mail</b>
Mary Lu Gribshaw, The University of Akron	330.972.7080	marylu@uakron.edu
Karin Lee, Ball State University	765.285.5127	kalee2@bsu.edu
Lauren Ashman, Bowling Green State University	419.372.7056	lashman@bgsu.edu
Kathy Twist, The University at Buffalo	716.645.6866	twist@buffalo.edu
Cristy Freese, Central Michigan University?	989.774.6689	frees1c@cmich.edu
Erin Kido, Eastern Michigan University?	734.487.1050	ekido@emich.edu
Janet Kittell, Kent State University	330.672.8461	jkittell@kent.edu
Jennie Gilbert, Miami University	513.529.7285	gilberJ2@miamioh.edu
Debra Boughton, Northern Illinois University	815.753.9541	dboughton1@niu.edu
Amy Dean, Ohio University	740.593.1171	deana@ohio.edu
Kelly Andrews, The University of Toledo	419.530.2810	kelly.andrews@utoledo.edu
TBA, Western Michigan University		

**Council of Faculty Athletic Representatives**

<b>Name</b>	<b>Phone</b>	<b>E-Mail</b>
Dr. Deborah Owens, The University of Akron	330.972.8079	deb@uakron.edu
Dr. Charlene Alexander, Ball State University	765.285.1024	calexander@bsu.edu
Dr. Lee Meserve, Bowling Green State University	419.372.8361	lmeserv@bgsu.edu
Dr. Jim Atwood, The University at Buffalo	716.645.4201	jatwood@buffalo.edu
Dr. Kevin Love, Central Michigan University	989.774.3431	love1kg@cmich.edu
Dr. Edward Sidlow, Eastern Michigan University	734.487.3113	esidlow.@emich.edu
Dr. Kathy Wilson, Kent State University	330.672.1093	kwilson3@kent.edu
Dr. Ron Scott, Miami University	513.529.9247	scottrb@miamioh.edu
Dr. Matthew Streb, Northern Illinois University	815.753.7040	mstreb@niu.edu
Dr. Ann Gabriele, Ohio University	740.593.2871	gabriele@ohio.edu
Dr. Bob Colvin, Ohio University	740.593.2593	colvin@ohio.edu
Dr. Mary Powers, University of Toledo	419.530.2010	mary.powers@utoledo.edu
Dr. Lisa DeChano, Western Michigan University	269.276.3261	dechano@wmich.edu

# The University of Akron

350 Buchtel Commons  
Akron, Ohio 44325-5201  
Area Code: 330 | Web: www.goziips.com  
Fax: 972-5473

**Stile Athletics Field House**  
289 South Union  
Akron, OH 44325-6302

**Media Relations Mailing Address**  
JAR Arena  
373 Carroll St., Suite 83  
Akron, OH 44325-5201

<b>University Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Matthew J. Wilson	President (Interim)	972-7869	mjwilson@uakron.edu
Kristin Brummond	Executive Assistant	972-7869	brummon@uakron.edu
Diane Raybuck	Director of Admissions	972-2157	rbowman@uakron.edu
Willy Kollman	Director of Alumni Relations	972-2575	Wrk1@uakron.edu
Deborah Owens	Faculty Athletics Representative	972-8079	deb@uakron.edu
<b>Athletic Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Larry Williams	Director of Athletics	972-6688	lwilliams@uakron.edu
Mary Lu Gribshaw	Senior Associate AD/SWA	972-7080	marylu@uakron.edu
George Van Horne	Sr. Associate AD	972-8255	ghv@uakron.edu
Kathy Rex	Senior Administrative Assistant	972-6689	krex@uakron.edu
<b>Marketing &amp; Promotions</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
TBA	Associate AD for Marketing and Promotions	972-8459	TBA
TBA	Assistant AD for Marketing and Promotions	TBA	TBA
Julie Roberts	Administrative Assistant	972-7310	julie2@uakron.edu
<b>Business &amp; Finance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Mike Rodriguez	Associate Athletic Director for Business	972-6280	mrodriguez@uakron.edu
Martha Hayes	Administrative Assistant	972-7637	mh15@uakron.edu
<b>Facilities &amp; Operations</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Paul Hammond	Associate Athletic Director /Facilities & Operations	972-8102	phammon@uakron.edu
Allan Hoon	Director of Operations & Events	972-7144	allan1@uakron.edu
Kelci Yeager	Manager of Operations & Events	972-8207	sky@uakron.edu
Lizzy Pannucci	Manager of Operations & Events	972-7759	ejp43@uakron.edu
Julie Roberts	Facilities Administrative Assistant	972-7310	julie2@uakron.edu
<b>Compliance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Alex Parker	Assoc. Athletic Director for Compliance	972-6857	aparker@uakron.edu
Erik Mathis	Assistant Director for Compliance	972-2694	emathis@uakron.edu
<b>Development</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
George Van Horne	Sr. Associate AD	972-8255	gvh@uakron.edu
Anthony Henderson	Director of Athletics Development	972-7117	ahender@uakron.edu
Alexa Douth	Director of the Z-Fund	972-2695	asd9@uakron.edu
<b>Ticket Operations</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Adam O'Connell	Director of Ticket Operations & Fan Development	972-8291	adamoco@uakron.edu
Nate Newhouse	Assistant Director of Ticket Operations	972-5540	ndn2@uakron.edu
<b>Student Athlete Academic Services</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Anne Jorgensen	Associate Athletic Director for Student-Athlete Academic Services and Programming	972-7080	ajorgen@uakron.edu
Tara Buchanan	Learning Specialist	972-7426	buchanan@uakron.edu
Marc Smith	Coordinator of Academic Support Services for Men's Basketball and Track & Field	972-8497	msmithsr@uakron.edu
Chuck Lewis	Director of Student-Athlete Support Services	972-8659	cl17@uakron.edu
Kristina Artino	Academic Advisor	972-6770	artino1@uakron.edu
Amanda Gardner	Administrative Assistant for Academic Services	972-7426	afw3@uakron.edu

<b>Bands, Cheer &amp; Dance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Galen Karkker	Director of Bands	972-6180	gsk1@uakron.edu
Tori Ung	Spirit Team Head Coach	972-7468	uakroncheer@gmail.com
Lauren Hesley	Dance Team Head Coach	972-7468	uakrondance@gmail.com
<b>Communications</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Cathy Bongiovi	Assistant Athletic Director/Communications	972-6106	cathyb@uakron.edu
Brian Dennison	Assistant Director/Communications	972-6292	bld2@uakron.edu
Sean Palchick	Associate Director/Communications	972-2677	spalchick@uakron.edu
Julie Roberts	Administrative Assistant	972-7310	Julie2@uakron.edu
<b>Men's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Keith Dambrot	Head Men's Basketball Coach	972-7781	dambrot@uakron.edu
Terry Weigand	Assistant Men's Basketball Coach	972-7812	weigan2@uakron.edu
Charles Thomas	Assistant Men's Basketball Coach	972-7788	cet24@uakron.edu
Rick McFadden	Assistant Men's Basketball Coach	972-6226	rmcfadd@uakron.edu
Steve McNees	Director of Basketball Operations	972-6282	swm6@uakron.edu
Amanda Baird	Administrative Assistant	972-7781	ama38@uakron.edu
<b>Women's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jodi Kest	Head Women's Basketball Coach	972-7433	jbk@uakron.edu
Melissa Jackson	Associate Head WBB Coach	972-5127	dymek@uakron.edu
Sam Pierce	Assistant Women's Basketball Coach	972-5127	spierce@uakron.edu
Preston Reid	Assistant Women's Basketball Coach	972-7439	pir30@uakron.edu
Candace Smith	Director of Basketball Operations	972-8274	clw23@uakron.edu
Julie Roberts	Administrative Assistant	972-7310	Julie2@uakron.edu
<b>Football</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Terry Bowden	Head Football Coach	972-7466	sbutler@uakron.edu
Sherry Butler	Administrative Assistant	972-7493	sbutler@uakron.edu
Chuck Amato	Associate Head Coach/Defensive Coordinator	972-7466	camato@uakron.edu
Jeff Bowden	Special teams Coordinator/Outside Receivers	972-7466	gjbowden@uakron.edu
Trent Boykin	H-Backs/Tight Ends	972-7466	tboykin@uakron.edu
Brett Ekkens	Offensive Line	972-7466	bae33@uakron.edu
Eric Hickson	Running Backs	972-7466	ehickson@uakron.edu
Otis Mounds	Cornerbacks	972-7466	omounds@uakron.edu
A.J. Milwee	Offensive Coordinator/Quarterbacks	972-7466	jamilwe@uakron.edu
Todd Stroud	Defensive Line/Dir. of Football Strength and Conditioning	972-7466	stroud@uakron.edu
Mike Woodford	Safeties	972-7466	mpw33@uakron.edu
Ben Murphy	Director of Football Operations	972-7466	brmurph@uakron.edu
Mark Ouimet	Assistant Director of Football Operations	972-7466	mouimet@uakron.edu
<b>Golf</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
David Trainor	Head Men's Golf Coach	972-6290	trainor@uakron.edu
Jenny King	Head Women's Golf Coach	972-8021	jking@uakron.edu
Sherry Butler	Administrative Assistant	972-7493	sbutler@uakron.edu
<b>Rifle</b>			
Newt Engle	Head Coach	592-2405	mengle@uakron.edu
<b>Men's Soccer</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jared Embick	Head Men's Soccer Coach	972-6895	embick@uakron.edu
Ger Coppinger	Assistant Men's Soccer Coach	972-6895	gcoppinger@uakron.edu
Leonard Chappel	Assistant Men's Soccer Coach	972-6895	lchappel@uakron.edu
TJ Kolba	Assistant Men's Soccer Coach	972-6895	tkolba@uakron.edu
Sherry Butler	Administrative Assistant	972-7493	sbutler@uakron.edu
<b>Women's Soccer</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Noreen Herlihy	Head Women's Soccer Coach	972-7651	nherlihy@uakron.edu
Rob Battisson	Assistant Women's Soccer Coach	972-2375	robertb@uakron.edu
Ben Munger	Assistant Women's Soccer Coach	972-2375	bmunger@uakron.edu
Sherry Butler	Administrative Assistant	972-7493	sbutler@uakron.edu
<b>Softball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Julie Jones	Head Softball Coach	972-7578	jj39@uakron.edu
Julie Pratt	Associate Softball Coach	972-4943	jpratt@uakron.edu
Julie Boyes	Assistant Softball Coach	972-8168	Jmb137@uakron.edu

<b>Women's Swimming and Diving</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Brian Peresie	Head Swimming & Diving Coach	972-5984	bperesie@uakron.edu
Chris Medvedeff	Head Diving Coach	972-6823	cm@uakron.edu
Meg Finnerty	Assistant Coach	972-6951	mjf44@uakron.edu
Martha Hayes	Administrative Assistant	972-7637	mh15@uakron.edu
<b>Women's Tennis</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Brandon Padgett	Head Women's Tennis Coach	972-7312	padgett@uakron.edu
Ariel Morton	Assistant GA Coach	972-7312	agm43@uakron.edu
<b>Track &amp; Field/Cross Country</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dennis Mitchell	Head Track & Field Coach	972-7964	dwmitch@uakron.edu
Lee Labadie	Assistant Coach/Head Cross Country Coach	972-7964	labadie@uakron.edu
Brian Forrester	Assistant Coach/Throws	972-7964	bcf3@uakron.edu
Dominika Stokowska	Assistant Coach/Sprints and Hurdles	972-7964	ds84@uakron.edu
Tomasz Smialek	Assistant Coach/Jumps	972-7964	tk2@uakron.edu
David Gramlich	Assistant Cross Country Coach/Recruiting Coordinator	972-7964	hg1@uakron.edu
<b>Volleyball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Tom Hanna	Head Volleyball Coach	972-7338	thanna@uakron.edu
Kacie Ehinger	Assistant Volleyball Coach	972-7438	kehinger@uakron.edu
Jordan Armstrong	Assistant Volleyball Coach	972-7435	jarmstrong@uakron.edu
<b>Strength &amp; Conditioning</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Tim Campbell	Director of Strength & Conditioning	972-7176	trc6@uakron.edu
Matt Gildersleeve	Director of Football Strength & Conditioning	972-8510	mrg76@uakron.edu
Michael Bayat	Assistant Director for Strength & Conditioning	972-8513	mcb85@uakron.edu
<b>Sports Medicine</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Bill Drodzy	Director of Sports Medicine	972-8349	drodzy1@uakron.edu
Mark Leffler	Assistant Director of Sports Medicine	972-5528	mleffler@uakron.edu
Jamie Measley	Assistant Athletic Trainer	972-8109	jmeasley@uakron.edu
Brett Draper	Assistant Athletic Trainer	972-6058	dbrett@uakron.edu
Vanessa Green	Assistant Athletic Trainer	972-7503	vog1@uakron.edu
John Walters	Assistant Athletic Trainer	972-2821	jr59@uakron.edu
Erik Spencer	Assistant Athletic Trainer	972-7992	ens38@uakron.edu
<b>Equipment</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Kevin O'Connor	Equipment Manager	972-7946	kgo@uakron.edu
Liz Schuett	Assistant Equipment Manager	972-7932	nash@uakron.edu
J.D. Jordan	Assistant Equipment Manager	972-8298	Jdj74@uakron.edu
<b>Video Operations</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
TBD	Coordinator of Video Services	972-7852	

# Ball State University

2000 W University Ave  
Muncie, Indiana 47306  
Area Code: 765 | Web: cms.bsu.edu

**Athletic Dept. Mailing Address**  
Ball State Athletics  
HP 260  
Muncie, IN 47306

<b>University Administration</b>			
Name	Position	Phone	Email
Dr. Terry S. King	President (Interim)	285-5555	tsking@bsu.edu
Anita L. Kelsey	Senior Assistant to the President	285-8101	akelsey@bsu.edu
Brooklyn Schumacher	Special Assistant	285-5556	bsschumacher@bsu.edu
Chris Munchel	Director of Admissions	285-8287	cmunchel@bsu.edu
Jen Goins	Assoc. VP, Alumni Engagement	285-1085	jrgoins@bsu.edu
Charlene Alexander	Faculty Athletics Representative	285-5316	calexander@bsu.edu
<b>Athletic Administration</b>			
Name	Position	Phone	Email
Mark Sandy	Director of Athletics	285-5131	msandy@bsu.edu
Michael Clark	Associate Athletics Director for Strategic Communications	285-8904	maclark4@bsu.edu
Joe Hernandez	Associate Athletics Director for Sports and Alumni Relations	285-8242	jhernand@bsu.edu
Dr. Karin Lee	Senior Associate AD/SWA	285-5127	kalee2@bsu.edu
Pat Quinn	Deputy Athletics Director for Compliance and Operations	285-8907	pquinn@bsu.edu
TBA	Director of Development for Athletics	285-7099	
Lisa Collier	Office Coordinator	285-5131	lcollier@bsu.edu
<b>Marketing &amp; Promotions</b>			
Name	Position	Phone	Email
Shawn Sullivan	Asst. AD for Marketing and Fan Engagement and Ticket Sales	285-3242	sksullivan@bsu.edu
Laura Spieth	Marketing & Fan Engagement Graduate Assistant	285-8392	lrspieth@bsu.edu
Katherine Schenck	Marketing & Fan Engagement Graduate Assistant	285-3243	krschenck@bsu.edu
<b>Business &amp; Finance</b>			
Name	Position	Phone	Email
Stephanie Martin	Asst. AD for Business/Human Resources	285-8484	Smartin3@bsu.edu
Rob Richards	Budget Director	285-1474	rrichar3@bsu.edu
<b>Compliance &amp; Operations</b>			
Name	Position	Phone	Email
Brock Hagerman	Director Athletic Compliance	285-8581	bbhagerman @bsu.edu
Tori Widrick	Compliance Coordinator	285-1196	twidrick@bsu.edu
Josh Pawlus	Director of Game Operations	285-5157	jmpawlus@bsu.edu
<b>Development</b>			
Name	Position	Phone	Email
Brad Edmondson	Executive Director of Athletics Development	285-4988	ibedmondson@bsu.edu
Beth Davis	Coordinator of Athletics Development	285-8120	bdavis@bsu.edu
<b>Ticket Operations</b>			
Name	Position	Phone	Email
Shawn Sullivan	Asst. AD, Marketing Fan Engagement, Ticket Sales	285-3242	sksullivan@bsu.edu
TBA	Assistant Director Ticketing/Premium Seating	285-1474	
TBA	Manager of Ticket Sales and Fan Development	285-1551	
<b>Student-Athlete Academic Services</b>			
Name	Position	Phone	Email
Megan Walters	Executive Director, Student-Athlete Support	285-5852	mewalters@bsu.edu
Neil Behrman	Academic Coordinator	285-3781	n1behrman@bsu.edu
Natalie Cousin	Academic Coordinator	285-5852	ndcousin@bsu.edu
Sean Edgerton	Academic Coordinator	285-1191	smedgerton@bsu.edu
Zach Barge	Academic Coordinator	285-1180	zbarge@bsu.edu
Penny Justin	Academic Coordinator		pjustin@bsu.edu
Teresa Massey	Secretary	285-1184	ttroxell@bsu.edu
Julie Willoughby	Secretary to Director	285-5852	jawilloughby@bsu.edu

<b>Bands, Cheer &amp; Dance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Caroline Hand	Director, Pride of Mid-America Marching Band	285-9178	cehand@bsu.edu
Amy Cook Wilkins	Spirit Squad Director		ballstatespirit@outlook.com
<b>Communications</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Brad Caudill	Assistant Director of Media Relations	285-8928	bcaudill2@bsu.edu
Paula Haughn	Assistant Director of Media Relations	285-8927	phaughn@bsu.edu
Tyson Mathews	Assistant Director of Media Relations	285-8227	temathews@bsu.edu
Kelly Barock	Assistant Director of Media Relations/Graphic Design	285-7841	kebarock@bsu.edu
Joel Godett	Director of Broadcast and Multimedia Services	285-5208	jgodett@bsu.edu
iMorgan Young	Media Relations Graduate Assistant	285-8242	
<b>Baseball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Rich Maloney	Head Baseball Coach	285-1425	ramaloney@bsu.edu
Scott French	Assistant Baseball Coach	285-8226	smfrench2@bsu.edu
Chris Fetter	Pitching Coach	285-2862	csfetter@bsu.edu
<b>Men's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
James Whitford	Head Men's Basketball Coach	285-8141	jwhitford@bsu.edu
Danny Peters	Assistant Basketball Coach	285-8141	djpeters@bsu.edu
Jason Grunkmeyer	Assistant Basketball Coach	285-8141	jdgrunkmeyer@bsu.edu
Brian Thornton	Assistant Basketball Coach	285-8141	bwthornton@bsu.edu
Walter Offutt	Director of Men's Basketball Operations	285-8140	waoffutt@bsu.edu
Stephanie Cox	Administrative Assistant	285-8141	scox@bsu.edu
<b>Women's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Brady Sallee	Head Women's Basketball Coach	285-8225	absallee@bsu.edu
Tennille Adams	Assistant Basketball Coach	285-5552	tsadams@bsu.edu
Audrey McDonald-Spencer	Assistant Basketball Coach	285-5103	aemcdonald@bsu.edu
Ryan Patterson	Assistant Basketball Coach	285-5819	rcpatterson@bsu.edu
Sydney Mitchell	Director of Women's Basketball Operations	285-5103	samitchell3@bsu.edu
Stephanie Cox	Administrative Assistant	285-8225	scox@bsu.edu
<b>Field Hockey</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Christy Longacre	Head Coach	285-5165	clongacre@bsu.edu
Kelsey Smither	Assistant Coach	285-5138	kesmither@bsu.edu
<b>Football</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Mike Neu	Head Coach	285-8251	bsufootball@bsu.edu
Marlene Mitchell	Administrative Assistant	285-8251	mmitchell@bsu.edu
Tilmon Clark	Director of Player Personnel/On-Campus Recruiting	285-8914	trclark@bsu.edu
Byron Ellis	Director of Football Administration/Chief of Staff	285-0062	blellis@bsu.edu
Tim Daoust	Defensive Coordinator	285-1197	tjdaoust@bsu.edu
Joey Lynch	Offensive Coordinator/Quarterbacks	285-3718	jmlynch@bsu.edu
Kevin Lynch	Running Backs	285-2012	kplynch@bsu.edu
Patrick Dougherty	Special Teams Coordinator/Tight Ends	285-1198	pmdougherty@bsu.edu
Johnny Curtis	Linebackers	285-1202	jtcurtis@bsu.edu
Alex Bailey	Wide Receivers	285-1199	afbailley@bsu.edu
Kyle DeVan	Offensive Line	285-1195	kcdevan@bsu.edu
Keith McKenzie	Defensive Line	285-8253	kdmckenzie@bsu.edu
Chevis Jackson	Defensive Backs	285-2111	cdjackson5@bsu.edu
Ben Armer	Director of Strength & Conditioning	285-4472	barmer@bsu.edu
Andrew Kamer	Video Coordinator	285-4475	akamer@bsu.edu
<b>Golf</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Mike Fleck	Head Men's Golf Coach	285-8391	mfleck@bsu.edu
Katherine Mowat	Head Women's Golf Coach	285-4086	kmowat@bsu.edu
<b>Gymnastics</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Joanna Saleem	Head Gymnastics Coach	285-1221	jsaleem@bsu.edu
Scott Wilson	Assistant Coach Gymnastics	285-7219	stwilson@bsu.edu

<b>Women's Soccer</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Craig Roberts	Head Women's Soccer Coach	285-2478	cjroberts@bsu.edu
Lauren Arnold	Assistant Coach	285-8302	larnold@bsu.edu
Stephen Shelton	Assistant Coach	TBD	sfselton@bsu.edu
<b>Softball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Megan Ciolli Bartlett	Head Softball Coach	285-5137	mcbartlett@bsu.edu
Jenny Gilbert	Assistant Coach	285-3720	jrgilbert@bsu.edu
Josh Johnson	Assistant Coach	285-3703	jsjohnson3@bsu.edu
<b>Swimming and Diving</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Bob Thomas	Men's Head Coach	285-8909	bthomas3@bsu.edu
Kristy Patterson	Women's Head Coach	285-5173	krcastillo@bsu.edu
Nick Gayes	Diving Coach	285-5141	njgayes@bsu.edu
<b>Tennis</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Bill Richards	Head Men's Tennis Coach	285-8906	brichard@bsu.edu
Max Norris	Head Women's Tennis Coach	285-5174	mnorris@bsu.edu
<b>Track &amp; Field/Cross Country</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Brian Etelman	Head Coach	285-5168	baetelman@bsu.edu
Raynee DeGrio	Assistant Coach	285-5133	rldegrio@bsu.edu
Stephen Krupa	Assistant Coach		sgkrupa@bsu.edu
<b>Men's Volleyball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Joel Walton	Head Men's Volleyball Coach	285-1744	jwalton@bsu.edu
Kevin Furnish	Assistant Coach	285-3498	kfurnish@bsu.edu
Jim Palilonis	Assistant Coach	285-8151	jrpalilonis@bsu.edu
<b>Women's Volleyball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Kelli Miller	Head Women's Volleyball Coach	285-1465	kmiller2@bsu.edu
Fritz Rosenberg	Assistant Coach	285-1123	bfrosenberg@bsu.edu
Tiffany Fisher	Assistant Coach	TBD	tlfisher2@bsu.edu
<b>Strength &amp; Conditioning</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jason Roberson	Strength & Conditioning Coordinator	285-5698	jroberson@bsu.edu
Ben Armer	Director Strength and Conditioning, Football	285-4472	barmer@bsu.edu
Mandy Harrison	Assistant Strength and Conditioning Coach	285-5698	mcharrison@bsu.edu
<b>Sports Medicine</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Neal Hazen	Head Athletic Trainer	285-4469	nhazen@bsu.edu
Shawn Comer	Associate Athletic Trainer	285-4469	scomer@bsu.edu
Jillian Brigle	Assistant Athletic Trainer	285-5440	jbrigle@bsu.edu
Troy Hershman	Assistant Athletic Trainer	285-5440	tchershman@bsu.edu
Joe Zimmerman	Assistant Athletic Trainer	285-5440	jlzimmerman@bsu.edu
Briana Louth	Assistant Athletic Trainer	285-5440	balouth@bsu.edu
Andria Lampe	Assistant Athletic Trainer	285-5440	amlampe@bsu.edu
<b>Equipment</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Brian Bailey	Equipment Manager	285-5561	blbailey2@bsu.edu
Patty Duncan	Equipment Manager	285-5177	pduncan@bsu.edu
Ryan McGorry	Football Equipment Manager	285-1403	rpmcgorry@bsu.edu
John Thomas	Assistant Football Equipment Manager	285-1403	jpthomas@bsu.edu

# Bowling Green State University

1001 E Wooster St  
Bowling Green, Ohio 43403  
Area Code: 419 | Web: [www.bgsu.edu/](http://www.bgsu.edu/)  
Fax: 372-4517

**Athletic Dept. / Media  
Relations Mailing Address**  
1610 Stadium Drive  
Sebo Athletic Center  
Bowling Green, OH 43403

**Stroh Center**  
1535 East Wooster Street  
Bowling Green, OH 43403

**Perry Field House**  
BGSU  
801 North Mercer Road  
Bowling Green, OH 43403

<b>University Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dr. Mary Ellen Mazey	President	372-2211	mmazey@bgsu.edu
Laurel Zawodny	President's Assistant	372-2226	lzawodn@bgsu.edu
Lisa Mattiace	Chief of Staff	372-6780	lmattia@bgsu.edu
Cecilia Castellano	Director of Admissions	372-2478	ccast@bgsu.edu
Lee Meserve	Faculty Athletics Representative	372-8361	lmeserv@bgsu.edu
Jan Snyder	Administrative Assistant	372-2211	jansnyd@bgsu.edu
<b>Athletic Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Bob Moosbrugger	Director of Athletics	372-7052	moosbrr@bgsu.edu
Kit Hughes	Senior Associate AD	372-7675	cchughe@bgsu.edu
Lauren Ashman	Senior Associate AD for Administration and Academics/SWA	372-7056	lashman@bgsu.edu
Amy Lanning	Administrative Assistant to AD	372-7052	alannin@bgsu.edu
<b>Development</b>			
Dan Meyer	Associate AD for Development	372-7057	dbmeyer@bgsu.edu
Jane Myers	Assistant AD for Development	372-7062	jbmyers@bgsu.edu
Mark Libs	Coordinator of Falcon Club	372-3589	mlibs@bgsu.edu
<b>Compliance</b>			
Mark Lukosavich	Assistant AD for Compliance & Administration	372-0435	lukosmj@bgsu.edu
Mark Gerhard	Director for Compliance	372-5503	TBD
<b>Marketing &amp; Promotions</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
David Theby	Director, Marketing & Promotions	372-7093	thebyd@bgsu.edu
Pete Fairbairn	Marketing Manager	372-2717	pfairba@bgsu.edu
Chad Clark	Promotions Assistant-Intern	372-4376	TBD
Megan Ihnat	Multimedia Production Intern	372-7149	TBD
<b>Business &amp; Finance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jim Elsasser	Associate AD for Internal Affairs	372-7054	jelsass@bgsu.edu
Robin Veitch	Assistant Director of Financial Affairs	372-7063	rlynv@bgsu.edu
Linda Kidd	Senior Budget Coordinator	372-7060	lkidd@bgsu.edu
<b>Student Athlete Services</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Chet Hesson	Assistant AD, Academics & Student-Athlete Services	372-0435	chesson@bgsu.edu
Allen Kohn	Academic Coordinator	372-0292	ajkohn@bgsu.edu
Meghan Horn	Student Athlete Services Assistant Coordinator	372-2460	hornm@bgsu.edu
Taylor Dennehy	Assistant Academic Coordinator	372-2460	tdenne@bgsu.edu
Chellie Davies	Secretary	372-7096	mdavies@bgsu.edu
<b>Ticket Operations</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Paul Bezdzicek	Director of Ticket Operations	372-9085	bpaul@bgsu.edu
Ashely DiMasso	Director of Ticket Sales	372-4349	adimass@bgsu.edu
Jessica MacFarlane	Assistant Director of Ticket Operations	372-8619	jmacfar@bgsu.edu
Mike Pfohl	Account Executive Intern	372-2762	mpfohl@bgsu.edu
Jesse Denick	Account Executive Intern	372-4019	TBD
<b>Facilities</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Steve Messenger	Assistant AD for Operations, Events & Championships	372-7263	smessen@bgsu.edu
Jamie Baringer	Assistant AD for Facility Operations (Stroh Center/Ice Arena)	372-2764	jbaring@bgsu.edu
Alex Sevrens	Coordinator of Facility, Stroh Center	372-4017	alexars@bgsu.edu
Laura Fischer	Coordinator of Ice Arena Programs	372-8686	dunnle@bgsu.edu
Michael McPhillips	Coordinator of Retail, Inventory Management & Customer Service, Ice Arena	372-7412	mmcpfil@bgsu.edu
Erik Nagel	Maintenance Superintendent, Ice Arena	372-7236	enagel@bgsu.edu

<b>Bands, Cheer &amp; Dance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dr. Michael King	Director of Falcon Marching Band	372-2187	
Daniel Nester	Coordinator of Spirit Programs	372-2343	dnester@bgsu.edu
<b>Athletic Communications</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jason Knavel	Assistant AD, Athletic Communications	372-7075	jknavel@bgsu.edu
Mike Cihon	Assistant Director	372-0474	mjihon@bgsu.edu
Jenna Jorgensen	Assistant Director	372-7105	TBD
James Nahikian	Intern	372-7077	jnahiki@bgsu.edu
Amanda Cutcher	Visual Communications Intern	372-4027	accutch@bgsu.edu
<b>Baseball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Danny Schmitz	Head Coach	372-7065	dansj@bgsu.edu
Rick Blanc	Assistant Coach	372-7095	rblanc@bgsu.edu
TBD	Assistant Coach	372-7641	TBD
<b>Men's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Michael Huger	Head Coach	372-2255	mhuger@bgsu.edu
Anthony Stacey	Assistant Coach	372-7073	stacey@bgsu.edu
Mike Summey	Assistant Coach	372-7672	msummey@bgsu.edu
Kevin Noon	Assistant Coach	372-4014	noonk@bgsu.edu
Ryan Kardok	Director of Men's Basketball Operations	372-8311	rkardok@bgsu.edu
Jeff Dyer	Video Coordinator	372-7448	jddyer@bgsu.edu
<b>Women's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jennifer Roos	Head Coach	372-7069	jroos@bgsu.edu
Jacey Brooks	Assistant Coach	372-0463	jaceyb@bgsu.edu
Jessica Ivey	Assistant Coach	372-9226	jivey@bgsu.edu
Nick Moore	Assistant Coach	327-7070	TBD@bgsu.edu
Monique Rosati	Director of Women's Basketball Operations	372-3710	mrosati@bgsu.edu
<b>Football</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Mike Jinks	Head Coach	372-7083	mjinks@bgsu.edu
Perry Eliano	Associate Head Coach/Defensive Coordinator (Safeties)		peliano@bgsu.edu
Kevin Kilmer	Co-Offensive Coordinator (Wide Receivers)		kkilmer@bgsu.edu
Andy Padron	Co-Offensive Coordinator (Quarterbacks)		apadron@bgsu.edu
Marcus White	Assistant Coach, Defensive Line		mdwhite@bgsu.edu
Matt Brock	Special Teams Coordinator (Assistant Defensive Line)		matth@bgsu.edu
Stephen Hamby	Assistant Football Coach (Offensive Line)		shamby@bgsu.edu
Mike Mickens	Assistant Coach (Cornerbacks)		mmicken@bgsu.edu
Benny Morrison	Assistant Football Coach (Linebackers)		benmorr@bgsu.edu
Seth Doege	Assistant Football Coach (Receivers)		sdoege@bgsu.edu
Ryan Downard	Director of Football Operations	372-3749	rmdowna@bgsu.edu
Luke Wagner	Recruiting Coordinator (Defense)	372-7082	lukecw@bgsu.edu
Nick Young	Recruiting Coordinator (Offense)	372-7082	nlyoung@bgsu.edu
Chris Zuccaro	Video Coordinator	372-8368	chrishz@bgsu.edu
Shelly Schwamberger	Secretary	372-7083	mschwam@bgsu.edu
<b>Golf</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Kevin Farrell	Head Men's Golf Coach	372-2403	fskevin@bgsu.edu
Julia Poca	StudentAssistant Men's Golf Coach	372-2403	pocaj@bgsu.edu
Stephanie Young	Head Women's Golf Coach	372-7068	youngsk@bgsu.edu
John Powers	Assistant Women's Golf Coach	372-7068	powerja@bgsu.edu
<b>Gymnastics</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Kerrie Turner	Head Coach	372-0552	kbeach@bgsu.edu
Jason Bauer	Associate Head Coach	372-0551	jfbauer@bgsu.edu
Marie Case	Assistant Coach	372-0547	mcase@bgsu.edu
<b>Ice Hockey</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Chris Bergeron	Head Ice Hockey Coach	372-7239	cberge@bgsu.edu
Ty Eigner	Assistant Coach	372-2063	teigner@bgsu.edu
Barry Schutte	Assistant Coach	372-3876	bschutt@bgsu.edu
Jimmy Spratt	Director of Hockey Operations	372-2086	jspratt@bgsu.edu
<b>Men's Soccer</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Eric Nichols	Head Coach	372-7072	enichol@bgsu.edu
Eric Reed	Assistant Coach	372-7071	edreed@bgsu.edu
Zach Mason	Assistant Coach	372-7071	zmason@bgsu.edu

<b>Women's Soccer</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Lindsay Basalyga	Head Coach	372-9602	lbasaly@bgsu.edu
Cain McDonald	Assistant Coach	372-9617	cainm@bgsu.edu
<b>Softball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Sarah Willis	Head Coach	372-7159	williss@bgsu.edu
Brittany Lastrapes	Assistant Coach	372-7066	lastrab@bgsu.edu
TBD	Assistant Coach	372-7092	TBD
<b>Women's Swimming &amp; Diving</b>			
Matt Ense	Head Swimming & Diving Coach	372-2060	ensem@bgsu.edu
Jaclyn Rosen	Assistant Coach	372-7478	rosenj@bgsu.edu
Phil Koester	Diving Coach	372-3483	pkoeste@bgsu.edu
<b>Tennis</b>			
Stephanie Dalmacio	Head Women's Tennis Coach	372-6021	sdalmac@bgsu.edu
TBD	Assistant Coach	372-6022	TBD
<b>Track &amp; Field/Cross Country</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Lou Snelling	Head Cross Country/Track & Field Coach	372-7104	lrsnell@bgsu.edu
James Gildon	Associate Head Track & Field Coach (Sprints, Hurdles, Jumps)	372-7124	kgildon@bgsu.edu
Matt Conly	Asst. Track & Field Coach (Throws)	372-7097	mconly@bgsu.edu
Chuck Wentz	Assistant Track & Field/Cross Country Coach	372-4013	cwentz@bgsu.edu
<b>Volleyball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Danijela Tomic	Head Coach	372-7067	dtomic@bgsu.edu
Alex DelPiombo	Assistant Coach	372-7413	ladelpiol@bgsu.edu
Efrain Negron	Assistant Coach	372-5388	enegron@bgsu.edu
Evan Antal	Director of Volleyball Operations	372-7558	TBD
<b>Strength &amp; Conditioning</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Kenneth Goodrich	Director	372-TBD	kgoodri@bgsu.edu
Billy Yates	Assistant Director (Football)	372-8968	billyy@bgsu.edu
Emily McClelland	Assistant Director	372-7558	emcclel@bgsu.edu
<b>Sports Medicine</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Alfred Castillo	Assistant AD for Sports Medicine	372-7088	acasti@bgsu.edu
Dan Fischer	Associate Athletic Trainer	372-7238	dafisch@bgsu.edu
Rob Whitehurst	Assistant Athletic Trainer	372-2219	whitehr@bgsu.edu
TBD	Assistant Athletic Trainer	372-7089	TBD
<b>Equipment</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Tommy Rapier	Assistant AD, Equipment Operations	372-7091	trapier@bgsu.edu
Scott Jess	Equipment Manager	372-2864	sjess@bgsu.edu
Mark Malcolm	Assistant Equipment Manager	372-8217	malcomj@bgsu.edu
Dylan Henry	Equipment Intern	372-7091	TBD

# University at Buffalo

3435 Main St  
Buffalo, New York 14260  
Area Code: 716 | Web: [www.buffalo.edu/](http://www.buffalo.edu/)  
Fax: 645-3754

**Athletic Dept. / Basketball  
Mailing Address**  
University at Buffalo  
102 Alumni Arena  
Buffalo, NY 14260

**Media Relations Mailing  
Address**  
Attn: Athletic Media Relations  
21 Alumni Arena  
Buffalo, N.Y. 14260

**Football / Offices Mailing  
Address**  
104 Stadium Complex  
Buffalo, NY 14260

<b>University Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dr. Satish K. Tripathi	President	645-6269	tripathi@buffalo.edu
Tracey Murphy	Executive Assistant	645-6269	thmurphy@buffalo.edu
Jose Aviles	Director of Admissions	645-6900	joseavil@buffalo.edu
Larry Zielinski	Executive Director of Alumni Engagement	645-3313	ljzielin@buffalo.edu
Jim Atwood	Faculty Athletics Representative	645-4201	jatwood@buffalo.edu
<b>Athletic Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Allen Greene	Director of Athletics	645-6811	agreene4@buffalo.edu
Nate Wills	Senior Associate AD/Administration	645-5548	ntwills@buffalo.edu
Eric Gross	Senior Associate AD for Development	645-6761	etgross@buffalo.edu
Kathy Twist	Senior Assoc. AD/Sports Admin./SWA	645-6866	twist@buffalo.edu
Dr. Donald R. Reed	Senior Associate Athletic Director/ Athletic & Academic Performance	645-3338	drreed@buffalo.edu
Todd Garzarelli	Senior Associate AD for External Affairs	645-1853	toddg@buffalo.edu
Kelly Crutenden	Associate AD/Compliance	645-9798	kc29@buffalo.edu
Dan "Boone" Enser	Associate AD/Communications & Broadcasting	645-3584	dpenser@buffalo.edu
Sharon Sanford	Associate AD for Rec. & Sport Mngt.	645-2307	ssanford@buffalo.edu
Amanda Gross	Assistant AD for Administration/Chief of Staff	645-3526	aroehn@buffalo.edu
Nick Titus	Assistant AD for Facilities/Capital Projects	645-3988	nbtitus@buffalo.edu
Nicole Smolinski	Athletic Administration Intern	645-3454	ndsmolin@buffalo.edu
<b>Marketing/Sales</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jeremy Applegate	Associate AD for Corporate & Strategic Partnerships	645-6832	jta2@buffalo.edu
Elaine Russell	Assistant Athletic Director for Marketing	645-5038	elaineru@buffalo.edu
Zack McTigue	Associate Director for Marketing	645-2890	zmctigue@buffalo.edu
Jessica Juliano	Assistant Director of Development and External Affairs	645-7796	jmjulian@buffalo.edu
Kyle Rhoads	Sales/Marketing Coordinator	645-3601	kylerhoa@buffalo.edu
Mike Jones	General Manager – UB Sports Properties	645-5572	michael@ubsportsproperties.com
Jason Suttell	Sales/Marketing Coordinator	645-6505	jsuttell@buffalo.edu
Melissa Tuite	Business Development Coordinator	645-6057	mtuite@buffalo.edu
<b>Business &amp; Finance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Heather Cooper	Director of Human Resources	645-3842	hrgribbs@buffalo.edu
Jeremy Kersten	Assistant Director	645-2105	kersten@buffalo.edu
Michael Weber	Staff Assistant	645-2864	mweber2@buffalo.edu
Judy Smith	Secretary	645-2044	jsmith1@buffalo.edu
<b>Facilities &amp; Operations</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Sue Kurowski	Associate AD Event/Facility Operations	645-3992	kurowski@buffalo.edu
Nick Titus	Assistant AD Facilities/Capital Projects	645-3988	nbtitus@buffalo.edu
Patty Murphy	Assistant Director, Team/Camp Coordinator	645-3604	pam5@buffalo.edu
Alan Bell	Facility Operations Manager	645-7344	lanbel@buffalo.edu
Kenyatta Holmes	Facility Operations Manager	645-3867	kholmes2@buffalo.edu
<b>Compliance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Erik Siliis	Director of Compliance	645-3998	eriksili@buffalo.edu
Linda Glose	Assistant Director Compliance/Financial Aid	645-7381	glose@buffalo.edu
Valerie Wudyka	Office Manager	645-3146	vwudyka@buffalo.edu
<b>Development</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Megan Reed	Assistant Athletic Director for Annual Giving	645-6263	Mreed4@buffalo.edu
Bill Breene	Assistant Director	645-6808	breene@buffalo.edu
Brady Hart	Director of Development/Major Gifts	645-1852	bradyhar@buffalo.edu
Jordie Kindervater	Assistant Director for Development	645-3941	jordiek@buffalo.edu
Jessica Juliano	Assistant Director of Development and External Affairs	645-7796	jmjulian@buffalo.edu

Marian Iak	Secretary	645-6867	mriak@buffalo.edu
<b>Ticket Operations</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Lori DeFranco	Director of Ticket Operations	645-6666	ld3@buffalo.edu
Jill Rexinger-Kuhn	Asst. Dir. of Ticket Operations	645-3991	rexinger@buffalo.edu
Bob Feidt	Assistant Ticket Operations Manager	645-3966	rmeidt@buffalo.edu
<b>Student Athlete Academic Services</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Rashidi Greene	Assistant AD for Academic Services	645-7969	rkgreen@buffalo.edu
Pat Wilson	Assistant Director/ Academic Advisor	645-6663	pwilson@buffalo.edu
TBD	Academic Advisor/Tutorial Coordinator	645-5531	edaniher@buffalo.edu
TBD	Academic Advisor	645-2553	kbb@buffalo.edu
Kellie Peiper	Assistant AD for Student-Athlete Excellence	645-6472	kpeiper@buffalo.edu
Melanie Warren	Academic Advisor/Learning Specialist	645-3929	Mwarren2@buffalo.edu
Patti Kindron	Administrative Assistant	645-5533	pkindron@buffalo.edu
<b>Bands, Cheer &amp; Dance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
James Mauck	Director of Athletic Bands	645-6185	jemauck@buffalo.edu
Amy Zabawa	Co Cheerleading Head Coach	645-6436	azabawa@buffalo.edu
Justin Bridenbaker	Co Cheerleading Head Coach	645-6436	jb5@buffalo.edu
<b>Communications &amp; Broadcasting</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jon Fuller	Assistant AD / Communications	645-6762	jfuller3@buffalo.edu
Brian Wolff	Associate Director of Communications	645-6993	bcwolff@buffalo.edu
Louie Spina	Assistant Director	645-6837	lspina@buffalo.edu
Paul Hokanson	Designer/Photographer	645-6697	Pdh3@buffalo.edu
Andy Quinn	Producer/Director	645-3486	Aquinn3@buffalo.edu
Xavier Riley	Production Assistant	645-3472	xavierri@buffalo.edu
Alex Odachowski	Production Assistant	645-6503	alexodac@buffalo.edu
<b>Baseball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Ron Torgalski	Head Baseball Coach	645-6834	rt4@buffalo.edu
Steve Ziroli	Assistant Baseball Coach/Pitching	645-3437	stevenz@buffalo.edu
Adam Skonieczki	Assistant Baseball Coach	645-6192	ags9@buffalo.edu
<b>Men's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Nate Oats	Head Men's Basketball Coach	645-3025	ub-mensbasketball@buffalo.edu
Jim Whitesell	Associate Head Men's Basketball Coach	645-5058	jwhites@buffalo.edu
Lindsay Hunter	Assistant Men's Basketball Coach	645-3921	Lhunter2@buffalo.edu
Bryan Hodgson	Assistant Men's Basketball Coach	645-3423	bhodgson@buffalo.edu
Adam Bauman	Director of Basketball Operations	645-3488	Abauman2@buffalo.edu
Mary Meyer	Secretary	645-3025	mmeyer@buffalo.edu
<b>Women's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Felicia Legette-Jack	Head Women's Basketball Coach	645-7309	ub-womensbasketball@buffalo.edu
Ashley Zuber	Assistant Women's Basketball Coach	645-3984	akzuber@buffalo.edu
Cherie Cordoba	Assistant Women's Basketball Coach	645-3143	ccordoba@buffalo.edu
Kristen Sharkey	Assistant Women's Basketball Coach	645-6950	knsharke@buffalo.edu
Hayley Weagant	Director of Basketball Operations	645-6877	hweagant@buffalo.edu
Mary Meyer	Secretary	645-3025	mmeyer@buffalo.edu
<b>Football</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Lance Leipold	Head Football Coach	645-3177	ub-football@buffalo.edu
Rob Ianello	Assoc. Head Coach/Recruiting Coord./Wide Receivers	645-6818	ianello@buffalo.edu
Brian Borland	Defensive Coordinator/Cornerbacks	645-6821	borland@buffalo.edu
Andy Kotelnicki	Offensive Coordinator/Quarterbacks	645-6847	andrewk@buffalo.edu
Daryl Agpalsa	Offensive Line	645-7909	dagpalsa@buffalo.edu
Alan Hensell	Tight Ends	645-6749	ahensell@buffalo.edu
Matt Simon	Running Backs / Special Teams	645-6817	msimon4@buffalo.edu
Chris Simpson	Linebackers	645-6820	csimps@buffalo.edu
Tim Edwards	Defensive Line	645-6813	tde@buffalo.edu
Greg Meyer	Director of Player Development	645-5468	Gmeyer2@buffalo.edu
Taiwo Onatolu	Director of Player Personnel	645-3108	abayomio@buffalo.edu
Najja Johnson	Graduate Assistant	645-3177	najjah@buffalo.edu
Ryan Olson	Graduate Assistant	645-3177	ryanolso@buffalo.edu
Nick Conrad	Graduate Assistant	645-6748	nconrad@buffalo.edu
Mason Judd	Graduate Assistant		masonjud@buffalo.edu
Paul Bittar	Director of Football Operations	645-6819	bittar@buffalo.edu
Phil Heimburg	Asst Director of Football Operations	645-2111	philphe@buffalo.edu
Jonathan Barnum	Video Coordinator	645-7930	jbarnum@buffalo.edu
Julie O'Neill	Administrative Assistant	645-6288	jkoneill@buffalo.edu

<b>Women's Rowing</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Kerry Ann Brace	Interim Head Women's Rowing Coach	645-3055	kkanaley@buffalo.edu
TBD	Assistant Coach/Recruiting Coordinator		
Sasha Bailey	Novice Assistant Women's Rowing Coach		sbailey5@buffalo.edu
Serra Sevenler	Graduate Assistant		serrasev@buffalo.edu
Carol Krestos	Administrative Assistant	645-3468	krestos@buffalo.edu
<b>Men's Soccer</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Stu Riddle	Head Men's Soccer Coach	645-3144	riddle@buffalo.edu
Davie Carmichael	Assistant Men's Soccer Coach	645-3755	carmicha@buffalo.edu
Matt Brown	Assistant Men's Soccer Coach	645-7781	mbrown26@buffalo.edu
Carol Krestos	Administrative Assistant	645-3468	krestos@buffalo.edu
<b>Women's Soccer</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Shawn Burke	Head Women's Soccer Coach	645-6391	shawnbur@buffalo.edu
Molly Rouse	Assistant Women's Soccer Coach	645-3378	mollyrou@buffalo.edu
Casey Derkacz	Assistant Men's Soccer Coach	645-6664	caseyden@buffalo.edu
Carol Krestos	Administrative Assistant	645-3468	krestos@buffalo.edu
<b>Softball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Trena Peel	Head Softball Coach	645-6517	trena@buffalo.edu
Holly Luciano	Assistant Softball Coach	645-6976	horacesm@buffalo.edu
Joe Prater Jr.	Volunteer Assistant		joeprate@buffalo.edu
Matt Meyer	Director of Managerial Staff		
Mary Meyer	Secretary	645-3025	mmeyer@buffalo.edu
<b>Swimming and Diving</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Andrew Bashor	Head Swimming Coach	645-3145	ajbashor@buffalo.edu
Will Bernhardt	Assistant Coach	645-3130	wbernarh@buffalo.edu
Aaron Mahaney	Assistant Coach	645-6868	amahaney@buffalo.edu
Lauren Baisden	Assistant Coach	645-3849	lbaisden@buffalo.edu
Russ Dekker	Head Diving Coach	645-2659	rdekker@buffalo.edu
<b>Men's Tennis</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Lee Nickell	Head Men's Tennis Coach	645-5565	wnickell@buffalo.edu
Jason Shkodnik	Assistant Coach	645-2890	yevgeniy@buffalo.edu
Carol Krestos	Administrative Assistant	645-3468	krestos@buffalo.edu
<b>Women's Tennis</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Kristen Ortman Maines	Head Women's Tennis Coach	645-5534	ktortman@buffalo.edu
Smaranda Stan	Assistant Women's Tennis Coach	645-6975	sstan@buffalo.edu
Carol Krestos	Administrative Assistant	645-3468	krestos@buffalo.edu
<b>Track &amp; Field/Cross Country</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Vicki Mitchell	Head Women's Track & Field/Cross Country Coach	645-6815	vam3@buffalo.edu
Perry Jenkins	Head Coach for Sprints & Relays	645-6801	pjenkins@buffalo.edu
Todd Witzleben	Associate Head Coach/Men's Distance	645-6320	toddwitz@buffalo.edu
Steve Esler	Associate Head Coach/Field Events	645-3627	sdesler@buffalo.edu
Jim Garnham Sr.	Throws Coach	645-6815	kgarnham@buffalo.edu
Tomarris Bell	Assistant Coach, Jumps	645-6664	tomarris@buffalo.edu
Carol Krestos	Administrative Assistant	645-3468	krestos@buffalo.edu
<b>Volleyball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Blair Brown Lipsitz	Head Volleyball Coach	645-3149	blairlip@buffalo.edu
Scott Smith	Assistant Volleyball Coach	645-5437	ssmith37@buffalo.edu
Adam McLamb	Assistant Volleyball Coach	645-6722	adammccla@buffalo.edu
Mary Meyer	Secretary	645-3025	mmeyer@buffalo.edu
<b>Wrestling</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
John Stutzman	Head Wrestling Coach	645-6876	fjs4@buffalo.edu
Craig "Boomer" Fechko	Assistant Coach	645-2218	craigfec@buffalo.edu
Le'Roy Barnes	Assistant Coach	645-0513	leroybar@buffalo.edu
Patti Kindron	Administrative Assistant	645-5533	pkindron@buffalo.edu
<b>Strength &amp; Conditioning</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Ryan Cidzik	Head Strength & Conditioning Coach for Football	645-3177	ryancidz@buffalo.edu
Nathan Harvey	Head Strength & Conditioning Coach for Olympic Sports	645-5469	npharvey@buffalo.edu
Craig Timmons	Assistant Coach	645-2111	ctimmons@buffalo.edu

Phil Ryan	Strength and Conditioning Coach	645-3613	pgryan@buffalo.edu
Jon Girard	Assistant Coach, Football	484-368-2721	Jgirard2@buffalo.edu
Tom Farniok	Assistant Coach, Football	645-3177	
Angelo Buono	Assistant Coach	645-3842	angelobu@buffalo.edu
<b>Sports Medicine</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Brian Bratta	Assistant AD/Director of Sports Medicine	645-8790	bbratta@buffalo.edu
Nick Mouyeos	Head Football Athletic Trainer	645-6829	mouyeos@buffalo.edu
Daniel James	Assistant Athletic Trainer	645-3339	djames6@buffalo.edu
John Ward	Assistant Athletic Trainer	645-8794	jgward@buffalo.edu
Andrew Bliz	Assistant Athletic Trainer	645-8792	abliz@buffalo.edu
Lauren Duff	Assistant Athletic Trainer	645-2838	lduff@buffalo.edu
Dale Zulawski	Assistant Athletic Trainer	645-6830	zulawski@buffalo.edu
Beth Cooney	Assistant Athletic Trainer	645-6471	etenore@buffalo.edu
Mike Lawther	Assistant Athletic Trainer	645-5138	mlawther@buffalo.edu
Corey McDevitt	Assistant Athletic Trainer	645-8791	coreymcd@buffalo.edu
Alyssa Schramm	Assistant Athletic Trainer	645-8793	aschramm@buffalo.edu
Robert Smolinski	Team Physician	829-2070	smolinski@buffalo.edu
<b>Equipment</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Megan Prunty	Assistant AD, Equipment	645-2015	mkprunty@buffalo.edu
Tom Hersey	Assistant Equipment Manager	645-6831	tthersey@buffalo.edu
Mario Hernandez	Assistant Equipment/Events Manager	645-5047	marioher@buffalo.edu

# Central Michigan University

1200 S Franklin St  
 Mount Pleasant, Michigan 48858  
 Area Code: 989 | Web: www.cmich.edu/  
 Fax: 774-5391

**Football Offices / Track Offices / Skoog Indoor  
 Track Complex Mailing Address**  
 Central Michigan University  
 364 East Broomfield Street  
 Mount Pleasant, MI 48859

**McGuirk Arena / Basketball / Volleyball /  
 Gymnastics / Media Relations Mailing Address**  
 Central Michigan University  
 300 East Broomfield Street  
 Mount Pleasant, MI 48859

<b>University Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dr. George E. Ross	President	(989) 774-3131	president@cmich.edu
Teri Spooner	Administrative Assistant	(989) 774-3131	spoon1tm@cmich.edu
Robin Kaye Harris	Administrative Assistant	(989) 774-3131	Mcdon1rk@cmich.edu
Kevin Williams	Sr. Associate Director/Admissions	(989) 774-2446	willi1kl@cmich.edu
Marcie Otteman	Executive Director/Alumni Relations	(989) 774-3312	ottem1mm@cmich.edu
Kevin G. Love	Faculty Athletics Representative	(989) 774-3431	love1kg@cmich.edu
<b>Athletic Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dave Heeke	Associate Vice President/Director of Athletics	(989) 774-1711	heeke1dw@cmich.edu
Craig Willey	Deputy Athletic Director/External Operations	(989) 774-6192	wille1cl@cmich.edu
Cristy Freese	Executive Associate Director of Athletics /Sport Administration	(989) 774-6689	frees1c@cmich.edu
Krystal Swindlehurst	Senior Associate Athletic Director/Internal Operations		
Tera Albrecht	Associate AD for Student-Athlete Services	(989) 774-1959	albre2tl@cmich.edu
Brian Brunner	Associate AD for Development	(989) 774-1836	Brunn1bd@cmich.edu
TBA	Associate AD for Marketing	(989) 774-2715	
Benjy Wilber	Associate AD for Compliance	(989) 774-1105	wilbe1b@cmich.edu
Mike Dabbs	Associate AD for Ticketing Sales & Chippewa Athletic Fund	(989) 774-2472	dabbs1mp@cmich.edu
Jim Knight	Assistant AD for Communications & Marketing		knight2je@cmich.edu
Orville Jennings	Assistant AD/Facilities & Sports Camps	(989) 774-2832	jenni10j@cmich.edu
Rob Wyman	Director of Communications	(989) 774-7614	wyman1rd@cmich.edu
Paula Erskin	Executive Athletics Secretary	(989) 774-3046	erski1pj@cmich.edu
Angie Moss	Asst. Director of Internal Operations	(989) 774-3043	half1ma@cmich.edu
<b>Marketing &amp; Promotions</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Pete Maniez	Assistant Director for Marketing and Fan Engagement	(989) 774-2472	manie1pj@cmich.edu
Adam Jaksa	Assistant Director of Multimedia Services	(989) 774-3277	jaksa1ad@cmich.edu
<b>Business &amp; Finance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Krystal M. Swindlehurst	Director of Athletics Business Operations	(989) 774-3473	fisch2km@cmich.edu
Ashley Malley	Business Assistant	(989) 774-1412	malle1a@cmich.edu
<b>Facilities &amp; Operations</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Paul Trehwella	Director of Event Operations	(989) 774-2151	trehw1pr@cmich.edu
Nick Canyock	Associate Director/Facilities & Events	(989) 774-4853	canyo1nj@cmich.edu
<b>Compliance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Benjy Wilber	Associate AD for Institutional Support Services	(989) 774-1105	wilbe1b@cmich.edu
Evan Taylor	Assistant Director of Compliance	(989) 774-1294	taylo2es@cmich.edu
Sue King	Compliance Assistant	(989) 774-3187	king1js@cmich.edu

<b>Development</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Craig Wiley	Deputy Athletic Director/External Operations	(989) 774-6192	wille1cl@cmich.edu
Brian Brunner	Associate AD for Development	(989) 7741836	brunn1bd@cmich.edu
Mike Dabbs	Associate AD for Tickets and Chippewa Athletic Fund	(989) 774-1219	dabbs1mp@cmich.edu
Courtney Silverthorn	Assistant Director/Chippewa Athletic Fund	(989) 774-2842	mcguy1ck@cmich.edu
Jamie Sawade	Chippewa Athletic Fund Administrative Assistant	(989) 774-6680	kaufm1g@cmich.edu
Shane Starr	Chippewa Athletic Fund Assistant	(989) 774-2174	starr1sj@cmich.edu
Kayla Wulff	Chippewa Athletic Fund Assistant	(989) 774-6680	wulff1kg@cmich.edu
<b>Ticket Operations</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Katie Cooley	Assistant Director of Athletic Ticket Operations	(989) 774-3044	coole1km@cmich.edu
<b>Student Athlete Academic Services</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Tera Albrecht	Associate Athletic Director/Student-Athlete Services	(989) 774-1959	albre2tl@cmich.edu
Jeremy Ploch	Associate Director of Student Athlete Services	(989) 774-2103	ploch1jt@cmich.edu
Jennie Walker	Academic Learning Specialist	(989) 774-1343	walke1js@cmich.edu
Megan Gregory	Assistant Director of Student Athlete Services	(989) 774-2052	grego3ma@cmich.edu
Eric Vendemia	Assistant Director of Student Athlete Services	(989) 774-1562	vende1ew@cmich.edu
<b>Bands, Cheer &amp; Dance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dr. James Batcheller	Director of Bands	(989) 774-3317	batch1jc@cmich.edu
Nicky Van	Cheerleading	TBA	van1nt@cmich.edu
Amy Bunting	Dance Team	(989) 400-7451	decke1al@cmich.edu
<b>Communications</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Rob Wyman	Director of Communications	(989) 774-3277	wyman1rd@cmich.edu
John Regenfuss	Associate Director of Communications	(989) 774-3277	regen1jm@cmich.edu
Maria Rivera	Assistant Director of Communications	(989) 774-3277	schml2ma@cmich.edu
Andy Sneddon	Assistant Director of Communications	(989) 774-3277	snedd1a@cmich.edu
Todd Edwards	Director of Multimedia Services	(989) 774-3277	edwar2tj@cmich.edu
<b>Baseball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Steve Jaksa	Head Baseball Coach	(989) 774-2051	jaksa1sp@cmich.edu
Doug Sanders	Assistant Baseball Coach	(989) 774-2123	sande4da@cmich.edu
Jeff Opalewski	Assistant Baseball Coach and Recruiting Coordinator	(989) 774-1580	opale1je@cmich.edu
Will Arnold	Assistant Baseball Coach	(989) 774-1484	arnol1wa@cmich.edu
<b>Men's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Keno Davis	Head Men's Basketball Coach	(989) 774-3041	chippewasbball@cmich.edu
Kevin Gamble	Assistant Men's Basketball Coach	(989) 774-3041	gamb11kd@cmich.edu
Jeff Smith	Assistant Men's Basketball Coach	(989) 774-3041	smith1jm@cmich.edu
Kyle Gerdeman	Assistant Men's Basketball Coach	(989) 774-3041	gerde1km@cmich.edu
DJ Mocini	Director of Basketball Operations	(989) 774-3006	mocin1dj@cmich.edu
Alex Edwards	Video Coordinator	(989) 774-3041	edwa2362@yahoo.com
<b>Women's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Sue Guevara	Head Women's Basketball Coach	(989) 774-3041	gueva1sm@cmich.edu
Heather Oesterle	Associate Women's Basketball Coach	(989) 774-3041	oeste1hm@cmich.edu
Raina Harmon	Assistant Women's Basketball Coach	(989) 774-3041	harmo1r@cmich.edu
Kristin Haynie	Assistant Women's Basketball Coach	(989) 774-3041	hayni1kl@cmich.edu
Phil Wendland	Director of Basketball Operations	(989) 774-1944	wendl1ps@cmich.edu
Shonda Long	Video Coordinator	(989) 774-3041	long4sm@cmich.edu
<b>Field Hockey</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Molly Pelowski	Head Field Hockey Coach	(517) 899-4809	malon1ma@cmich.edu
Annie Hansbury	Assistant Field Hockey Coach		hansb1am@cmich.edu
TBA	Graduate Assistant		

<b>Football</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
John Bonamego	Head Coach	(989) 774-3896	chipfootball@cmich.edu
Greg Colby	Defensive Coordinator/Linebackers	(989) 774-3896	colby1g@cmich.edu
Mike Dietzel	Special Teams Coordinator/Safeties	(989) 774-3896	dietz1md@cmich.edu
Sherrone Moore	Tight Ends	(989) 774-3896	moore3sb@cmich.edu
Archie Collins	Defensive Backs	(989) 774-3896	coll1av@cmich.edu
Mose Rison	Assistant Head Coach/Wide Receivers	(989) 774-3896	rison1ml@cmich.edu
Morris Watts	Offensive Coordinator/Quarterbacks	(989) 774-3896	morris.watts@cmich.edu
George Ricumstrict	Defensive Line	(989) 774-3896	ricum1g@cmich.edu
Gino Guidugli	Running Backs/Recruiting Coordinator	(989) 774-3896	guidu1g@cmich.edu
Derek Frazier	Offensive Line	(989) 774-3896	frazi1dt@cmich.edu
Reed Schuitema	Director of Football Operations	(989) 774-3896	schui2rr@cmich.edu
Ben Presnell	Director of Player Personnel	(989) 774-3896	presn1bd@cmich.edu
Diane Craven	Football Secretary	(989) 774-3896	diane.craven@cmich.edu
Jay McDowell	Video Coordinator	(989) 774-3896	jay.mcdowell@cmich.edu
Andy Phillips	Quality Control	(989) 774-3896	phill1al@cmich.edu
Ryan Kolakowski	Quality Control	(989) 774-3896	kolak1rm@cmich.edu
Justin Sweeney	Quality Control	(989) 774-3896	sween1jj@cmich.edu
<b>Women's Golf</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Cheryl Stacy	Head Coach	(734) 649-6317	stacy1ca@cmich.edu
Lauren Grogan	Assistant Coach		groga1l@cmich.edu
<b>Women's Gymnastics</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jerry Reighard	Head Gymnastics Coach	(989) 774-6696	jerry.reighard@cmich.edu
Christine MacDonald	Associate Head Gymnastics Coach	(989) 774-2029	macdo1cn@cmich.edu
TBA	Assistant Gymnastics Coach	(989) 774-2029	
<b>Lacrosse</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Sara Tisdale	Head Coach	(517) 285-2705	tisda1sm@cmich.edu
MacKenzie Lawler	Assistant Coach	(517) 614-6110	lawle1me@cmich.edu
Kelly Stelzer	Assistant Coach	(630)621-7988	stelz1k@cmich.edu
<b>Women's Soccer</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Peter McGahey	Head Women's Soccer Coach	(989) 774-1985	mcgah1pj@cmich.edu
Cassie Weik	Assistant Women's Soccer Coach/Director of Internal Affairs	(989) 774-1985	weik1cr@cmich.edu
Heather Cato	Assistant Women's Soccer Coach/Director of External Affairs	(989) 774-1985	cato1hd@cmich.edu
<b>Softball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Margo Jonker	Head Softball Coach	(989) 774-6688	margo.jonker@cmich.edu
Joanna Lane	Assistant Softball Coach	(989) 774-3263	lane1je@cmich.edu
Jessica Bracamonte	Assistant Softball Coach	(989) 774-3263	braca1ja@cmich.edu
<b>Track &amp; Field/Cross Country</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Mark Guthrie	Director of Track & Field/Cross Country	(989) 774-3729	guthr1mr@cmich.edu
Matt Kaczor	Associate Head Coach	(989) 621-0751	kaczo1mj@cmich.edu
Dionne Henley	Track & Field/Cross Country Assistant	(989) 621-3228	henle1dm@cmich.edu
Andrew Basler	Track & Field/Cross Country Assistant	(951) 224-7302	basle1at@cmich.edu
Matt Adams	Track & Field/Cross Country Assistant	(989) 621-TBD	Adams4m@cmich.edu
Bryant Wilson	Track & Field/Cross Country Assistant	(989) 387-4344	wilso2bj@cmich.edu
<b>Volleyball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Mike Gawlik	Head Volleyball Coach	(989) 621-TBD	mike.gawlik@cmich.edu
Adam Rollman	Assistant Volleyball Coach	(402) 316-9912	rollm1at@cmich.edu
Krista Rice	Assistant Volleyball Coach	(616) 813-8063	rice1kk@cmich.edu
<b>Wrestling</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Tom Borrelli	Head Wrestling Coach	(989) 774-3856	borre1tr@cmich.edu
Ben Bennett	Assistant Wrestling Coach	(989) 774-3318	benne1bd@cmich.edu
Ryan Cubberly	Assistant Wrestling Coach	(989) 774-3830	cubbe2rm@cmich.edu
<b>Strength &amp; Conditioning</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jason Novak	Director of Strength and Conditioning	(989) 774-3896	novak2jr@cmich.edu
Taylor Larson	Assistant Director of Strength & Conditioning	(989) 774-3896	larso1tj@cmich.edu
Aaron McLatcher	Assistant Director of Strength & Conditioning	(989) 774-3896	mclat1am@cmich.edu
Dylan Fitchett	Assistant Director of Strength and Conditioning	TBD	fitch1dr@cmich.edu

<b>Sports Medicine</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dr. Matthew Jackson	Medical Director and Head Team Physician	(989) 774-7657	jacks3mr@cmich.edu
John Mason	Head Trainer	(989) 774-6685	mason1jc@cmich.edu
Greg McGillvary	Associate Trainer	(989) 774-7453	mcgil1gd@cmich.edu
Robin Jones	Assistant Trainer	(989) 774-6687	robin.jones@cmich.edu
Joseph Fox	Assistant Trainer	(989) 774-7453	fox1jn@cmich.edu
Tony Richards	Assistant Trainer	(989) 774-3879	richa2ar@cmich.edu
Kristen Jackson	Assistant Trainer	(989) 774-6426	tetua1kl@cmich.edu
Kristara Roslund	Insurance Coordinator	(989) 774-2281	roslu1k@cmich.edu
<b>Equipment</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Michael McPike	Equipment Coordinator/Football	(989) 774-3882	mcpik1md@cmich.edu
John Belco	Equipment Coordinator & Apparel	(989) 774-6681	belco1js@cmich.edu

# Eastern Michigan University

900 Oakwood St  
Ypsilanti, Michigan 48197  
Area Code: 734 | Web: [www.emich.edu/](http://www.emich.edu/)  
Fax: 487-6898

## Athletic Dept. / Media Relations Mailing Address

Attn: EMU Athletics or Media Relations  
799 N. Hewitt Rd.  
Ypsilanti, MI 48197

## Athletic Dept. Mailing Address

Attn: EMU Athletics  
200 Bowen Field House  
Ypsilanti, MI 48197

<b>University Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dr. James Smith	President	487-2211	jmsmith@emich.edu
Casey Wooster	Executive Assistant to the President	487-2212	jwooster@emich.edu
Kevin Kucera	VP for Enrollment Management	487-8893	kkucera@emich.edu
TBD	Alumni Relations	487-0250	TBD@emich.edu
Edward Sidlow	Faculty Athletics Representative	487-3113	esidlow@emich.edu
<b>Athletic Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Heather Lyke	VP and Director of Athletics	487-1050	hlyke@emich.edu
Christian Spears	Deputy Director of Athletics	487-2327	cspears6@emich.edu
Chris Hoppe	Senior Assoc. AD for Administration	487-3263	choppe3@emich.edu
Erin Kido	Senior Assoc. AD for Administration	487-8172	ekido@emich.edu
Mike Malach	Senior Assoc. AD/Finance and Operations	487-5313	mmalach@emich.edu
Matthew Jakobsze	Associate AD for Compliance	487-7859	mjakobsz@emich.edu
Dan McLean	Associate AD for Development	487-8236	dmclean4@emich.edu
Dr. Talea Drummer	Associate AD for Student-Athlete Support Services	487-1283	tdrummer@emich.edu
Lori Barron	Senior Administrative Assistant	487-1050	lori.grohowski@emich.edu
<b>Marketing &amp; Promotions</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Tony Orlando	Assistant AD for Marketing	487-2696	aorland4@emich.edu
Joey Aliota	Marketing Coordinator	487-0742	taliota@emich.edu
<b>Business &amp; Finance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Bobbie Bowling	Senior Account Specialist	487-5206	rbowling@emich.edu
<b>Facilities &amp; Operations</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Adam Martin	Director of Facilities and Operations	487-5642	amarti54@emich.edu
Andrew Hensley	Assistant Director of Facilities and Operations	487-5642	ahensle3@emich.edu
Nate Miller	Facilities and Operations Assistant	487-5642	nmille11@emich.edu
<b>Compliance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Mari Rakijas	Asst. Director of Compliance, Monitoring	487-4519	mrakijas@emich.edu
Mike Paciorek	Faculty Compliance Associate	487-1439	mpaciorek@emich.edu
<b>Development</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Becky Heckart	Assistant Director for Development	487-8684	rheckart@emich.edu
<b>Ticket Operations</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jeff Czachowski	Director of Ticket Sales & Operations	487-3823	ext_jczachow@emich.edu
Michael Ankoviak	Sales & Service Consultant	487-3820	ext_mankoviak@emich.edu
<b>Student Athlete Academic Services</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Ann O'Sullivan	Senior Academic Counselor	487-2059	aosulliv@emich.edu
Garrett Hotchkiss	Academic Counselor	487-3234	ghotchk2@emich.edu
Corey Whitney	Academic Counselor	487-2306	cwhitne5@emich.edu
Teiryne Vaughn	Coordinator of Athletics Certification	487-6795	tvaughn@emich.edu
<b>Bands, Cheer &amp; Dance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dr. Mary K. Schneider	Band Director	487-8007	mary.schneider@emich.edu
Mary Spiski	Cheer Team Coach/Spirit Coordinator	307-399-4168	emu_cheer@emich.edu
Jenna Williams	Dance Team Coach	248-470-9123	emu_dance@emich.edu
<b>Media Relations</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Greg Steiner	Associate AD for Media Relations	487-0318	greg.steiner@emich.edu
Sean Hostetter	Asst. Director of Athletic Media Relations	487-0317	shostett@emich.edu

<b>Baseball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Mark Van Armejde	Head Coach	487-0315	mvanamejd@emich.edu
Eric Roof	Assistant Baseball Coach/Recruiting	487-1985	eroof@emich.edu
Spencer Schmitz	Assistant Coach	487-8660	sschmit9@emich.edu
<b>Men's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Rob Murphy	Head Men's Basketball Coach	487-0316	TBA
Mike Brown	Assistant Men's Basketball Coach	487-0365	mbrow111@emich.edu
Kevin Mondro	Assistant Men's Basketball Coach	487-4459	kmondro@emich.edu
Benny White	Assistant Men's Basketball Coach	487-0464	bwhite33@emich.edu
TBD	Director of Basketball Operations	487-4263	TBD@emich.edu
<b>Women's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Fred Castro	Head Women's Basketball Coach	487-4451	ccastro6@emich.edu
Adam Call	Assistant Women's Basketball Coach	487-2315	acall1@emich.edu
Abi Olajuwon	Assistant Women's Basketball Coach	487-1976	aolajuw0@emich.edu
Cassandra Callaway	Assistant Women's Basketball Coach	487-8434	ccallaw5@emich.edu
Isaiah Walton	Director of Basketball Operations	487-8276	lwalton1@emich.edu
<b>Football</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Chris Creighton	Head Football Coach	487-2160	ccreigh1@emich.edu
Chuck Bullough	Assistant Coach	487-2160	cbulloug@emich.edu
Kalen DeBoer	Assistant Coach	487-2160	kdeboer1@emich.edu
Todd Frakes	Assistant Coach	487-2160	bfrakes@emich.edu
Ryan Grubb	Assistant Coach	487-2160	rgrubb1@emich.edu
Herb Haygood	Assistant Coach	487-2160	hhaygood@emich.edu
Aaron Keen	Assistant Coach	487-2160	akeen2@emich.edu
Neal Neathery	Assistant Coach	487-2160	nneather@emich.edu
Jay Peterson	Assistant Coach	487-2160	apeters4@emich.edu
Fred Reed	Assistant Coach	487-2160	freed3@emich.edu
Dylan Saccone	Director of Football Operations	487-2160	dsacson1@emich.edu
Brian Overholt	Video Coordinator	487-2160	boverhol@emich.edu
Jeanne Justice	Administrative Assistant	487-2160	jjustic4@emich.edu
<b>Golf</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Bruce Cunningham	Head Men's Golf Coach	487-6703	bruce.cunningham@emich.edu
Jordan Young	Assistant Men's Coach	N/A	N/A
Pina Gentile	Head Women's Golf Coach	487-6435	lgentil2@emich.edu
<b>Gymnastics</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Sarah Brown	Head Gymnastics Coach	487-1082	sbrow159@emich.edu
TBD	Assistant Gymnastics Coach	487-0310	TBD@emich.edu
Shea Anderson	Volunteer Assistant Coach	N/A	sander70@emich.edu
Bianca Jordaen	Student Manager		
<b>Women's Rowing</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Kemp Savage	Head Women's Rowing Coach	487-6690	ksavagei@emich.edu
Julie Quoss	Assistant Women's Rowing Coach	487-2234	jquoss@emich.edu
<b>Women's Soccer</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Scott Hall	Head Women's Soccer Coach	487-2144	scott.hall@emich.edu
Joe Malachino	Assistant Women's Soccer Coach	487-3421	jmalachi@emich.edu
Dan Diac	Goalkeeping Coach	N/A	N/A
<b>Softball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Melissa Gentile	Head Softball Coach	487-1031	mgentile@emich.edu
Kim Burke	Assistant Softball Coach	487-2274	kburke11@emich.edu
Andrea Vangoss	Assistant Softball Coach	487-8673	TBD@emich.edu
<b>Swimming and Diving</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Peter Linn	Head Swimming Coach	487-0463	peter.linn@emich.edu
Loren "Buck" Smith	Head Diving Coach	487-3079	buck.smith@emich.edu
TBD	Assistant Coach	487-4197	TBD@emich.edu
Tracy Martin	Assistant Coach	487-0322	tmarti25@emich.edu
TBD	Assistant Coach	487-4197	TBD@emich.edu
<b>Women's Tennis</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Ryan Ray	Head Women's Tennis Coach	487-2244	rray4@emich.edu

<b>Track &amp; Field/Cross Country</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
John Goodridge	Head Men's Track & Field/Cross Country Coach	487-2245	john.goodridge@emich.edu
Sue Parks	Head Women's Track & Field/Cross Country Coach	487-0272	sparks6@emich.edu
TBD	Men's Assistant Coach	487-8020	TBD@emich.edu
Sterling Roberts	Men's Assistant Coach	487-0236	sroberts3@emich.edu
Chris Best	Women's Assistant Coach	487-7501	cbest3@emich.edu
Geren Woodbridge	Women's Assistant Coach	487-2250	gwoodbri@emich.edu
<b>Volleyball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Kimi Olson	Head Volleyball Coach	487-0291	kolson15@emich.edu
Michael Shearer	Assistant Volleyball Coach	487-2235	mshoare3@emich.edu
Darcy Dorton	Assistant Volleyball Coach	487-7811	ddorton@emich.edu
<b>Wrestling</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
David Bolyard	Head Wrestling Coach	487-0395	david.bolyard@emich.edu
Luke Smith	Assistant Wrestling Coach	487-0395	lsmit146@emich.edu
Scott Mattingly	Assistant Wrestling Coach	487-0395	smatting@emich.edu
<b>Sports Performance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Fred Hale	Co-Director of Sports Performance	487-2152	fhale@emich.edu
Bryan Fink	Co-Director of Sports Performance	487-4511	bfink2@emich.edu
Aaron Short	Assistant Sports Performance	N/A	ashort4@emich.edu
TBD	Assistant Sports Performance	487-4511	TBD@emich.edu
<b>Sports Trainers</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jennifer Brown	Associate AD for Sports Medicine	487-5183	jbrow214@emich.edu
Bill Tuscany	Staff Athletics Trainer	487-9956	bill.tuscany@emich.edu
Angela Mierzwiak	Staff Athletics Trainer	487-9957	amierzwi@emich.edu
Katie Skinner	Staff Athletics Trainer	487-8520	kskinne5@emich.edu
Brad Watson	Staff Athletics Trainer	487-8498	bwatso15@emich.edu
<b>Equipment</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Ben Herman	Assistant AD for Equipment Operations	487-0166	bherman3@emich.edu
Wayne Smith	Assistant Equipment Manager	487-1029	wsmith@emich.edu

# Kent State University

800 E Summit St  
 Kent, Ohio 44242  
 Area Code: 330 | Web: www.kent.edu/  
 Fax: 672-5974

MACC Arena / Media Relations / Athletic Dept. /

**Football Offices**  
 1025 Risman Drive  
 Kent, OH 44242

**Athletic Field House**

2227 Summit St  
 Kent, OH 44240

<b>University Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dr. Beverly J. Warren	President	672-2210	Beverlywarren@kent.edu
Debra Berry	Executive Assistant	672-2210	dberry4@kent.edu
Nancy Dellavecchia	Director of Admissions	672-2021	ndelleve@kent.edu
Lori Randorf	Alumni Relations	672-5368	lrandorf@kent.edu
Kathy Wilson	Faculty Athletics Representative	672-1093	kwilson3@kent.edu
<b>Athletic Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Joel Nielsen	Director of Athletics	672-2152	nielsen@kent.edu
Laing Kennedy	Emeritus Director of Athletics	672-8406	lkennedy@kent.edu
Casey Cegles	Deputy Athletic Director- External Operations	672-2175	ccegles@kent.edu
Janet Kittell	Deputy Athletic Director- Internal Operations/SWA	672-8461	jkittell@kent.edu
Matthew R. Geis	Senior Assoc. AD/Exec. Dir. for Athletic Advancement	672-2175	mgeis@kent.edu
Greg Glaus	Sr. Associate Athletic Director	672-8408	gglaus@kent.edu
Colin Miller	Sr. Fiscal Manager	672-8465	cmille77@kent.edu
Emily Hurd	Special Assistant to the Athletic Director	672-0568	ehurd3@kent.edu
<b>Marketing &amp; Promotions</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Heather Cook	Director of Marketing & Fan Experience	672-8241	hcook7@kent.edu
T.J Christie	Group Sales Manager	672-7012	tchrist2@kent.edu
Ty Linder	Director of Broadcasting	672-8416	tlinder@kent.edu
Nick Kane	Video Coordinator	672-2800	nkanevideo@gmail.com
Dave Carducci	Director of New Media	672-3084	dcarducc@kent.edu
<b>Business &amp; Finance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Beth Lott	Business Analyst Associate	672-6325	elott@kent.edu
Vicki Nader	Account Clerk II	672-5979	vnader@kent.edu
<b>Facilities &amp; Operations</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Mykal Imbrock	Assistant AD – Facilities & Operations	672-8407	mimbrock@kent.edu
Jimmy Fetzer	Facilities Manager, MACC Center	672-7493	Jfetzer3@kent.edu
Julie Gott	Field House Facilities Manager	672-8429	jweir5@kent.edu
<b>Compliance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Kristin Reed	Assistant AD for Compliance, Eligibility Coordinator	672-8400	Kreed29@kent.edu
Stephanie Danesis	Associate Director for Compliance	672-2243	sdanesis@kent.edu
TBD	Compliance Coordinator	672-TBD	TBD@kent.edu
<b>Development/Athletic Advancement</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jim Hofbauer	Assistant Athletic Director/ Director of Athletic Advancement	672-8404	jhofbaue@kent.edu
Maggie McKendry	Associate Director of Athletic Advancement	672-0426	mmckendr@kent.edu
Alicia Gaffney	Associate Director Special Projects & Events	672-8399	alongst1@kent.edu
Kara Mayle	Director of Athletic Alumni Relations	672-0439	kwarnke@kent.edu
Amy Morris	Director Athletic Advancement Operations	672-8417	amorris2@kent.edu
Brock Cline	Assistant Director Golden Flashes Club	672-7012	Bcline1@kent.edu
Sally Kline	Senior Secretary	672-0430	skline@kent.edu
<b>Ticket Operations</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Keith Dea	Athletic Ticket Manager	672-4269	kdea@kent.edu

<b>Student Athlete Academic Services</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Angie Hull	Assistant AD Student Athlete Academic Services	672-4733	hull@kent.edu
Amy Densевич	Associate Director, Student-Athlete Academic Services	672-2961	adensevi@kent.edu
Cassandra Thorpe	Athletic Academic Counselor	672-5294	Cthorpe3@kent.edu
John Hardesty	Assistant Director, Student-Athlete Academic Services, Director of Football Academics	672-8573	Jhardes4@kent.edu
TBD	Athletic Academic Counselor	672-8427	TBD@kent.edu
Curtis Burkeen	Learning Specialist	672-3007	cburkeen@kent.edu
Bridget Peot	Learning Specialist	672-8402	bpeot@kent.edu
Donna Burroughs	Tutor	672-4791	dmburrou@kent.edu
<b>Student-Athlete Development</b>			
Katie Schilling	Assistant Director for Student-Athlete Development	672-5976	kschill2@kent.edu
<b>Bands, Cheer &amp; Dance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dr. John Franklin	Director of Bands	672-2172	jfrank24@kent.edu
TBD	Cheerleading and Dancing Coach	672-TBD	kentstatecheer@gmail.com
<b>Communications</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
TBD	Director of Athletic Communications	672-8467	TBD@kent.edu
Mollie Radzinski	Assistant Director for Athletic Communications	672-8419	mradin1@kent.edu
Jay Fiorello	Assistant Director for Athletic Communications	672-8420	jfiorel2@kent.edu
Aaron Chimenti	Assistant Director for Athletic Communications	672-8468	achiment@kent.edu
TBD	Assistant Director for Athletic Communications	672-TBD	TBD@kent.edu
<b>Baseball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jeff Duncan	Head Baseball Coach	672-8432	jdunca21@kent.edu
Mike Birkbeck	Associate Head Baseball Coach	672-8433	mbirkbec@kent.edu
Alex Marconi	Assistant Baseball Coach	672-8433	amarconi@kent.edu
<b>Men's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Rob Senderoff	Head Men's Basketball Coach	672-8437	rsendro@kent.edu
Eric Haut	Assistant Men's Basketball Coach	672-8448	ehaut@kent.edu
Akeem Miskdeen	Assistant Men's Basketball Coach	672-8449	amiskdee@kent.edu
Bobby Steinburg	Assistant Men's Basketball Coach	672-6309	rsteinbu@kent.edu
Mike McKee	Director of Basketball Operations	672-2495	mmckee2@kent.edu
Amy Cecchetti	Secretary	672-8437	acecchet@kent.edu
<b>Women's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Todd Starkey	Head Women's Basketball Coach	672-3717	Tstarke8@kent.edu
Patrick Mashuda	Assistant Coach	672-8436	pmashuda@kent.edu
Fran Recchia	Assistant Coach	672-1167	frecchia@kent.edu
Morgan Toles	Assistant Coach	672-	mtoles@kent.edu
Alison Seberger	Director of Basketball Operations	672-8438	aseberge@kent.edu
Amy Cecchetti	Secretary	672-8437	acecchet@kent.edu
<b>Field Hockey</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Kathleen Wiler	Head Field Hockey Coach	672-3990	fieldhockey@kent.edu
Heather Schnepf	Assistant Field Hockey Coach	672-8413	fieldhockey@kent.edu
Lawrence Amar	Assistant Field Hockey Coach	672-3990	fieldhockey@kent.edu
<b>Football</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Paul Haynes	Head Football Coach	672-3350	TBA
Stephanie Boyle	Administrative Secretary	672-3350	sboyle4@kent.edu
Don Treadwell	Offensive Coordinator/Running Backs	672-3350	dtreadwe@kent.edu
Colin Ferrell	Defensive Line	672-3350	cferrel@kent.edu
Ben Needham	Defensive Coordinator/Linebackers	672-3350	bneedham@kent.edu
Jeff Burrow	Assistant Coach/Safeties	672-3350	jburrow@kent.edu
Hank Poteat	Assistant Coach/Cornerbacks	672-3350	hpoteat@kent.edu
Rob Zeitman	Assistant Head Coach/Offensive Line	672-3350	rzeitman@kent.edu
Doc Gamble	Assistant Coach/Wide Receivers	672-3350	cgamble4@kent.edu
Dave McMichael	Special Teams Coordinator/Tight Ends	672-3350	fmcMicha@kent.edu
Mark Spencer	Recruiting Coordinator/Running Backs	672-3350	mspenc30@kent.edu
Dayne Brown	Director of Football Operations	672-8415	dbrow175@kent.edu
Leigha Presley	Video Coordinator	672-3958	lpresley@kent.edu
<b>Golf</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Herb Page	Director of Golf/Head Men's Golf Coach	672-4629	hpage@kent.edu

Jon Mills	Associate Head Coach	672-4600	jmills1@kent.edu
Greg Robertson	Head Women's Golf Coach	672-4600	grober14@kent.edu
Maddi Swaney	Assistant Women's Golf Coach	672-4600	mswaney@kent.edu
<b>Gymnastics</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Brice Biggin	Head Gymnastics Coach	672-8410	bbiggin@kent.edu
Sharon Sabin	Assistant Gymnastics Coach	672-8411	spears01@kent.edu
Craig Ballard	Assistant Gymnastics Coach	672-2822	sballar3@kent.edu
<b>Women's Soccer</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Rob Marinaro	Head Women's Soccer Coach	672-8425	rmarinar@kent.edu
Abby Richter	Assistant Women's Soccer Coach	672-8424	arichter@kent.edu
Pat Sweeney	Assistant Women's Soccer Coach	672-8424	psweene3@kent.edu
<b>Softball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Eric Oakley	Head Women's Softball Coach	672-8431	eoakley@kent.edu
Emlyn Knerem	Assistant Women's Softball Coach	672-8463	eknerem@kent.edu
Meaggan Pettipiece	Assistant Women's Softball Coach	672-8463	mpettipei@kent.edu
<b>Track &amp; Field/Cross Country</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Bill Lawson	Director of Track & Field/Cross Country	672-8443	wlawson1@kent.edu
Mark Croghan	Head Cross Country Coach	672-8440	mcrogha1@kent.edu
Nathan Fanger	Associate Head Coach/Throws	672-2546	nfanger@kent.edu
TBA	Assistant Coach/Combined & Jumps	672-8441	
Michael Schober	Assistant Coach/Jumps, Combined & Hurdles	672-3991	mschober@kent.edu
Olimpia Nowak	Assistant Coach	672-8442	onowak@kent.edu
<b>Volleyball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Don Gromala	Head Volleyball Coach	672-8445	dgromala@kent.edu
Mike Passarelli	Assistant Volleyball Coach	672-8446	mpassare@kent.edu
Dominique Gonzalez	Assistant Volleyball Coach	672-8462	dgonza12@kent.edu
<b>Wrestling</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jim Andrassy	Head Wrestling Coach	672-8423	jandrass@kent.edu
Daniel Mitcheff	Assistant Wrestling Coach	672-8422	dmitchef@kent.edu
Matt Hill	Assistant Wrestling Coach	672-2820	mhill16@kent.edu
<b>Strength &amp; Conditioning</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Bob Lemieux	Director of Strength & Conditioning	672-1430	rlmieux@kent.edu
Ross Bowsher	Football Strength & Conditioning	672-8430	rbowshe1@kent.edu
Rhen Vail	Head Basketball Strength & Conditioning	672-7112	rvail@kent.edu
Grant Darnell	Assistant Strength & Conditioning	TBD	TBD@kent.edu
Mary Catherine Powers	Assistant Strength & Conditioning	672-1172	mpower19@kent.edu
Sean Lockwood	Assistant Strength & Conditioning		slockwo4@kent.edu
<b>Sports Medicine</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Trent Stratton	Director of Sports Medicine	672-8426	tstratto@kent.edu
Ryan Deane	Assistant Athletics Trainer	672-2710	rdeane@kent.edu
Samantha Bowker	Assistant Athletics Trainer	672-2766	sbowker@kent.edu
Michelle Rura	Assistant Athletics Trainer	672-8439	mrura1@kent.edu
Kevin Kamlowsky	Assistant Athletics Trainer	672-1170	kkamlows@kent.edu
Emily Moran	Assistant Athletics Trainer	672-2793	Emoran5@kent.edu
McLain Whitney	Assistant Athletics Trainer	672-2781	mwhitne2@kent.edu
<b>Equipment</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Clifton Ragin Jr.	Equipment Manager	672-7928	cragin@kent.edu
Sarah Hatton	Assistant Equipment Manager/M.A.C. Center	672-2776	shatton@kent.edu
Matthew Payton	Assistant Equipment Manager	672-1301	mpayton1@kent.edu

# Miami University

501 E High St  
Oxford, Ohio 45056  
Area Code: 513 | Web: [www.miamioh.edu/](http://www.miamioh.edu/)  
Fax: 529-0407

## Athletic Dept. Mailing Address

Attn: Miami Athletics  
230 Millett Hall  
Oxford, OH 45056

## Media Relations Mailing Address

Attn: Athletic Communications  
230 Millett Hall  
Oxford, OH 45056

<b>University Administration</b>			
Name	Position	Phone	Email
Dr. Gregory Crawford	President	529-2346	crawfogg@miamioh.edu
Debbie Mason	Executive Assistant	529-2346	masonda@miamioh.edu
Michael Kabbaz	VP of Enrollment Management	529-8114	michael.kabbaz@miamioh.edu
Ray Mock	Alumni Relations	529-6023	mockrf@miamioh.edu
Dr. Ron Scott	Faculty Athletics Representative	529-0143	scottrb@miamioh.edu
<b>Athletic Administration</b>			
Name	Position	Phone	Email
David Saylor	Director of Athletics	529-7286	saylorda@miamioh.edu
Jude Killy	Deputy Athletic Director	529-8097	killyja@miamioh.edu
Jennie Gilbert	Associate Athletic Director/SWA	529-7285	qilberJ2@miamioh.edu
Steve Cady	Senior Associate Athletic Director	529-8174	cadysd@miamioh.edu
Coleman Barnes	Associate Athletic Director/Development	529-8285	cbarnes@miamioh.edu
Liz Bath	Assistant Athletic Director - Business Operations	529-2806	bathec@miamioh.edu
Steve Baker	Assistant Athletic Director for Broadcasting	529-7288	bakersa@miamioh.edu
Craig Bennett	Assistant Athletic Director – Academic Support	529-4926	bennetcj@miamioh.edu
Steve Brockelbank	Associate Athletic Director for Football/Operations	529-3319	brockesd@miamioh.edu
Darrel Hallberg	Asst. Athletic Director Equipment Services and Special Projects	529-6307	hallbejd@muohio.edu
Dave Meyer	Assistant Athletic Director for Athletic Communications & Technology	529-4329	meyerd@miamioh.edu
Brenda Bertsch	Administrative Associate	529-7286	bertscbs@miamioh.edu
<b>Marketing &amp; Promotions</b>			
Name	Position	Phone	Email
Lindsay Sparks	Director of Fan, Campus and Community Engagement	529-0402	sparksg@miamioh.edu
Megan Henderson	Assistant Director, Fan, Campus and Community Engagement	529-1743	hendermj@miamioh.edu
Kevin Young	Assistant Director of Event Presentation	529-3950	youngk@miamioh.edu
TBD	Marketing Assistant	529-4104	TBD
<b>Business &amp; Finance</b>			
Name	Position	Phone	Email
Heather Vollmer	Administrative Assistant	529-1689	TBD@miamioh.edu
Lisa Boggs	Administrative Assistant	529-1618	boggsli@miamioh.edu
<b>Facilities &amp; Operations</b>			
Name	Position	Phone	Email
Stephanie Davis	Director of Athletic Events and Facilities Management	529-0488	Davisas8@miamioh.edu
Chase Speaks	Director of Athletic Facilities & Camps	529-0197	speaksc@miamioh.edu
Kiarra Square	Athletic Director of Athletic Events and Guest Services	529-1692	squarek@miamioh.edu
TBD	Athletic Event and Facilities Coordinator		
<b>Compliance</b>			
Name	Position	Phone	Email
Brad Corbin	Assistant Athletic Director - Compliance	529-6627	corbinbw@miamioh.edu
Erin Mullen	Compliance Coordinator	529-3563	mullene@miamioh.edu
Pat Wells	Office Assistant	529-3113	wellspl@miamioh.edu
<b>Development</b>			
Name	Position	Phone	Email
Brad Okel	Assistant Athletic Director / Associate Director of Development	529-1718	okelbw@miamioh.edu
Katie Rose Thornton	Major Gifts Officer/Assistant Director of Development	529-2096	thorntkr@miamioh.edu
Nick Smith	Major Gifts Officer/Assistant Director of Development	529-2798	smithnd7@miamioh.edu
Paul Bland	Development Coordinator	529-8097	blandpf@miamioh.edu

<b>Ticket Operations</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Alex Weikel	Director of Ticket Operations	529-3924	weikel@miamioh.edu
TBD	Assistant Director of Ticket Operations	529-4295	TBD@miamioh.edu
Amy Moore	Senior Program Assistant	529-4295	mooread1@miamioh.edu
<b>Student Athlete Academic Services</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jen Seabaugh	Intervention Learning Specialist Coordinator	529-6815	seabauij@miamioh.edu
Josh Sampson	Academic Coordinator/Learning Specialist	529-2873	samsoj@miamioh.edu
Nancy Stewart	Academic Coordinator/Learning Specialist	529-8005	stewamnr@miamioh.edu
Katherine Lawrence	Academic Coordinator/Learning Specialist	529-7294	lawrenk@miamioh.edu
<b>Bands, Cheer &amp; Dance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dr. Stephen Lytle	Director of Bands	529-3014	lytlesc@miamioh.edu
Matt Casto	Head Cheerleading Coach	529-2085	castom@miamioh.edu
<b>Communications</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Angie Renninger	Associate Athletic Communications Director	529-6239	renninal@miamioh.edu
Mike Roth	Assistant Athletic Communications Director	529-7092	rothmb@miamioh.edu
Chad Twaro	Assistant Athletic Communications Director	529-1601	twaroc@miamioh.edu
TBA	Coordinator of New Media	TBA	
Pat Wells	Office Assistant	529-3113	wellspl@miamioh.edu
<b>Baseball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Danny Hayden	Head Baseball Coach	529-6631	haydendj@miamioh.edu
Jeremy Ison	Associate Head Coach/Recruiting Coordinator	529-7293	isonjs1@miamioh.edu
Matt Davis	Assistant Baseball Coach	529-6746	davismj7@miamioh.edu
Debbie Vogt	Office Assistant	529-1650	ramseyda@miamioh.edu
<b>Men's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
John Cooper	Head Men's Basketball Coach	529-1650	walkercl@miamioh.edu
Rick Duckett	Associate Men's Basketball Coach	529-1650	ducketri@miamioh.edu
Sheldon Everett	Assistant Men's Basketball Coach	529-1650	everetsd@miamioh.edu
Trey Meyer	Assistant Men's Basketball Coach	529-1650	meyerrl@miamioh.edu
Wade Smith	Director of Basketball Operations	529-3914	Smithcw3@miamioh.edu
TBA	Director of Video Operations	529-1650	
Diana Weneck	Administrative Assistant	529-1650	wenecked@miamioh.edu
<b>Women's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Cleve Wright	Head Women's Basketball Coach	529-3300	muwbb@miamioh.edu
Colleen Day	Assistant Women's Basketball Coach	529-3104	dayca1@miamioh.edu
Alioune Ndiaye	Assistant Women's Basketball Coach	529-6748	ndiayeab@miamioh.edu
Ashley Saia	Assistant Women's Basketball Coach	529-6787	saiaa@miamioh.edu
Lindsay Scarlatelli	Director of Basketball Operations	529-1746	scarlals@miamioh.edu
Wally Maldonado	Director of Video Operations	529-2774	maldonw@miamioh.edu
Diana Weneck	Administrative Assistant	529-1650	wenecked@miamioh.edu
<b>Field Hockey</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Inako Puzo	Head Field Hockey Coach	529-0181	puzoji@miamioh.edu
Chip Rogers	Assistant Field Hockey Coach	529-8062	chip.rogers@miamioh.edu
Rayell Heistand	Assistant Field Hockey Coach	529-1629	heistare@miamioh.edu
Keli Puzo	Volunteer Assistant Field Hockey Coach	529-1629	
Pat Wells	Program Assistant	529-3113	wellspl@miamioh.edu
<b>Football</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Chuck Martin	Head Football Coach	529-3319	football@miamioh.edu
Dawn Clark	Office Assistant	529-3319	clarkdd@miamioh.edu
George Barnett	Co-Offensive Coordinator/Offensive Line	529-3319	barnetgs@miamioh.edu
Eric Koehler	Co-Offensive Coordinator/Quarterbacks	529-3319	koehleje@miamioh.edu
Matt Pawlowski	Defensive Coordinator	529-3319	pawlowm@miamioh.edu
Joe Palcic	Linebackers/Co-Special Teams	529-3319	palcicj@miamioh.edu
Bill Brechin	Wide Receivers/Co-Special Teams	529-3319	brechijw@miamioh.edu
John Hauser	Defensive Backs	529-3319	hauaerjc@miamioh.edu
Pat Welsh	Tight Ends	529-3319	welshhp@miamioh.edu
Corey Brown	Defensive Line	529-3319	browncd4@miamioh.edu
Israel Woolfork	Running Backs	529-3319	woolfoim@miamioh.edu
Matt Yoches	Director of Video Operations	529-3319	yochesmr@miamioh.edu

<b>Golf</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Zac Zedrick	Head Men's Golf Coach	529-1873	zedriczc@miamioh.edu
Debbie Vogt	Office Assistant	529-2159	ramseyda@miamioh.edu
<b>Ice Hockey</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Enrico Blasi	Head Ice Hockey Coach	529-9800	blasie@miamioh.edu
Brent Brekke	Associate Head Ice Hockey Coach	529-9800	brekkebd@miamioh.edu
Nick Petraglia	Assistant Ice Hockey Coach	529-9800	petragnj@miamioh.edu
Tommy Hill	Director of Hockey Operations	529-9800	hilltm2@miamioh.edu
Justin Roethlingshoefer	Assistant Strength and Conditioning Coach	529-9800	roethljd@miamioh.edu
Roseann McGuire	Program Assistant	529-9800	mcquirr@miamioh.edu
<b>Women's Soccer</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Bobby Kramig	Head Women's Soccer Coach	529-1767	kramigre@miamioh.edu
Matt Ward	Assistant Women's Soccer Coach	529-2446	wardmr3@miamioh.edu
Hugh Seyfarth	Assistant Women's Soccer Coach	529-7209	seyfarhm@miamioh.edu
<b>Softball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Clarisa Crowell	Head Softball Coach	529-3999	crowelck@miamioh.edu
TBA	Assistant Coach	529-1672	TBA
Samantha DeMartine	Assistant Coach	529-1670	demarts@miamioh.edu
Pat Wells	Office Assistant	529-3113	wellspl@miamioh.edu
<b>Men's &amp; Women's Swimming and Diving</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Hollie Bonewit-Cron	Head Men's & Women's Swimming Coach	529-TBD	TBD@miamioh.edu
Dan Carrington	Assistant Men's & Women's Swimming Coach	529-1494	carrinde@miamioh.edu
Jack Eichenlaub	Assistant Men's & Women's Swimming Coach	529-9008	eichenjg@miamioh.edu
Kong Rong Li	Head Diving Coach	529-8156	krlj@miamioh.edu
Pat Wells	Office Assistant	529-3113	wellspl@miamioh.edu
<b>Synchronized Skating</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Carla DeGirolamo	Head Synchronized Skating Coach	529-9800	degircm@miamioh.edu
Lee Ann Shoker	Assistant Synchronized Skating Coach	529-9800	shokerla@miamioh.edu
Katie Bowling	Assistant Synchronized Skating Coach	529-9800	bowlinks@miamioh.edu
<b>Women's Tennis</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Yana Carollo	Head Women's Tennis Coach	529-7088	sokoley@miamioh.edu
Ricardo Rosas	Assistant Women's Tennis Coach	529-7088	rosasr@miamioh.edu
Debbie Vogt	Office Assistant	529-2159	ramseyda@miamioh.edu
<b>Men's &amp; Women's Track &amp; Field/Cross Country</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Tom Chorny	Director of Track & Field/Cross Country	529-6233	chornytw@miamioh.edu
TBD	AsstTrack & Field/ Cross Country Coach	529-3105	
TBD	AsstTrack & Field/ Cross Country Coach		
TBD	Assistant Track & Field/Throws	529-2343	
Russ Peterson	Assistant Coach - Sprints/Hurdles/Jumps	529-3489	Petersr9@miamioh.edu
	Assistant Coach	529-2343	
Pat Wells	Office Assistant	529-3113	wellspl@miamioh.edu
<b>Volleyball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Carolyn Condit	Head Volleyball Coach	529-6922	muvb@miamioh.edu
Jesse Ortiz	Assistant Volleyball Coach	529-1622	muvb@miamioh.edu
Chuck Rey	Assistant Volleyball Coach	529-6816	muvb@miamioh.edu
<b>Strength &amp; Conditioning</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Paul Harker	Director of Strength & Conditioning	529-7290	harkerpa@miamioh.edu
Luke Kelly	Assistant Strength & Conditioning	529-8018	kellylt@miamioh.edu
	Assistant Strength & Conditioning	529-8018	
	Assistant Strength & Conditioning	529-8018	
Adam Thackery	Assistant Strength & Conditioning	529-8018	thackeat@miamioh.edu
Justin Roethlingshoefer	Assistant Strength & Conditioning	529-8018	roethljd@miamioh.edu
<b>Sports Medicine</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dr. Stephen Dailey	Director of Sports Medicine		
Jennifer Beardslee	Assistant Director of Sports Medicine	529-4777	beardsjm@miamioh.edu
Paul Eversole	Associate Athletics Trainer	529-8074	eversopp@miamioh.edu
Garrett Stoller	Assistant Athletics Trainer	529-2828	stolleg@miamioh.edu

Chris Elmore	Assistant Athletics Trainer	529-1687	elmorecj@miamioh.edu
Drew Ruckelshaus	Assistant Athletics Trainer	529-1706	ruckeldc@miamioh.edu
Joshua Elleman	Assistant Athletics Trainer	529-1706	ellemaj@miamioh.edu
Stephanie Greggila	Assistant Athletics Trainer	529-8075	greggis@miamioh.edu
Anna Gearhart	Assistant Athletics Trainer	529-3113	gearhaam@miamioh.edu
Pauline Werner	Assistant Athletics Trainer	529-7031	wernerpm@miamioh.edu
<b>Equipment</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Chad Burns	Athletic Equipment Manager/ Yager Stadium	529-7093	burnsce2@miamioh.edu
Dan Menkins	Athletic Equipment Manager/Withrow Court	529-2338	menkind@miamioh.edu
Adam Boyer	Athletic Equipment Manager/Millett Hall	529-3102	boyerac@miamioh.edu
Andy Geshan	Athletic Equipment Manager/Goggin Ice Arena	529-9800	geshanaj@miamioh.edu

# Northern Illinois University

231 N Annie Glidden Rd  
DeKalb, Illinois 60115  
Area Code: 815 | Web: www.niu.edu/  
Fax: 753-9355

## Athletic Dept. Mailing Address

1525 W. Lincoln Highway  
Intercollegiate Athletics  
Convocation Center 200  
DeKalb, IL 60115-2854

## Media Relations Mailing Address

NIU Athletics Media Relations  
209 Convocation Center  
1525 W. Lincoln Highway  
DeKalb, IL 60115-2854

<b>University Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dr. Douglas D. Baker	President	753-9500	ddbaker@niu.edu
Dori Day	Executive Assistant	753-9501	dorih@niu.edu
Eric Weldy	VP-Student Affairs & Enrollment Management	753-6103	eweldy@niu.edu
Catherine Squires	VP-University Advancement	753-1721	csquires@niu.edu
Matt Streb	Faculty Athletics Representative	753-7040	mstreb@niu.edu
<b>Athletic Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Sean T. Frazier	Assoc. VP/Director of Athletics	753-9295	sfrazier@niu.edu
Lisa Stocksdale	Senior Administrative Assistant/Director of Personnel	753-1494	lstocksdale@niu.edu
Debra Boughton	Chief of Staff/Senior Associate AD/Finance & Operations/Senior Woman Administrator	753-9473	dboughton1@niu.edu
John Cheney	Senior Associate AD/Facilities and Event Operations	753-1801	jcheney2@niu.edu
Melissa Dawson	Senior Associate AD/Director of Student-Athlete Academic Support Services	753-1727	mdawson@niu.edu
Jerome Rodgers	Senior Associate AD/ Compliance & Administration	753-9611	jrodgers3@niu.edu
Ryan Sedevie	Senior Associate AD/Collegiate Advancement & External Affairs	753-0639	rsedevie@niu.edu
Jay Vickers	Senior Associate AD/Sports Administrator	753-9494	jvickers@niu.edu
Lynsey Bernardy	Office Support Specialist	753-9473	lbernardy1@niu.edu
<b>Marketing &amp; Promotions</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Morris White	Assistant AD/Marketing & Game Experience	753-0800	mwhite9@niu.edu
TBD	Assistant Director of Marketing	TBD	TBD@niu.edu
TBD	Director of Marketing/Convocation Center	TBD	TBD@niu.edu
<b>Business</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Lesslie Erickson	Business Manager	753-9543	lerickson@niu.edu
Sheila Wagner	Account Tech II	753-9542	swagner2@niu.edu
Beth Chilton	Account Tech II	753-1873	bchilton@niu.edu
Jennifer Brown	Account Tech II	752-6844	jbrown@niu.edu
TBD	Assistant AD/Business Operations	TBD	TBD@niu.edu
TBD	Account Tech II	TBD	TBD@niu.edu
<b>Facilities &amp; Operations</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Heather Priest	Director – Convocation Center	752-6818	hpriest2@niu.edu
Eric Schultz	Associate Director – Convocation Center	752-6855	eschult1@niu.edu
Sue Hansfield	Assistant Athletic Director/Facilities & Event Operations	753-9544	shansfield@niu.edu
Matt Gonzalez	Director - Facilities Operations	753-9590	mgonzalez12@niu.edu
Julie Ream	Senior Event Coordinator	752-6812	jream@niu.edu
Jori McCullough	Senior Event Coordinator	752-6810	jorim@niu.edu
Jason O'Quinn	Senior Event Coordinator	752-6847	joquin@niu.edu
Sheri Voss	Program Assistant/ Event Coordinator	752-6815	svoss@niu.edu
Ed Dawson	Arena Physical Facility Supervisor	752-6831	dawson@niu.edu
Andrew Collins	Arena Physical Facility Supervisor	752-6836	acollin4@niu.edu
Stephen Siebler	Arena Physical Facility Supervisor	752-6800	ssebler@niu.edu
<b>Compliance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Kiera Miller	Assistant AD/Compliance & Student Services	753-8339	kmiller4@niu.edu
Scott Foelske	Compliance Coordinator	753-8290	sfoelske1@niu.edu
Brian Hiskey	Compliance Coordinator	753-9531	bhiskey@niu.edu

<b>Development</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Clifford Bottiglierio	Director of Premium Sales	753-1292	cliffordb@niu.edu
Kristin Gobberg	Assistant Director	753-2549	kgobberg@niu.edu
Amy Schmidt	Office Support Specialist	753-1923	aschmidt1@niu.edu
TBD	Senior Assistant AD/Revenue Generation	TBD	TBD@niu.edu
TBD	Assistant Athletics Director/Director of Major Gifts	753-1923	TBD
<b>Ticket Operations</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Chris Radford	Assistant AD/Ticket Operations	752-6866	cradford@niu.edu
Jennifer Ferris	Events Administrator – Ticket Sales	753-6868	jferris1@niu.edu
Kevin Troyer	Events Administrator – Ticket Sales	753-6865	ktroyer@niu.edu
<b>Student Athlete Academic Support Services</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Megan O'Quin	Associate Director	753-1539	moquin@niu.edu
Monique Bernoudy	Associate AD/Academic Coordinator	753-9182	mbernoudy@niu.edu
CJ Oates	Academic Coordinator	753-9246	calvinoates2@niu.edu
Eric Wall	Academic Coordinator	753-1654	ewall@niu.edu
Mo Smunt	Academic Coordinator/Tutorial Coordinator	753-2706	msmunt@niu.edu
Leonard LeGrand	Office Manager	753-1342	llegrand@niu.edu
<b>Bands, Cheer &amp; Dance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dr. Thomas Bough	Director of Athletic Bands	753-7978	tbough@niu.edu
TBD	Head Cheerleading Coach	TBD	TBD
<b>Athletic Communications</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Donna Turner	Associate Athletic Director	753-9513	donnaturner@niu.edu
Joe Summins	Associate Director	753-9539	jsummins@niu.edu
Jeremy Reid	Assistant Director	753-3706	jreid1@niu.edu
Matthew Scheerer	Assistant Director	753-1708	mscheerer@niu.edu
TBD	Assistant Director	753-9538	TBD@niu.edu
<b>Baseball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Mike Kunigonis	Head Coach	753-2225	mkunigonis@niu.edu
Andrew Maki	Assistant Coach	753-0147	amaki@niu.edu
Luke Stewart	Assistant Coach	753-0147	lwstewart@niu.edu
<b>Men's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Mark Montgomery	Head Coach	753-1633	mmontgomery1@niu.edu
Jon Borovich	Associate Head Coach	753-1361	jborovich@niu.edu
Lou Dawkins	Assistant Coach	753-9115	ldawkins@niu.edu
Jason Larson	Assistant Coach	753-1362	jlarson5@niu.edu
Chad Pecka	Director of Player Development/Operations	753-1295	cpecka@niu.edu
<b>Women's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Lisa Carlsen	Head Coach	753-0586	lcarlsen@niu.edu
John McGinty	Assistant Coach	753-0586	jmcginty@niu.edu
Kierra McCleary	Assistant Coach	753-0586	kmccleary1@niu.edu
Adam Tandez	Assistant Coach	753-0586	atandez@niu.edu
Jazz Weaver	Director of Basketball Operations	753-0586	cweaver1@niu.edu
<b>Football</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Rod Carey	Head Coach	753-1825	coachcarey@niu.edu
Bob Bostad	Assistant Coach/Tight Ends & Fullbacks	753-1825	fbrecruiting@niu.edu
Craig Harmon	Assistant Coach/Quarterbacks	753-1825	fbrecruiting@niu.edu
Brett Diersen	Assistant Coach/Defensive Line/Run Game Coordinator/Recruiting Coordinator	753-1825	fbrecruiting@niu.edu
Kevin Kane	Defensive Coordinator/Assistant Coach/Linebackers	753-1825	fbrecruiting@niu.edu
Kelton Copeland	Assistant Coach/Wide Receivers/Special Teams Coordinator	753-1825	fbrecruiting@niu.edu
Josh Homolka	Assistant Coach/Safeties	753-1825	fbrecruiting@niu.edu
Joe Tripodi	Assistant Coach/Run Game Coordinator/Offensive Line	753-1825	fbrecruiting@niu.edu
Mike Uremovich	Offensive Coordinator/Assistant Head Coach/Running Backs	753-1825	fbrecruiting@niu.edu
Melvin Rice	Assistant Coach/Cornerbacks	753-1825	fbrecruiting@niu.edu
Matt Lipman	Assistant AD of Football Operations	753-8406	fbrecruiting@niu.edu

Aaron Christner	Assistant Director of Football Operations	753-1825	fbrecruiting@niu.edu
Dan Wolfe	Assistant Director of Football Operations/Video	753-8484	fbrecruiting@niu.edu
TBD	Assistant Director of Football Operations	TBD	TBD@niu.edu
<b>Golf</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Tom Porten	Director of Golf/Head Men's Golf Coach	753-1816	tporten@niu.edu
Andrew Frame	Assistant Men's & Women's Golf Coach	753-9201	aframe1@niu.edu
Kim Kester	Head Women's Golf Coach	753-1548	kkester@niu.edu
<b>Gymnastics</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Sam Morreale	Head Coach	753-1498	smorreale1@niu.edu
Nita Teague	Assistant Coach	753-1871	nteague@niu.edu
Chris Weiss	Assistant Coach	753-1871	cweiss@niu.edu
<b>Men's Soccer</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Eric Luzzi	Head Coach	753-1372	eluzzi@niu.edu
Ross Brady	Assistant Coach	753-6873	mbrady@niu.edu
Jesse Miech	Assistant Coach	753-6873	TBD@niu.edu
<b>Women's Soccer</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
John Ross	Head Coach	753-9535	jross1@niu.edu
Connor McKee	Assistant Coach	753-2355	cmckee@niu.edu
Angela Staveskie	Assistant Coach	753-2355	TBD@niu.edu
<b>Softball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Christina Sutcliffe	Head Coach	753-1497	csutcliffe@niu.edu
Ashley Wade	Assistant Coach	753-2245	awade@niu.edu
Alicia Abbott	Assistant Coach	753-2245	aabbott@niu.edu
<b>Men's Tennis</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Patrick Fisher	Head Coach	753-6845	pfisher1@niu.edu
<b>Women's Tennis</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Tanya Gombera	Head Coach	753-9536	tgombera@niu.edu
<b>Women's Track &amp; Field/Cross Country</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Connie Teaberry	Director of Track and Field and Cross Country/Head Coach	753-0571	cteaberry@niu.edu
Adrian Myers	Head Cross Country Coach/Asst. Track & Field Coach	753-0836	amyers7@niu.edu
Phillip Wollbrinck	Assistant Coach	753-0836	pwollbrinck1@niu.edu
<b>Volleyball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Ray Gooden	Head Coach	753-9533	rgooden@niu.edu
Lynnette Summins	Assistant Coach	753-1496	lmooster@niu.edu
Matt Sprague	Assistant Coach	753-1496	msprague@niu.edu
Samantha Grams	Director of Volleyball Operations	753-1496	sgrams1@niu.edu
<b>Wrestling</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Ryan Ludwig	Head Coach	753-9478	rludwig@niu.edu
Dominick Moyer	Assistant Coach	753-2915	dmoyer@niu.edu
TBD	Assistant Coach	753-2915	TBD@niu.edu
<b>Strength &amp; Conditioning</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Brad Ohrt	Head Coach	753-9511	bohrt@niu.edu
Matthew Jacobs	Assistant Coach	753-0399	mjacobs@niu.edu
E.J. Hibbler	Assistant Coach	753-0399	ehibbler@niu.edu
Zach Cahill	Assistant Coach	753-0399	zcahill@niu.edu
<b>Sports Medicine</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Phil Voorhis	Assistant Athletic Director for Sports Medicine & Athletic Training	753-0211	pvoorhis@niu.edu
Matt Kuehl	Associate Athletic Trainer	753-4839	mkuehl@niu.edu
Frank Garcia	Assistant Athletic Trainer	753-1391	fgarcia1@niu.edu
Emily Belcher	Assistant Athletic Trainer	753-9477	ebelcher@niu.edu
Kelsey Cannon	Assistant Athletic Trainer	753-1391	kcannon2@niu.edu
Ben Kastler	Assistant Athletic Trainer	753-1624	bkastler@niu.edu

<b>Equipment</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Evan Klepec	Equipment Manager	752-1941	eklepec@niu.edu
Paige Shinberg	Equipment Assistant	753-8409	pshinberg1@niu.edu
TBD	Director of Equipment Services	753-8407	TBD@niu.edu

# Ohio University

1 University Terrace  
Athens, Ohio 45701-2979  
Area Code: 740 | Web: [www.ohio.edu/](http://www.ohio.edu/)  
Fax: 593-0798

## Athletic Dept. Mailing Address

Attn: Ohio Athletics  
Convocation Center S130  
95 Richland Ave.  
Athens, OH 45701

## Media Relations Mailing Address

Attn: Athletic Media Relations  
211 Convocation Center  
95 Richland Ave.  
Athens, OH 45701

<b>University Administration</b>			
Name	Position	Phone	Email
Dr. Roderick McDavis	President	593-1804	president@ohio.edu
Jennifer Kirksey	Chief of Staff	593-1804	kirkseyj@ohio.edu
Kelli Tackett	Presidential Assistant	593-9754	tackettk@ohio.edu
Candace Boeninger	Director of Admissions	593-4120	boeningc@ohio.edu
Tyler Gaqai	Alumni Relations	593-4399	gaqai@ohio.edu
Ann Gabriel	Faculty Athletics Representative	593-2871	gabriele@ohio.edu
Bob Colvin	Faculty Athletics Representative	593-2593	colvin@ohio.edu
<b>Athletic Administration</b>			
Name	Position	Phone	Email
Jim Schaus	Director of Athletics	593-0983	schaus@ohio.edu
Amy Dean	Executive Senior Associate AD/SWA	593-1171	deana@ohio.edu
Ryan White	Senior Associate AD/Development	593-1197	whiter2@ohio.edu
Michael Stephens	Senior Associate AD/External Operations	593-1375	stephem1@ohio.edu
Amy Trout	Assistant to the AD	593-0982	trouta@ohio.edu
Trina Jones	Administrative Specialist	593-1167	hillt@ohio.edu
<b>Marketing &amp; Promotions</b>			
Name	Position	Phone	Email
Drake Bolon	Assistant AD/ Marketing & Sales	597-1374	bolond@ohio.edu
<b>Facilities &amp; Operations</b>			
Name	Position	Phone	Email
Jason Farmer	Assistant Athletic Director Facilities & Event Operations	597-1398	farmer@ohio.edu
John Brant	Grounds Supervisor	597-2955	brant@ohio.edu
Dan Sayer	Director of Facilities and Operations	597-0998	sayer@ohio.edu
<b>Compliance</b>			
Name	Position	Phone	Email
Erik Hildebrand	Associate AD/Compliance & Student Services	593-0987	hildebre@ohio.edu
Kyle Snoke	Director of Compliance & Student Services	593-9800	snoke@ohio.edu
<b>Development</b>			
Name	Position	Phone	Email
Hunter Hughes	Assistant AD for Development	593-1999	hughesh1@ohio.edu
Janel Bogenschutz	Associate Director, Ohio Bobcat Club	597-9026	ikerbrown@gmail.com
Tricia Perry	Administrative Specialist/Development	593-1176	taggart@ohio.edu
<b>Ticket Operations</b>			
Name	Position	Phone	Email
Ray Dixon	Assistant AD/ Ticket Operations	593-9451	dixonr@ohio.edu
Devon Alexander	Director of Ticket Operations	593-1341	alexand1@ohio.edu
<b>Student Athlete Academic Services</b>			
Name	Position	Phone	Email
Randee Duffy	Associate Athletic Director/Student-Athlete Academic Services & NCAA Eligibility	593-1172	duffy1@ohio.edu
Jenny Polak	Assistant Director	593-0536	polakj@ohio.edu
Shelly Morton	Coordinator	593-0810	wymers@ohio.edu
Elizabeth Conard	Coordinator and Life Skills	593-0817	conarde@ohio.edu
Logan Meinert	Coordinator	593-0818	meinert@ohio.edu
<b>Bands, Cheer &amp; Dance</b>			
Name	Position	Phone	Email
Dr. Richard Suk	Director of Bands	593-1110	suk@ohio.edu
Tricia Perry	Head Cheerleading Coach	593-0866	taggart@ohio.edu
<b>Communications</b>			
Name	Position	Phone	Email
Anthony Reynolds	Assistant AD/ Media Relations	593-1298	reynola1@ohio.edu
Sara Legarsky	Director of Media Relations	593-1837	legarsky@ohio.edu
Mike Ashcraft	Director of Media Relations	593-1299	ashcraft@ohio.edu

<b>Baseball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Rob Smith	Head Baseball Coach	593-1180	smithr15@ohio.edu
Craig Moore	Assistant Baseball Coach	593-1954	moorec3@ohio.edu
CJ Wamsley	Assistant Baseball Coach	593-1207	wamsleyc@ohio.edu
Brian Faulds	Assistant Baseball Coach	593-1225	bf592015@ohio.edu
<b>Men's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Emailbf92015</b>
Saul Phillips	Head Men's Basketball Coach	593-1956	whiteb1@ohio.edu
Will Ryan	Assistant Men's Basketball Coach	593-1201	ryanw2@ohio.edu
Jason Kemp	Assistant Men's Basketball Coach	593-1202	kempj@ohio.edu
Aaron Fuss	Assistant Men's Basketball Coach	593-3388	fuss@ohio.edu
Jared Swanson	Director of Basketball Operations	593-1200	swansonj@ohio.edu
Brenda White	Administrative Assistant	593-1956	whiteb1@ohio.edu
<b>Women's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Bob Boldon	Head Women's Basketball Coach	593-1193	boldon@ohio.edu
Tavares Jackson	Assistant Women's Basketball Coach	593-1955	jackst2@ohio.edu
Kate Bruce	Assistant Women's Basketball Coach	593-1211	schrader@ohio.edu
Mary Evans	Assistant Women's Basketball Coach	593-1489	evansm4@ohio.edu
Tia Jameson	Director of Basketball Operations	593-0073	jamesont@ohio.edu
Brenda White	Administrative Assistant	593-1956	whiteb1@ohio.edu
<b>Field Hockey</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Neil Macmillan	Head Field Hockey Coach	593-1196	macmilln@ohio.edu
Rachel McCarthy	Assistant Field Hockey Coach	593-0990	mccarthr@ohio.edu
<b>Football</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Frank Solich	Head Football Coach	593-1183	solich@ohio.edu
Elaine Goodfellow	Administrative Assistant	593-1183	goodfell@ohio.edu
Tim Albin	Assistant Head Coach/Co-Offensive Coordinator/Running Backs	593-1185	albint@ohio.edu
Scott Isphording	Assistant Head Coach/Co-Offensive Coordinator/Quarterbacks	593-1187	isphordi@ohio.edu
Jimmy Burrow	Assistant Head Coach/Defensive Coordinator/Safeties	593-1449	burrow@ohio.edu
Ron Collins	Assistant Coach/Linebackers	593-1188	collinr1@ohio.edu
Jesse Williams	Assistant Coach/Defensive Line	593-1184	willij18@ohio.edu
Anthony Perkins	Assistant Coach/Cornerbacks	593-4639	TBD
Dwayne Dixon	Assistant Coach/Wide Receivers	593-1181	dixond1@ohio.edu
Dave Johnson	Assistant Coach/Offensive Line	593-0210	johnsd10@ohio.edu
Brian Haines	Assistant Coach/Recruiting Coordinator/Tight Ends	593-1203	hainesb@ohio.edu
Chris Rodgers	Director of Football Operations	593-0660	rodgerc1@ohio.edu
<b>Golf</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Bob Cooley	Director of Golf	593-1177	cooley@ohio.edu
Kelly Ovington	Head Women's Golf Coach	593-9708	ovington@ohio.edu
<b>Women's Soccer</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Aaron Rodgers	Head Women's Soccer Coach	593-2990	rodgers@ohio.edu
Debs Brereton	Assistant Women's Soccer Coach	597-1759	brereton@ohio.edu
Jess Kodiac	Assistant Women's Soccer Coach	593-0720	TBD
<b>Softball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jodi Hermanek	Head Softball Coach	593-1175	hermanek@ohio.edu
Jeremy Manley	Assistant Softball Coach	593-1198	manleyj@ohio.edu
Jillian Van Wagnen	Assistant Softball Coach	597-3013	vanwagne@ohio.edu
<b>Swimming &amp; Diving</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Rachel Komisarz-Baugh	Head Swimming & Diving Coach	593-1612	baugh@ohio.edu
Robert Looney	Assistant Swimming Coach	593-1613	looneyr1@ohio.edu
<b>Cross Country and Track &amp; Field</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Clay Calkins	Head Cross Country and Track & Field Coach	593-1191	calkins@ohio.edu
Nick Pero	Throws Coach	593-1192	pero@ohio.edu
Mitch Bentley	Assistant Cross Country Coach	593-1981	bentlem1@ohio.edu
Tim Sykes	Assistant Cross Country Coach		sykest@ohio.edu

<b>Volleyball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Deane Webb	Head Volleyball Coach	593-1189	deanewebb@ohio.edu
Todd Garvey	Assistant Volleyball Coach	593-TBD	garvey@ohio.edu
Maggie Couture	Assistant Volleyball Coach	597-1550	johnsom7@ohio.edu
Brenda White	Administrative Assistant	593-1956	whiteb1@ohio.edu
<b>Wrestling</b>			
Joel Greenlee	Head Wrestling Coach	593-1179	greenlej@ohio.edu
Colton Sponseller	Assistant Wrestling Coach	593-1213	sponsell@ohio.edu
Eric Morrill	Assistant Wrestling Coach	593-1213	morrill@ohio.edu
<b>Strength &amp; Conditioning</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Sonny Sano	Assistant AD/ Sport Performance	597-1708	sano@ohio.edu
Dak Notestine	Director of Strength & Conditioning	593-2923	notestid@ohio.edu
Zach Perkins	Director of Strength & Conditioning	593-2923	perkinsz@ohio.edu
<b>Sports Medicine</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
John Bowman	Assistant AD/ Director of Sports Medicine & Athletic Training	593-2866	bowmanj@ohio.edu
Chris Miller	Assistant Athletic Trainer	593-1195	millerc8@ohio.edu
Annika Bailey	Assistant Athletic Trainer	593-1206	ludewig@ohio.edu
Kelly Hockenberger	Assistant Athletic Trainer	593-1186	hockenbk@ohio.edu
Ryan Bohn	Assistant Athletic Trainer	593-0547	bohn@ohio.edu
Kevin Swank	Physical Therapist	593-2872	swank@ohio.edu
Dr. Fred Soliman	Head Team Physician	593-2286	TBA
Dr. Sergio Ulloa	Team Surgeon	593-2286	TBA
<b>Equipment</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Matt Morton	Assistant AD/ Equipment Services	593-2736	mortonc@ohio.edu
Ryan McFann	Director of Equipment Services	593-1205	mcfannr@ohio.edu

# The University of Toledo

2801 W Bancroft  
Toledo, Ohio 43606  
Area Code: 419 | Web: [www.utoledo.edu/](http://www.utoledo.edu/)  
Fax: 530-4428

**Bball. / Vball. / Tennis / Golf /  
S & D / CC/T & F / Admin.  
Offices / Media Relations**  
Savage Arena / Mail Stop 302  
2801 W Bancroft  
Toledo, OH 43606

**Baseball, Softball, Soccer**  
Scott Park-Findlay Building  
Mail Stop 408  
2801 W Bancroft  
Toledo, OH 43606

**Football & Academic Offices**  
Glass Bowl  
Mail Stop 203  
2801 W Bancroft  
Toledo, OH 43606

<b>University Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dr. Sharon Gaber	President	530-2211	sharon.gaber@utoledo.edu
Katie DeBenedictis	Sr. Director of Administrative Operations	530-5660	katie.debenedictis@utoledo.edu
Julianne Bonitati	Administrative Assistant to the President	530-2211	julianne.bonitati@utoledo.edu
Nancy Hintz	Director of Enrollment Operations	530-5728	nancy.hintz@utoledo.edu
Dan Saevig	Associate VP, Alumni Relations	530-4008	daniel.saevig@utoledo.edu
Dr. Mary Powers	Faculty Athletics Representative	530-2010	mary.powers@utoledo.edu
<b>Athletic Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Michael O'Brien	Vice-President/Director of Athletics	530-4987	michael.obrien6@utoledo.edu
Kelly Andrews	Senior Assoc. Athletic Director/SWA	530-2810	kelly.andrews@utoledo.edu
Jacquelyn Way	Executive Assistant to the Vice President and Athletic Director	530-4987	jacquelyn.way@utoledo.edu
<b>Marketing &amp; Promotions</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Heather Lutz	Assistant AD for Marketing, Sales & Fan Experience	530-2486	heather.lutz@utoledo.edu
<b>Business &amp; Finance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Tony Zaworski	Associate Athletic Director for Finance	530-2412	anthony.zaworski@utoledo.edu
Tammy Kneisley	Scholarship Coordinator	530-2084	tammy.kneisley@utoledo.edu
Charlene Fenneken	Business Administrator	530-2690	charlene.fenneken@utoledo.edu
Carrie Schonter-Cherry	Director of Operations for Olympic Sports	530-4015	carrie.schonter@utoledo.edu
<b>Facilities &amp; Operations</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Tim Warga	Asst. AD for Operations & Events	530-2104	tim.warga@utoledo.edu
Tim Ruch	Assistant Operations Manager	530-4338	timothy.ruch@utoledo.edu
Chris Barnhardt	Manager of Athletic and Special Events	530-7901	christopher.barnhardt@utoledo.edu
<b>Compliance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Brian Lutz	Associate AD for Compliance	530-8496	brian.lutz@utoledo.edu
Kenneth Schank	Compliance Officer/Internal Audit	530-8493	kenneth.schank@utoledo.edu
<b>Development</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dave Notke	Deputy Director of Athletics	530-2510	david.notke@utoledo.edu
Josh Dittman	Asst. AD for Dev. & Premium Seating	530-4183	joshua.dittman@utoledo.edu
Ryan Murdock	Gift Processing Coordinator/UT Foundation	530-5316	ryan.murdock@utoledo.edu
Julia Shaw	Athletic Development Operations Specialist	530-5087	julia.kudla@utoledo.edu
Matt McKinney	Athletic Advancement Officer/Major Gifts Officer	530-5347	stephen.mckinney@utoledo.edu
<b>Ticket Operations</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Ron Lynch	Director of Ticket Sales & Operations	530-5310	ronald.lynch@utoledo.edu
Roseann Croop	Ticket Operations Manager	530-2885	roseann.croop@utoledo.edu
<b>Student Athlete Academic Services</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Ericka Lavender	Assistant Athletic Director for Academics	530-3540	ericka.lavender@utoledo.edu
Sue Irmen	Academic Coordinator/Director of CHAMPS Life Skills	530-3517	sue.irmen@utoledo.edu
Stacy Bowers	Academic Coordinator	530-3518	stacy.bowers@utoledo.edu
Ashleigh Hayes	Learning Specialist/Tutorial Coord.	530-3647	ashleigh.hayes@utoledo.edu
<b>Bands, Cheer &amp; Dance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dr. Jason Stumbo	Director of Bands	530-2448	jason.stumbo@utoledo.edu
Nick Langenderfer	Head Cheerleading Coach	530-5521	toledocheerleading@gmail.com

<b>Communications</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Paul Helgren	Assoc AD for Media Communications	530-4918	paul.helgren@utoledo.edu
Steve Easton	Assoc Director for Media Communications	530-4921	steven.easton@utoledo.edu
Brian DeBenedictis	Assoc Director for Media Communications	530-4919	brian.debenedictis@utoledo.edu
<b>The Aspire Group</b>			
Justin Morelli	Manager, Ticket Sales and Service	530-5124	justin.morelli@utoledo.edu
Adam Ahrens	Coordinator, Database Marketing & Analytics	530-5123	adam.ahrens@utoledo.edu
Kyle England	Senior Sales Consultant	530-5135	kyle.england@utoledo.edu
Jonathan Bromberg	Sales Consultant	530-5134	jonathan.bromberg@utoledo.edu
<b>Baseball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Cory Mee	Head Baseball Coach	530-6263	cory.mee@utoledo.edu
Josh Bradford	Assistant Baseball Coach	530-6264	josh.bradford@utoledo.edu
Nick McIntyre	Assistant Baseball Coach	530-3097	nick.mcintyre@utoledo.edu
<b>Men's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Tod Kowalczyk	Head Men's Basketball Coach	530-4187	tod.kowalczyk@utoledo.edu
DeAndre Haynes	Assistant Men's Basketball Coach	530-TBD	deandre.haynes@utoledo.edu
Jason Kalsow	Assistant Men's Basketball Coach	530-7739	jason.kalsow@utoledo.edu
Jeff Massey	Assistant Men's Basketball Coach	530-2527	jeffrey.massey@utoledo.edu
Kyle Barlow	Director of Men's Basketball Operations	530-4796	kyle.barlow@utoledo.edu
<b>Women's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Tricia Cullop	Head Women's Basketball Coach	530-2530	tricia.cullopp@utoledo.edu
Vicki Hall	Assoc. Head Women's Basketball Coach	530-7718	vicki.hall@utoledo.edu
Tiffany Swoffard	Assistant Women's Basketball Coach	530-5461	tiffany.swoffard@utoledo.edu
Tony Greene	Assistant Women's Basketball Coach	530-7728	tony.greene@utoledo.edu
Katie Griggs	Director of Women's Basketball Operations	530-2165	katie.griggs@utoledo.edu
Lauren Flaum	Coordinator of Women's Basketball	530-2363	lauren.flaum2@utoledo.edu
<b>Football</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jason Candle	Head Football Coach	530-3500	jason.candle@utoledo.edu
Nancy Frazier	Football Secretary	530-3612	nancy.frazier@utoledo.edu
Brian George	Defensive Coord./Defensive Line Coach	530-3508	brian.george2@utoledo.edu
Brian Wright	Offensive Coord./Quarterbacks Coach	530-3506	brian.wright3@utoledo.edu
Marquel Blackwell	Running Backs Coach	530-3502	marquel.blackwell@utoledo.edu
Robby Discher	Tight Ends/Special Teams Coach	530-3796	robert.discher@utoledo.edu
Mike Hallett	Offensive Line Coach/Running Game Coordinator	530-3507	michael.hallett@utoledo.edu
Cory Robinson	Cornerbacks Coach	530-3505	cory.robinson@utoledo.edu
Derek Sage	Asst. Coach/Wide Receivers	530-3503	derek.sage@utoledo.edu
Mike Ward	Linebackers Coach	530-3637	mike.ward@utoledo.edu
Ross Watson	Safeties Coach	530-3509	ross.watson@utoledo.edu
Ricky Ciccone	Director of High School Relations	530-3504	richard.ciccone@utoledo.edu
Andrew Terwilliger	Director of Football Operations	530-3516	andrew.terwilliger@utoledo.edu
Eric Walters	Video Coordinator	530-6071	eric.walters@rockets.utoledo.edu
<b>Golf</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jamie Broce	Head Men's Golf Coach	530-4218	jamie.broce@utoledo.edu
Nicole Hollingsworth	Head Women's Golf Coach	530-7761	nicole.hollingsworth@utoledo.edu
<b>Women's Soccer</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
T.J. Buchholz	Head Women's Soccer Coach	530-6250	thomas.buchholz-clarke@utoledo.edu
Jessica Nei	Assistant Women's Soccer Coach	530-6251	jessica.nei@utoledo.edu
Paul Smith	Assistant Women's Soccer Coach	530-6251	paul.smith@utoledo.edu
<b>Softball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Kristen Butler	Head Softball Coach	530-6258	kristen.butler@utoledo.edu
Rod Radcliffe	Assistant Softball Coach	530-6257	rod.radcliffe@utoledo.edu
Brandon Duncan	Assistant Softball Coach	530-6257	brandon.duncan@utoledo.edu

<b>Women's Swimming and Diving</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jonas Persson	Head Swimming/Diving Coach	530-2532	jonas.persson@utoledo.edu
Milana Socha	Assistant Swimming Coach	530-2532	milana.socha@utoledo.edu
<b>Men's Tennis</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Al Wermer	Head Men's Tennis Coach	530-4374	al.wermer@utoledo.edu
<b>Women's Tennis</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Tracy Mauntler	Head Women's Tennis Coach	530-2499	tracy.honko@utoledo.edu
<b>Women's Track &amp; Field/Men's &amp; Women's Cross Country</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Linh Nguyen	Head Track & Cross Country Coach	530-7813	linh.nguyen@utoledo.edu
Samantha Bluske	Assistant Track & Cross Country Coach	530-2007	samantha.bluske@utoledo.edu
TBD	Assistant Track & Field Coach	530-7815	TBD@utoledo.edu
<b>Volleyball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Greg Smith	Head Volleyball Coach	530-7740	greg.smith@utoledo.edu
Bethany Martin	Asst. Volleyball Coach	530-7255	bethany.martin2@utoledo.edu
Kelly Maxwell	Asst. Volleyball Coach	530-7256	kelly.maxwell@utoledo.edu
<b>Strength &amp; Conditioning</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Steve Murray	Director of Strength & Conditioning	530-3523	steven.murray2@utoledo.edu
Brad Bichey	Director of Football Strength & Conditioning	530-3511	brad.bichey@utoledo.edu
<b>Sports Medicine</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Brian Jones	Asst. AD for Sports Medicine	530-7758	brian.jones@utoledo.edu
Gretchen Buskirk	Associate Head Athletics Trainer	530-4333	gretchen.buskirk@utoledo.edu
John Walters	Associate Athletics Trainer - Football	530-3512	john.walters2@utoledo.edu
Brad Pierson	Associate Athletics Trainer	530-7915	brad.pierson@utoledo.edu
Adam Barta	Assistant Athletics Trainer - Football	530-4296	adam.barta@utoledo.edu
Michelle Harris	Administrative Assistant	530-4303	michelle.harris2@utoledo.edu
<b>Equipment</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Mike Renard	Equipment Manager	530-7756	michael.renard@utoledo.edu
Jeremy Boyd	Asst. Equipment Manager - Larimer	530-3513	jeremy.boyd@utoledo.edu
Brandon Norris	Asst. Equipment Manager - Findlay	530-6256	brandon.norris@utoledo.edu

# Western Michigan University

1903 W Michigan Ave  
Kalamazoo, Michigan 49008  
Area Code: 269 | Web: [www.wmich.edu](http://www.wmich.edu)  
Fax: 387-3668

## Read Field House / University Arena / Media Relations

Western Michigan Athletics  
1903 W. Michigan Ave.  
Kalamazoo, MI 49008-5406

## Baseball / W-Golf, M & W Soccer / Softball

Seelye Center  
1903 West Michigan Ave.  
Kalamazoo, MI 49008-5422

## Waldo Stadium – Football

1903 W Michigan Ave  
Kalamazoo, Michigan 49008-  
5422

<b>University Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dr. John M. Dunn	President	387-2351	john.dunn@wmich.edu
Elaine Gaudio	Executive Assistant	387-2342	elaine.gaudio@wmich.edu
Dachea Hill	Director of Admissions	387-2010	dachea.hill@wmich.edu
Renee Pearl	Director of Engagement - Development & Alumni Relations	387-8790	renee.pearl@wmich.edu
Lisa DeChano-Cook	Facility Athletics Representative	387-3536	lisa.dechano@wmich.edu
<b>Senior Athletic Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Kathy Beauregard	Director of Athletics	387-3061	kathy.beauregard@wmich.edu
Amy Washington	Administrative Assistant to the AD/Sr. Assoc. AD	387-3061	amy.washington@wmich.edu
Dennis Corbin	Senior Assoc. AD /Medical Services	387-8106	dennis.corbin@wmich.edu
Monty Porter	Senior Assoc AD/Business Operations	387-3090	monty.porter@wmich.edu
Bob D'Amelio	Assoc AD/Marketing, Licensing & Ticketing	387-3098	robert.damelio@wmich.edu
Robin Hook	Assoc AD/Communications	387-3131	robert.hook@wmich.edu
Jeff Stone	Senior Assoc. AD/ Academic/Compliance Services	387-3082	jeffrey.stone@wmich.edu
<b>Business &amp; Finance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Elizabeth Knips	Assoc AD, Business Operations	387-3091	elizabeth.knips@wmich.edu
Kim Heringway	Athletic Insurance Coordinator	387-3063	kimberlee.schafer@wmich.edu
Hans Zoeller	Director, IT	387-3401	hans.j.zoeller@wmich.edu
<b>Facilities &amp; Operations</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Matt Kulik	Asst AD, Facilities	387-3346	Matthew.kulik@wmich.edu
TBD	Assistant Director for Facilities	387-2722	TBD@wmich.edu
<b>Compliance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Paul DeVries	Asst AD, NCAA Compliance	387-2042	paul.devries@wmich.edu
<b>Development</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jim Culhane	Major Gifts Officer/Gary Fund	387-3057	james.culhane@wmich.edu
Melissa Porter	Associate Engagement Mgr./Gary Fund	387-8878	melissa.porter@wmich.edu
Stacy Thinnnes	Assistant AD for Special Events & Community Relations	387-3025	stacy.thinnnes@wmich.edu
Allison Frontczak	Special Events & Community Relations Assistant	387-3343	allison.r.frontczak@wmich.edu
<b>Ticket Operations</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Don Beyer	Assistant AD for Ticket Operations	387-8142	don.beyer@wmich.edu
Matt Folck	Assistant Ticket Office Manager	387-8141	matthew.folck@wmich.edu
<b>Student Athlete Academic Services</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Stephanie Smiley	Asst AD, Academic Services	387-3403	stephanie.smiley@wmich.edu
Ashley Hunault	Athletic Academic Advisor	387-3086	ashley.c.hunault@wmich.edu
<b>Bands, Cheer &amp; Dance</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
David Montgomery	Director of Bands	387-4702	david.montgomery@wmich.edu
Christopher Wang	Head Cheerleading Coach	387-3615	wmu-cheer@wmich.edu
Ashley Counterman	Head Dance Coach	387-3615	a5counterman@charter.net
<b>Communications</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Kristin Keirns	Assist AD,Media Relations	387-4123	kristin.keirns@wmich.edu
Rob Beuerlein	Assoc Dir., Media Relations	387-3168	robert.beuerlein@wmich.edu
Adam Bodnar	Assistant Director Media Relations	387-4123	adam.e.bodnar@wmich.edu

<b>Baseball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Billy Gernon	Head Baseball Coach	276-3205	billy.gernon@wmich.edu
Adam Piotrowicz	Assistant Baseball Coach/Recruiting Coordinator	276-3208	adam.piotrowicz@wmich.edu
Blaine McFerrin	Associate Baseball Coach/Pitching	276-3208	blaine.mcferrin@wmich.edu
<b>Men's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Steve Hawkins	Head Men's Basketball Coach	387-3608	steve.hawkins@wmich.edu
Clayton Bates	Assistant Men's Basketball Coach	387-3116	clayton.bates@wmich.edu
Larry Farmer	Assistant Men's Basketball Coach	387-2723	larry.farmer@wmich.edu
James Holland	Assistant Men's Basketball Coach	387-3108	James.holland@wmich.edu
Dan Hoff	Director of Basketball Operations	387-3117	daniel.hoff@wmich.edu
<b>Women's Basketball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Shane Clipfell	Head Women's Basketball Coach	387-3608	Shane.clipfell@wmich.edu
Rick Albro	Assistant Women's Basketball Coach	387-3085	TBD
Tangela Smith	Assistant Women's Basketball Coach	387-3118	tangela.smith@wmich.edu
Cetera Washington	Assistant Women's Basketball Coach	387-3074	cetera.washington@wmich.edu
Ebony Cleary	Director of Basketball Operations	387-3124	athl-wbballs@wmich.edu
<b>Football</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
P.J. Fleck	Head Football Coach	387-8620	pj.fleck@wmich.edu
Rob Wenger	Assist. Coach/Special Teams Coordinator	387-8622	robert.m.wenger@wmich.edu
Brian Callahan	Assist. Coach/Offensive Line	387-8602	brian.callahan@wmich.edu
Kirk Ciarrocca	Assist. Coach/Offensive Coordinator/Quarterbacks	387-8646	kirk.ciarrocca@wmich.edu
Kenni Burns	Assist. Coach/Running Backs	387-8644	kenni.burns@wmich.edu
Jimmy Williams	Assist. Coach/Defensive Line	387-8628	james.williams@wmich.edu
David Duggan	Assist. Coach/Linebackers	387-8634	tembwe.lukabu@wmich.edu
Ed Pinkham	Assist. Coach/Defensive Coordinator	387-8639	ed.pinkham@wmich.edu
Bill Kenney	Assist. Coach/Offensive Tackles/Tight Ends	387-8637	william.kenney@wmich.edu
Matt Simon	Assist. Coach/Wide Receivers	387-8624	matthew.simon@wmich.edu
Gerrit Chernoff	Director of Football Player Personnel	387-8620	gerit.chernoff@wmich.edu
Nick Uhlenhopp	Director of Football Operations	387-8627	nicholas.uhlenhopp@wmich.edu
Matt Childers	Video Coordinator	387-8647	matthew.childers@wmich.edu
<b>Golf</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Stacy Snider	Head Women's Golf Coach	276-3318	TBA
<b>Gymnastics</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Penny Jernigan	Head Gymnastics Coach	387-3129	penelope.jernigan@wmich.edu
Al Scharns	Assistant Gymnastics Coach	387-3129	
<b>Ice Hockey</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Andy Murray	Head Ice Hockey Coach	387-3053	andrew.murray@wmich.edu
Dave Shiyak	Associate Ice Hockey Coach	387-3071	david.shiyak@wmich.edu
Todd Krygier	Assistant Coach	387-3055	todd.krygier@wmich.edu
Paul Schneider	Manager Lawson Ice Arena	387-3052	paul.schneider@wmich.edu
Lynn Ross	Secretary	387-3049	lynn.ross@wmich.edu
<b>Men's Soccer</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Chad Wiseman	Head Men's Soccer Coach	276-3584	chad.wiseman@wmich.edu
Josh Ross	Assistant Men's Soccer Coach	276-3583	joshua.ross@wmich.edu
Marc Frankland	Assistant Men's Soccer Coach	276-3583	marc.frankland@wmich.edu
<b>Women's Soccer</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Lauren Sinacola	Head Women's Soccer Coach	276-3582	Lauren.Sinacola@wmich.edu
Andrew Green	Assistant Women's Soccer Coach	276-3581	andrew.green@wmich.edu
Kyle Farris	Assistant Women's Soccer Coach	276-3581	kyle.j.farris@wmich.edu
<b>Softball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Kathy Leitke	Head Softball Coach	276-3288	kathy.leitke@wmich.edu
Marie Foster	Associate Head Softball Coach	276-3289	marie.foster@wmich.edu
<b>Men's Tennis</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dave Morin	Head Men's Tennis Coach	387-3125	david.morin@wmich.edu
Nadin Indre	Assistant Men's Tennis Coach	387-3111	nadinteofil.indre@wmich.edu

<b>Women's Tennis</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Ryan Tomlinson	Head Women's Tennis Coach	387-3102	ryan.tomlinson@wmich.edu
Brooke Bolender	Assistant Coach	387-3031	brooke.bolender@wmich.edu
<b>Track &amp; Field/Cross Country</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Kelly Lycan	Head Track & Field/Cross Country Coach	387-3884	kelly.lycan@wmich.edu
Rebekah Smeltzer	Assistant Distance/Cross Country Coach	387-3165	rebekah.smeltzer@wmich.edu
Pat Tracy	Assistant Coach/Throws	387-3077	Patrick.Tracy@wmich.edu
<b>Volleyball</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Colleen Munson	Head Volleyball Coach	387-3940	colleen.munson@wmich.edu
Ryan Manning	Assistant Volleyball Coach	387-3942	ryan.manning@wmich.edu
Kyle Stahl	Assistant Volleyball Coach	387-3943	kyle.r.stahl@wmich.edu
Cameron Rowland	Director of Volleyball Operations	387-3878	athl-vballops@wmich.edu
<b>Strength &amp; Conditioning</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dan Nichol	Head Strength & Conditioning/Football	387-8658	dan.nichol@wmich.edu
Tim Herrmann	Head Strength & Conditioning/Olympic Sports	387-3436	tim.herrmann@wmich.edu
Dan Wenger	Assistant Strength and Conditioning Coach/Football	387-8658	daniel.wenger@wmich.edu
Kyle Skinner	Assistant Strength & Conditioning/Olympic Sports	387-3962	kyle.skinner@wmich.edu
<b>Sports Medicine</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Brian Bauer	Director of Medical Services	387-8653	brian.bauer@wmich.edu
Arno Rheinberger	Assistant Director of Medical Services	387-8652	arno.rheinberger@wmich.edu
Krysten Binfet	Assistant Athletics Trainer	276-3319	krysten.m.binfet@wmich.edu
Sarah McBrien	Assistant Athletics Trainer	387-3099	sarah.mcbrien@wmich.edu
Kevin Lehmann	Assistant Athletics Trainer	387-3454	kevin.lehmann@wmich.edu
Michael Page	Assistant Athletics Trainer	387-3088	michael.page@wmich.edu
Tasuku Kurane	Assistant Athletics Trainer	387-3088	tasuku.kurane@wmich.edu
Heidi Jerz	Assistant Athletics Trainer	276-3319	heidi.j.pensinger@wmich.edu
David Florea	Assistant Athletics Trainer	387-8693	david.florea@wmich.edu
Cole Hartwigsen	Assistant Athletics Trainer	387-8693	nicholas.hartwigsen@wmich.edu
Danny Walen	Assistant Athletics Trainer	276-3319	daniel.r.walen@uwmich.edu
<b>Equipment</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Alex Goodman	Equipment Manager/Read Fieldhouse	387-3121	alexander.a.goodman@wmich.edu
Taylor Jorgensen	Equipment Manager/Football	387-8615	taylor.a.jorgensen@wmich.edu
Justin Penna	Equipment Manager/Hockey	387-3054	justin.r.penna@wmich.edu

# Binghamton University

## Affiliate- Men's Tennis

4400 Vestal Pkwy E  
Binghamton, New York 13902  
Area Code: 607 | Web: [www.binghamton.edu/](http://www.binghamton.edu/)  
Fax: 777-3127

**Athletic Dept. Mailing Address**  
Binghamton University  
Department of Intercollegiate Athletics  
Events Center – PO Box 6000  
Binghamton, NY 13902-6000

**Media Relations Mailing Address**  
Binghamton University  
Office of Sports Information & Communications  
Events Center – PO Box 6000  
Binghamton, NY 13902-6000

<b>University Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Harvey G. Stenger Jr.	President	777-2131	hstenger@binghamton.edu
Laura O'Neil	Executive Assistant to the President	777-4895	loneil@binghamton.edu
Shelley Dionne	Faculty Athletics Representative	777-6557	sdionne@binghamton.edu
<b>Athletic Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Patrick J. Elliott	Director of Athletics	777-2043	elliott@binghamton.edu
Leigh Ann Savidge	Senior Associate Director of Athletics /SWA	777-3323	lsavidge@binghamton.edu
Geri Harris	Assistant to the Director	777-2043	gharris@binghamton.edu
<b>Compliance &amp; Academic Services</b>			
David Eagan	Assistant Provost/Associate Athletic Director	777-2798	deagan@binghamton.edu
<b>Communications</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
John Hartrick	Associate Director of Athletics for Communications	777-6800	hartrick@binghamton.edu
<b>Men's Tennis</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Nick Zieziula	Head Men's Tennis Coach	777-6030	zieziula@binghamton.edu
James Hignett	Assistant Men's Tennis Coach	777-6030	jhignett@binghamton.edu

# University of Evansville

## Affiliate- Men's Swimming & Diving

Athletic Dept. Mailing Address  
 1800 Lincoln Ave  
 Evansville, Indiana 47722  
 Area Code: 812 | Web: [www.evansville.edu/](http://www.evansville.edu/)  
 Fax: 488-2199

<b>University Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dr. Tom Kazee	President	488-2151	kazee1@evansville.edu
Patti Lippert	Executive Assistant	488-2152	pl23@evansville.edu
Mark Davis	Faculty Athletics Representative	488-6423	md7@evansville.edu
<b>Athletic Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Mark Spencer	Director of Athletics	488-2569	ms628@evansville.edu
Sarah Solinsky	Senior Associate Athletic Director for Internal Operations/ SWA	488-2759	ss78@evansville.edu
Joe Smolinske	Men's Swimming/Diving Sport Admin.	488-3201	Js787@evansville.edu
<b>Compliance &amp; Academic Services</b>			
Sarah Solinsky	Senior Associate Athletic Director/SWA	488-2759	ss78@evansville.edu
<b>Communications</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Bob Pristash	Sports Information Director	488-2285	rp113@evansville.edu
<b>Men's Swimming &amp; Diving</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Rickey Perkins	Head Men's Swimming & Diving Coach	488-2290	rp38@evansville.edu
Andy Brown	Assistant Coach	488-1028	ab239@evansville.edu

# Longwood University

## Affiliate- Field Hockey

201 High St  
Farmville, Virginia  
Area Code: 434 | Web: www.longwood.edu/  
Fax: 395-2568

### Athletic Dept. Mailing Address

Longwood Athletics  
201 High Street  
Tabb Hall  
Farmville, VA 23909

### Media Relations Mailing Address

Athletics Communication  
201 High Street  
Tabb Hall  
Farmville, VA 23909

<b>University Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
W. Taylor Reveley IV	President	395-2001	reveleywt@longwood.edu
Kay L. Stokes	Executive Assistant	395-2001	stokeskl@longwood.edu
Consuelo Alvarez	Faculty Athletics Representative	395-2847	alvarezcj@longwood.edu
<b>Athletic Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Troy Austin	Director of Athletics	395-2059	austints@longwood.edu
Michelle Shular	Associate Athletics Director for Student-Athlete Enhancement & SWA	395-2429	shularmm@longwood.edu
<b>Compliance &amp; Academic Services</b>			
Dana Slater	Director of Compliance & Student Services	395-2417	slaterdm@longwood.edu
<b>Communications</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Chris Cook	Assistant Vice President for Athletics Communication	395-2718	cookcc@longwood.edu
Tim Castaneda	Athletics Communications Staff Assistant	395-2716	castanedaat@longwood.edu
<b>Field Hockey</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Iain Byers	Head Field Hockey Coach	395-2272	byersid@longwood.edu
Chaney Manganello	Assistant Field Hockey Coach	395-2562	manganelloca@longwood.edu
Taylor Herold	Assistant Field Hockey Coach	395-2562	heroldt@longwood.edu

# University of Missouri

## Affiliate- Wrestling

429 Hearnes Center  
Columbia, Missouri 65211  
Area Code: 573 | Web: www.missouri.edu/  
Fax: 884-5499

### Athletic Dept. Mailing Address

1 Champions Drive  
Mizzou Arena – Suite 200  
Columbia, MO 65211

### Media Relations Mailing Address

1 Champions Drive  
352 Hearnes Ctr  
Columbia, MO 65211

<b>University Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Hank Foley	Interim Chancellor	882-3387	foleyh@missouri.edu
Janet Waibel	Executive Assistant to the Chancellor	882-0627	waibelj@missouri.edu
Christine Wells	Faculty Athletics Representative	882-8375	wellsc@missouri.edu
<b>Athletic Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Mack Rhoades	Director of Athletics	882-2055	rhodesma@missouri.edu
Sandy Matthew	Executive Assistant to the AD	882-2055	matthews@missouri.edu
<b>Compliance &amp; Academic Services</b>			
Mitzi Clayton	Associate AD/Compliance	882-2284	ClaytonMR@missouri.edu
<b>Communications</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Chad Moller	Associate AD/Strategic Communications	882-0712	mollerc@missouri.edu
Andrew Oldenberg	Media Relations	882-6501	oldenberga@missouri.edu
<b>Wrestling</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Brian Smith	Head Coach	882-0735	smithbq@missouri.edu
Alex Clemens	Associate Head Coach	882-9943	clemsema@missouri.edu
Joe Johnston	Assistant Coach	884-9637	johnstonjd@missouri.edu
Cody Shoemaker	Director of Operations	882-7470	shoemakercd@missouri.edu
Sarah Reesman	Sport Administrator	884-6428	reesmans@missouri.edu

# Missouri State University

## Affiliate- Field Hockey and Men's Swimming & Diving

901 S National Ave  
 Springfield, Missouri 65897  
 Area Code: 471 | Web: www.missouristate.edu/  
 Fax: 836-6344

### Athletic Dept. Mailing Address

Missouri State University  
 Intercollegiate Athletics  
 901 S. National  
 Springfield, MO 65897

### Media Relations Mailing Address

Rick Kindhart, Director of Athletics Communications  
 Missouri State University  
 901 S. National, HSC 3<sup>rd</sup> Floor  
 Springfield, MO 6589

<b>University Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Clif Smart	President	836-8500	cliffsmart@missouristate.edu
Rowena Stone	Executive Assistant	836-8500	rowenastone@missouristate.edu
James Hutter	Faculty Athletics Representative	836-5090	jhutter@missouristate.edu
<b>Athletic Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Kyle Moats	Director of Athletics	836-5244	TBA
Casey Hunt	Senior Associate Athletic Director/SWA	836-5246	caseyhunt@missouristate.edu
Brenda Espy	Administrative Assistant	836-5244	brendaespy@missouristate.edu
<b>Compliance &amp; Academic Services</b>			
Shamika Kentish	Assistant Director of Athletics for Compliance	836-4377	shamikaKentish@missouristate.edu
<b>Communications</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Rick Kindhart	Director of Sports Information	836-4585	rkindhart@missouristate.edu
<b>Field Hockey</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Catherine Ostoich	Head Field Hockey Coach	836-6968	COstoich@missouristate.edu
TBD	Assistant Field Hockey Coach	836-6873	TBD@MissouriState.edu
<b>Men's Swimming &amp; Diving</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dave Collins	Head Men's Swimming & Diving Coach	836-5466	davidcollins@missouristate.edu
Chelsea Dirks-Ham	Assistant Coach	836-5466	dirks-ham5150@live.missouristate.edu
James Huelskamp	Diving Coach	836-5466	jameshuelskamp@missouristate.edu

# University of Northern Iowa

## Affiliate- Wrestling

1227 W 27<sup>th</sup> St  
 Cedar Falls, Iowa 50614  
 Area Code: 319 | Web: www.uni.edu/  
 Fax: 273-4700

**Athletic Dept. Mailing Address**  
 UNI Athletics  
 UNI Dome North Offices  
 Cedar Falls, IA 50614-0310

**Media Relations Mailing Address**  
 UNI Athletics Media Relations  
 UNI Dome Upper NW Offices  
 Cedar Falls, IA 50614-0314

<b>University Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jim Wohlpart	Interim President	273-2566	president@uni.edu
Jennifer Yarrow	Assistant to the President	273-5085	Jennifer.yarrow@uni.edu
Elaine Eshbaugh	Faculty Athletics Representative	273-6083	elaine.eshbaugh@uni.edu
<b>Athletic Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
David Harris	Director of Athletics	273-2470	david.harris@uni.edu
Justin Schemmel	Deputy AD/Internal Operations	273-2410	justin.schemmel@uni.edu
Sarah Harms	Athletic Operations Coordinator	273-2470	sarah.harms@uni.edu
<b>Compliance &amp; Academic Services</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Ben Messerli	Assistant Athletic Director/Compliance	273-6027	ben.messerli@uni.edu
Stacia Eggers	Assistant Athletic Director/Student Services	273-3326	stacia.eggers@uni.edu
<b>Communications</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Michelle Van Dorn	Assistant AD / New Media	273-5455	michelle.vandorn@uni.edu
<b>Wrestling</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Doug Schwab	Head Coach	273-6323	doug.schwab@uni.edu
TBD	Assistant Coach	273-6341	TBD@uni.edu
Randy Pugh	Assistant Coach	273-6473	randy.pugh@uni.edu

# Old Dominion University

## Affiliate- Wrestling

5115 Hampton Blvd  
Norfolk, Virginia 23529  
Area Code: 757 | Web: www.odu.edu/  
Fax: 683-5377

**Athletic Dept. Mailing Address**  
Old Dominion University  
Intercollegiate Athletics  
Jim Jarrett Athletic Administration Bldg.  
Norfolk, VA 23529-0201

**Media Relations Mailing Address**  
Old Dominion University  
Intercollegiate Athletics  
Jim Jarrett Athletic Administration Bldg.  
Norfolk, VA 23529-0201

<b>University Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
John Broderick	President	683-3159	president@odu.edu
Sherry Davis	Executive Secretary to the President & Chief Operating Officer	683-3159	cdavis@odu.edu
Tim Seibles	Faculty Athletics Representative	683-5120	tseibles@odu.edu
<b>Athletic Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dr. Camden Wood Selig	Director of Athletics	683-3369	wselig@odu.edu
Katie Kiefner Nonemaker	Assistant to the Athletic Director	683-3369	kkiefner@odu.edu
Deborah Polca	Senior Associate Athletic Director/ SWA	683-3360	dpolca@odu.edu
Rick French	Associate Athletic Director for Operations	683-4253	rfrench@odu.edu
<b>Compliance &amp; Academic Services</b>			
Randale Richmond	Sr. Associate AD/Compliance & Student-Athlete Welfare	683-5474	rrichmon@odu.edu
<b>Communications</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Ted Alexander	Sr. Associate Athletic Director/External Relations	683-3373	t2alexan@odu.edu
<b>Wrestling</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Steve Martin	Head Coach	683-5311	smartin@odu.edu
Mike Dixon	Assistant Coach	683-6373	mjdixon@odu.edu
Kyle Hutter	Assistant Coach	683-6373	khutter@odu.edu

# Southern Illinois University

## Affiliate- Men's Swimming & Diving

1263 Lincoln Dr  
 Carbondale, Illinois 62901  
 Area Code: 618 | Web: siu.edu/  
 Fax: 453-5152

**Athletic Dept. Mailing Address**  
 Saluki Athletics  
 1490 Douglas Drive  
 Mailcode 6620  
 Carbondale, IL 62901

**Media Relations Mailing Address**  
 Saluki Athletics  
 1490 Douglas Drive  
 Mailcode 6620  
 Carbondale, IL 62901

<b>University Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Dr. Randy J. Dunn	President	536-3331	TBA
Paula Keith	Assistant to the President	536-3471	pkeith@siu.edu
Julie Partridge	Faculty Athletics Representative	536-2431	jpartrid@siu.edu
<b>Athletic Administration</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Tommy Bell	Director of Athletics	453-7250	tbell@siu.edu
Kathy Jones	Senior Associate AD for Internal Operations/ SWA	453-5279	ckjones@siu.edu
Donna Compton	Administrative Assistant	453-7250	donnalyn@siu.edu
<b>Compliance &amp; Academic Services</b>			
Kevin Kendrick	Assistant AD/Compliance	453-5463	kevin.kendrick@siu.edu
<b>Communications</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Tom Weber	Associate Athletic Director Media Services	453-7235	tomweber@siu.edu
John Lock	Associate Director	453-7102	jlock2@siu.edu
<b>Men's Swimming &amp; Diving</b>			
<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Rick Walker	Head Men's Swimming & Diving Coach	453-7230	rwalker@siu.edu
Joy Zhao	Diving Coach	453-5461	zhaoc@siu.edu
Elise Knoche	Assistant Swim Coach	453-3149	eknoche@siu.edu

# West Virginia University

## Affiliate- Men's Soccer

PO Box 6201  
Morgantown, WV 26506  
Area Code: 304 | Web: www.wvu.edu/  
Fax: 293-5883

### Athletic Dept. Mailing Address

West Virginia University  
PO Box 0877  
Morgantown, WV 26507

### Media Relations Mailing Address

West Virginia University  
PO Box 0877  
Morgantown, WV 26507

<b>University Administration</b>			
Name	Position	Phone	Email
E. Gordon Gee	President	293-5531	presidentsoffice@mail.wvu.edu
Bonnie Anderson	Special Assistant to the President	293-5531	Bonnie.Anderson@mail.wvu.edu
Dr. Maria Kolar	Faculty Athletics Representative	293-1964	mkolar@hsc.wvu.edu
<b>Athletic Administration</b>			
Name	Position	Phone	Email
Shane Lyons	Director of Athletics & Associate Vice President	293-5621	Cathy.martin@mail.wvu.edu
Terri Howes	Senior Associate AD/Sports Administration/SWA	293-2889	Terri.Howes@mail.wvu.edu
Cathy Martin	Administrative Assistant	293-5621	Cathy.martin@mail.wvu.edu
<b>Compliance</b>			
Lacey Gibson	Assistant AD for Compliance	293-7562	Lacey.gibson@mail.wvu.edu
<b>Communications</b>			
Name	Position	Phone	Email
Michael Fragale	Assistant Athletic Director/Communications	293-2821	Michael.fragale@mail.wvu.edu
Charlie Healy	Assistant Director of Athletic Communications / Men's Soccer	293-2821	Charles.healy@mail.wvu.edu
<b>Men's Soccer</b>			
Name	Position	Phone	Email
Marlon LeBlanc	Head Men's Soccer Coach	293-9889	Marlon.leblanc@mail.wvu.edu
Andy Wright	Assistant Coach	293-9887	Andy.Wright@mail.wvu.edu
Scott Bowers	Assistant Coach	293-9889	Scott.Bowers@mail.wvu.edu



## ***MID-AMERICAN CONFERENCE***

### **Mission Statement**

Founded in 1946, the Mid-American Conference is an association of Universities dedicated to maximizing the academic, athletic and personal development of its student-athletes while competing at the NCAA's highest level. Consistent with the educational missions of its members, the MAC is dedicated to the principles of sportsmanship, integrity, and diversity, offering opportunities for leadership development through participation in successful, highly competitive, broad-based programs.

### **Core Values**

Academic Achievement

Commitment to Diversity and Equity

Fiscal Responsibility

Integrity

Sportsmanship

Student-Athlete Well-Being

# **Constitution of the Mid-American Conference**

## **Preamble**

Believing that intercollegiate competition in athletics is not an end in itself but one phase of the general educational program and, as such, should be subject to administrative and faculty direction and control, we do associate ourselves for the purpose of providing a regular and orderly means of competition between the teams of student-athletes at our respective institutions.

## **Article I – Name**

This organization shall be known as the MID-AMERICAN ATHLETIC CONFERENCE, INC. (MAC).

## **Article II – Purposes**

The name of this incorporated association shall be Mid-American Athletic Conference, Inc. (hereinafter called the "Conference"). The members of the Mid-American Athletic Conference ascribe to:

- A. Academic and athletic achievement, which will provide every student-athlete the opportunity to graduate.
- B. Compliance with and vigilant enforcement of Conference and NCAA rules.
- C. Adherence to the principles of amateurism in intercollegiate athletics.
- D. Quality athletic opportunities for student-athletes.
- E. Diverse representative of viewpoints in the governance of the Conference.
- F. Presidential authority and faculty control over intercollegiate athletic programs.
- G. Fair play and sportsmanship in the conduct of intercollegiate competition.
- H. Broad-based equitable opportunities for men and women student-athletes, coaches and administrators.

## **Article III - Conference Law**

The Conference shall be governed by its adopted constitution, bylaws, operating code, compliance and enforcement regulations, administrative rules, and sports policies and regulations.

In accordance with the accepted policies of affirmative action and equal opportunity, there shall be no discrimination with respect to race, religion, sex, gender or national origin in the conduct of the Conference office or of the intercollegiate athletic programs of its member institutions.

Only institutions that are recognized with full membership privileges may vote on Constitutional and Bylaw issues. Sport-affiliated member institutions may vote on all issues relating to their respective sport participation.

## Article IV – Membership

Membership in the conference shall consist of institutions of collegiate grade adhering to common standards of intercollegiate athletic competition and voluntarily associated in the operation of this conference. This includes the recognition that all members of the Mid-American Conference are Division I-A as defined by the membership standards of the NCAA.

<b>A. Present Membership</b>	<b>Founded</b>	<b>Joined</b>
Ohio University (charter member)	(1804)	(1946)
Miami University	(1809)	(1947)
Western Michigan University	(1903)	(1947)
Kent State University	(1910)	(1951)
Toledo, The University of	(1870)	(1951)
Bowling Green State University	(1910)	(1952)
Central Michigan University	(1892)	(1972)
Eastern Michigan University	(1849)	(1972)
Ball State University	(1918)	(1973)
Akron, The University of	(1870)	(1992)
Northern Illinois University	(1899)	(1997)
State University of New York at Buffalo	(1846)	(1998)

### **B. New Members**

1. New members may be admitted upon written application filed with the chairperson of the Council of Presidents, and upon approval of such application by the affirmative vote of all or not more than one negative vote of the member institutions.
2. New members shall be assessed an admissions fee as determined by the MAC Council of Presidents.
3. New members shall be added to the foregoing roster of members, not by alphabetical order, but in the chronological sequence of admission.

### **C. Affiliate Membership**

1. The concept of MAC affiliate membership has been developed to achieve the following objectives: gain or protect automatic qualifier status for all Conference championships, enhance scheduling opportunities, create exposure, and strengthen the long-term viability of all sports within the MAC.
2. Affiliate membership is limited to not more than one-half of the total members participating in the sport (e.g., if five “full” MAC members sponsor a sport, not more than five affiliate members will be permitted).
3. The Executive Council shall review all affiliate membership applications and make recommendations to the Joint Committee. The recommendations of the Joint Committee shall be forwarded to the Council of Presidents. A two-thirds affirmative vote of the COP will initiate a formal invitation from the Conference in the form of a MAC Affiliate Membership Letter of Agreement.
4. The initial period of affiliate membership shall be determined by the COP and may be renewed on an annual basis thereafter by the Council of Presidents. The fee for affiliate membership shall be determined annually by the COP. Dues for the initial three years of affiliate membership shall be payable upon admission to the Conference.
5. An affiliate member may attend sport-specific meetings pertinent to the sport(s) it participates in, but shall not be entitled to attend any meetings of the MAC Joint Committee or Council of Presidents. Additionally, an affiliate member shall not be entitled to receive a share of any income received by the MAC or its member institutions. The above provisions may be modified by the express authorization of the MAC Council of Presidents.

<b>Present Affiliate Membership (Sport)</b>	<b>Founded Joined</b>	
Binghamton (Men's Tennis)	1867	2014
University of Evansville (Men's Swimming & Diving)	1854	2009
Longwood University (Field Hockey)	1839	2014
Missouri (Wrestling)	1839	2012
Missouri State (Field Hockey)	1905	2005
Missouri State (Men's Swimming & Diving)	1905	2009
University of Northern Iowa (Wrestling)	1976	2013
Old Dominion University (Wrestling)	1930	2012
Southern Illinois University (Men's Swimming & Diving)	1869	2009
West Virginia University (Men's Soccer)	1867	2012

#### **D. Dues and Assessments**

1. Funds to meet budgeted expenses shall be met by an assessment upon the members of the conference in equal amounts. Assessments for maintenance of the conference office in any fiscal year shall be payable in one installment due July 1.
2. Funds to meet the Mid-American Conference's bowl commitments shall be met by an assessment upon the members of the conference. Bowl assessments shall be invoiced by and payable to the conference office in two installments.

#### **E. Withdrawal**

1. For the true and faithful performance of all the covenants, conditions and promises in this Agreement, the parties to this Agreement, including all member institutions, expressly bind themselves in the sum of no less than two million five hundred thousand dollars (\$2,500,000), current lawful money of the United States of America, as fixed, settled and liquidated damages, to be paid by any withdrawing member of the Mid-American Conference on or before the last official day of membership to the Mid-American Conference office.
2. Any MAC Member Institution may make application for formal withdrawal by notifying the MAC Commissioner in writing on or before August 1 of any year. Such withdrawal shall be subject to the following terms and conditions:

##### **a. Minimum Notice.**

- i. The withdrawing member institution must provide not less than two academic-years prior written notice of its intent to withdraw and the effective date ("Effective Date") thereof ("Minimum Notice").
- ii. Such member institution shall pay a withdrawal fee of two million five hundred thousand dollars (\$2,500,000) ("Withdrawal Fee").
- iii. The Withdrawal Fee shall be paid in two installments of one million two hundred fifty thousand dollars (\$1,250,000) each, payable as follows:
  1. The first installment shall be paid no later than one year after the notice of withdrawal is provided.
  2. The second installment shall be paid on or before the Effective Date of such member institution's withdrawal.
- iv. The withdrawing member institution shall forfeit its share of Conference revenue distributions in the member institution's final year of membership.

##### **b. Less Than Minimum Notice.**

In the event a withdrawing member institution provided less than the Minimum Notice of withdrawal, such member institution shall be subject to the following additional terms and conditions:

- i. The Withdrawal Fee shall be paid in two installments of one million two hundred fifty thousand dollars (\$1,250,000) each, payable as follows:
  1. The first installment shall be paid no later than one year after the notice of withdrawal is provided.
  2. The second installment shall be paid on or before the Effective Date of such member institution's withdrawal.

3. In addition to payment of the withdrawal fee, the withdrawing member institution shall pay the Conference an additional amount of fifty thousand dollars (\$50,000) for each month or part thereof that the effective date of withdrawal is less than the 24-month minimum notice requirement. Such additional withdrawal fee shall be paid at the time of receipt of the notice of withdrawal.

3. Liquidated Damages.

All member institutions agree that the withdrawal fee is a liquidated damage, and reflects an assessment and acknowledgement by the member institutions of the range of actual costs and damages to the Conference and represents a good-faith attempt to reach a fair and equitable withdrawal fee.

4. Withdrawal by Affiliate and Football only Members shall be governed by separate contract.

#### **F. Expulsion, Removal, Suspension and Probation**

1. By the affirmative vote of not less than two-thirds of all full active members of the conference present and voting except the alleged offending member, the conference, acting for the Council of Presidents, may expel or suspend an offending member, or place the latter on probation for violation of provisions of the constitution or bylaws of the conference or any other rules adopted by the appropriate governing body of the conference. Further, if it should become necessary in the best interest of the conference as a whole, the Council of Presidents may, by a two-thirds vote of all conference members present and voting, remove an institution from membership. To expel or remove means a complete severance from the conference in all sports; to suspend means a temporary severance from the conference. In the event of expulsion, suspension or removal, continued competition becomes an institutional determination and the involved institution would be responsible for the payment of all fees associated with the withdrawal from membership (see E-2 of the Constitution).

2. In accordance with Division I, Football Bowl Subdivision (FBS) requirements adopted by the Council of Presidents, each institution of the Mid-American Conference has an obligation to achieve and maintain NCAA Division I FBS standards. Failure to satisfy these requirements will have direct consequences. The Commissioner, in consultation with the Executive Council of the Conference (excluding any Executive Council officer whose institution will be directly affected by the resolution), may recommend one or more of the following to the Council of Presidents:

a. That the involved institution be placed on probation;

b. That the involved institution be charged a financial assessment that reflects the impact its failure to maintain this divisional component will have on the Conference;

c. Remove or expel the involved institution from Conference membership.

#### **G. Reinstatement of Members**

By the affirmative vote of all or not more than one negative vote of member institutions, any member who has withdrawn or who has been expelled, suspended or placed on probation, may be restored to full membership.

#### **H. Participation**

Each full conference member shall participate in a minimum of four conference-sponsored sports, of which two must be football and basketball for men and two must be volleyball and basketball for women. The conference shall sponsor 11 sports for men and 12 sports for women. A majority of member institutions must compete in a sport for it to be considered a MAC-sponsored sport and approved as a conference sport by a majority vote of the Council of Presidents. Note: Field Hockey, Men's Swimming & Diving and Men's Tennis are exceptions to this last requirement.

## **Article V - Organization**

### **A. Governing Bodies**

The Conference shall be governed and administered by the two following primary bodies: Council of Presidents and the Joint Committee. The Joint Committee consists of the Athletics Director, the Senior Administrator and the Faculty Athletics Representative from each institution, with the Athletics Director holding the institutional vote. Both the Council of Presidents and the Joint Committee shall have a minimum of two (2) business sessions annually. Additionally, an Executive Council (consisting of the chairs of each of the Athletics Director, Faculty Athletics Representative and Senior Administrator administrative groups) has been established to conduct any necessary business between sessions.

Policy and legislative authority vests with the Council of Presidents. The Council of Presidents shall act on recommendations forwarded by the Joint Committee, developed through regular meetings of the respective administrative groups (Athletics Directors, Faculty Athletics Representatives and Senior Administrators) as well as annual meetings of the various sport committees. A flow chart of this table of organization and the specific operating principles may be obtained through the Office of the Commissioner.

### **B. Council of Presidents**

1. The Council of Presidents shall be comprised of the respective Presidents of the member institutions.
2. Each President, or a representative (with "senior staff" status), shall be present at all meetings of the Council of Presidents.
  - a. A President who cannot attend a Council of Presidents meeting must designate in writing the representative who will attend the meeting as a replacement. This representative will be so designated no later than twenty-four (24) hours prior to the meeting. Only those Presidents in attendance may vote on issues that require a vote of the Council of Presidents.
3. The powers and responsibilities of the Council of Presidents shall be as follows:
  - a. To review and approve the annual budget;
  - b. To act on recommendations of the Joint Committee;
  - c. To initiate, determine or repeal any legislation, policy or activity of or pertaining to the conference;
  - d. To appoint committees for any designated purposes;
  - e. To employ a conference Commissioner and any other officers, to prescribe individual duties and to fix the terms and conditions of their employment.

### **C. Directors of Athletics**

1. The Athletics Director shall be a person of faculty or staff status remunerated for services rendered wholly or partly by the intercollegiate athletics department.
2. In the event the Athletics Director cannot attend a meeting, a designee of similar qualifications may be appointed by the Athletics Director to represent the institution with the same power, authorities and responsibilities as listed below. This representative will be so designated in writing no later than twenty-four (24) hours prior to a meeting.
3. The powers, authorities and responsibilities of the Athletics Directors shall be as follows:
  - a. To formulate and recommend for the approval of the Council of Presidents (following consultation with the Faculty Athletics Representatives and Senior Administrators) any proposals pertaining to general legislation, policies, functions, activities or welfare of the conference; (Note: Any recommendations of the Athletics Directors that are not supported by the Joint Committee will be forwarded to the Council of Presidents with a detailed explanation of the dissenting viewpoint.)
  - b. To appoint standing subcommittees to conduct work on behalf of the Athletics Directors;

- c. To continually review the conference's intercollegiate athletic programs to ensure total compliance with all conference and NCAA rules and regulations;
  - d. To assist the Faculty Athletics Representatives in resolving all questions relative to eligibility rules;
  - e. To resolve administrative (not policy) questions relative to the immediate administration and operation of the conference's intercollegiate athletic programs, after consultation with the Faculty Athletics Representatives and Senior Administrators.
4. Depending upon subject matter, legislative proposals from coaches' groups and/or administrative bodies regarding the following shall be directed to the Athletics Directors: Football, Men's Basketball, Women's Basketball, and Volleyball.

#### **D. Faculty Athletics Representatives**

1. The Faculty Athletics Representative shall be a person having tenure or established faculty status not receiving remuneration for services rendered on behalf of the intercollegiate athletic department. This person will be appointed by the institution's President.
2. In the event the appointed faculty representative cannot attend a meeting, a designee of similar qualifications may be appointed by the President of the institution to represent the institution with the same power, authorities and responsibilities as listed below. This representative will be designated in writing no later than twenty-four (24) hours prior to a meeting.
3. The powers, authorities and responsibilities of the Faculty Athletics Representatives shall be as follows:
  - a. To appoint standing subcommittees to conduct work on behalf of the Faculty Athletics Representatives;
  - b. To resolve all questions relative to eligibility rules, after consultation with the Athletics Directors and the Senior Administrators, Registrars, Admissions Directors, or any other necessary institutional personnel. The Faculty Athletics Representative will be the final signature authority on all eligibility documents;
  - c. To recommend to the Joint Committee any proposals or amendments to the bylaws of the MAC which would improve either the efficiency or effectiveness of the conference's intercollegiate athletic programs;
  - d. To resolve administrative (not policy) questions relative to the immediate administration and operation of the conference's intercollegiate athletic programs, after consultation with the Athletics Directors and Senior Administrators;
  - e. To continually review the conference's intercollegiate athletic programs to ensure total compliance with all conference and NCAA rules and regulations. This will include a regular (yearly) review of each institution's compliance effectiveness and the administration of the annual coaches recruiting certification test.
4. Depending upon subject matter, legislative proposals from coaches' groups and/or administrative bodies regarding the following shall be directed to the Faculty Athletics Representatives: Academics, Constitution & Bylaws, Infractions, Student-Athlete Advisory Committee.

#### **E. Senior Administrators**

1. The Senior Administrator shall be a person of faculty or staff status remunerated for services rendered wholly or partly by the intercollegiate athletic department.
2. The Senior Administrator shall be the highest ranking female administrator involved with the conduct of a member institution's intercollegiate athletics program. When the Athletics Director is a female, that institution shall designate a ranking athletic administrator (male or female) as the Senior Administrator.
3. In the event the appointed Senior Administrator cannot attend a meeting, a designee of similar qualifications may be appointed by the Athletics Director to represent the

institution with the same power, authorities and responsibilities as listed below. This person will be designated in writing at least twenty-four (24) hours prior to a meeting.

4. The powers, authorities and responsibilities of the Senior Administrators are:
  - a. To appoint standing committees to conduct work on behalf of the Senior Administrators;
  - b. To resolve administrative (not policy) questions relative to the immediate administration and operation of the conference's intercollegiate athletic programs, after consultation with the Athletics Directors and Faculty Athletics Representatives;
  - c. To assist the Faculty Athletics Representatives in resolving all questions relative to eligibility rules;
  - d. To continually review the conference's intercollegiate athletic programs to ensure total compliance with all conference and NCAA rules and regulations;
  - e. To recommend to the Joint Committee any proposals or amendments to the bylaws of the MAC which would improve either the efficiency or effectiveness of the conference's intercollegiate athletic programs.
5. Depending upon subject matter, legislative proposals from coaches' groups and/or administrative bodies regarding the following shall be directed to the Senior Administrators: All Olympic Sports as well as softball and baseball.

#### **F. Student-Athlete Advisory Committee (SAAC)**

1. The Student-Athlete Advisory Committee shall consist of 25 current student-athlete members.
2. Each institution shall appoint two-member student-athletes to represent the institution on the Committee.
3. One member shall be the national SAAC representative; as such one institution will have three student-athletes on the Committee.
  - a. In addition, the Chair, who will be the national SAAC representative, will be the primary liaison to all other conference committees.
  - b. The Chair is permitted to represent the Conference for one additional year following graduation and/or exhausting eligibility.
  - c. The Chair will be supported by two additional members, voted on by the full Committee, as the Executive Committee.
4. In the event the appointed student-athlete cannot attend a meeting, a designee of may be appointed by the Senior Administrator of the institution to represent the institution with the responsibilities listed below. This representative will be designated in writing no later than twenty-four (24) hours prior to a meeting.
5. SAAC will be responsible for discerning initiatives for the benefit of student-athlete welfare and experience.

#### **G. Commissioner**

The administrative head of the conference shall be a Commissioner, whose original employment shall be by a contract approved by the affirmative vote of not less than three quarters of the member institutions voting by their respective Presidents and whose reemployment shall be by contract approved by the affirmative vote of not less than a majority of the member institutions voting the same way.

*Summary for Additional Committees: See Conference Councils and Committees Appendix*

### **Article VI - Observance and Enforcement of Constitution, Bylaws, Etc.**

The members, by the ratification of this constitution and all future members by joining this conference, pledge themselves faithfully to observe all the provisions of this constitution and

the bylaws and all policies adopted by the governing bodies of this conference. The officers of each institution, as set forth in the bylaws, agree to report to each other and to the Commissioner any violations of these agreements or principles.

Each year, prior to September 1, each institution's President will sign a conference statement of certification attesting to their adherence to these principles and the conference constitution.

### **Article VII - Amendments and Adoption**

This constitution may be amended by the Council of Presidents at any regular or special meeting. Proposed amendments shall be supported by at least two member institutions and shall be presented in writing to all members of the Council of Presidents at least 30 days preceding the date of the meeting at which proposals are to be considered. Amendments shall become effective immediately upon ratification by three-fourths of the member institutions present and voting unless otherwise stated.

Except as otherwise provided in the motion adopted by the MAC Council of Presidents, 60 days must elapse before any substantive legislation can become operative. If, within 60 days, three or more member institutions reject any measure and report the rejection to the Commissioner, that measure must be reconsidered at the next meeting of the Council of Presidents. During this period of reconsideration, the measure will be suspended pending a new vote. If there is no rejection by three or more member institutions within the 60-day period, the measure becomes operative. If, after a rejection by three or more member institutions the proposed legislation is again passed by a majority vote, the measure shall become operative from the time of the second passage.

### **Certification of Adoption**

The foregoing constitution of the MAC was unanimously adopted by the Council of Presidents on the 19th day of February, 1970, and amended on 23 May 1987, 20 June 1992, 18 June 1993, 12 January 1997 and 1 November 2001.

# Conference Bylaws

## Chapter I – Preface

- 1.01 These bylaws govern all sponsored intercollegiate athletic activities of all member institutions and their respective student-athletes and teams.
- 1.02 The term “conference” used in these bylaws refers to the Mid-American Athletic Conference, Inc. (MAC); the terms “Council of Presidents,” “Faculty Athletics Representatives,” “Athletics Directors,” “Senior Administrators,” “Student-Athlete Advisory Committee” (SAAC) and “Commissioner” refer to those agencies and that office as established in the constitution.
- 1.03 The term “student-athlete” as used in these bylaws, refers to a student whose matriculation was solicited by a member of the athletics department with a view toward the student’s ultimate participation in the varsity intercollegiate athletic programs. Any other student becomes a “student-athlete” only when reporting for a varsity squad, which is under the jurisdiction of the department of intercollegiate athletics. A student is not deemed a “student-athlete” solely because of prior participation in high school athletics.
- 1.04 The MAC is a member of the National Collegiate Athletic Association (NCAA) and is bound by its standards and rules unless MAC rules are more demanding or strict.
- 1.05 MAC bylaws may be amended by a majority of the institutions recognized as full members present at any meeting of the Athletics Directors, Senior Administrators and Faculty Athletics Representatives at which a quorum is present. Each institution is accorded one vote. Seven affirmative votes are required to adopt or delete a bylaw.
- 1.06 “Official interpretations,” when made by the commissioner’s office, may become a matter of record and be appended to the appropriate chapter of these bylaws.
- 1.07 The athletics department shall have the same status as academic departments of the institutions.
- 1.08 The budget pertaining to intercollegiate athletics shall be part of the budget of the institution.
- 1.09 New legislation shall not be applied retroactively except in those cases where such new rules and regulations work to the advantage of currently enrolled student-athletes.
- 1.10 The MAC name shall be applied only to officially-sponsored conference sports.
- 1.11 **Executive Council** - The role of the Executive Council shall be to ensure that the MAC governance structure operates in an effective and efficient manner, serving as an integrating and coordinating committee to assure that all other committees are fulfilling their functions. It shall serve as the general liaison between the Joint Committee and the Council of Presidents. The Executive Council shall be comprised of one Athletic Director, one Senior Administrator, and one Faculty Athletics Representative. The Commissioner shall serve as an ex-officio member of this committee.

The Executive Council shall serve as the Conference Appeals Committee in which members of the Committee will hear all appeals and/or waiver requests of MAC rules and regulations or final conference rulings.

- 1.12 **Committee Charges** - The charge of each standing committee shall be identified, along with each committee's current membership, in the Appendix section of the MAC Handbook.

## **Chapter II – Office of the Commissioner**

- 2.01 The Commissioner shall be appointed and the terms of his employment shall be fixed by the Council of Presidents.
- 2.02 The compensation of the Commissioner and the necessary expenses of the office shall be determined on an annual basis. The fiscal year of the conference shall be July 1 to the following June 30. A budget of proposed expenditures shall be submitted by the Commissioner to the Finance Committee prior to May 1 of each year for their review. The budget shall be recommended to the Council of Presidents for approval.
- 2.03 The Commissioner will:
1. Serve as the chief administrative officer of the conference.
  2. Serve as treasurer of the conference and handle receipts and disbursements of conference funds, keep accounts and present an audited account to the chairperson of the Council of Presidents of all financial transactions at the end of the fiscal year.
  3. Serve as an ex-officio, nonvoting member and secretary of the Council of Presidents, the Faculty Athletics Representative, the Athletics Directors, and the Senior Administrators.
  4. Maintain appropriate relations with the media in order to achieve a continuing education program on behalf of scholarship, sportsmanship, and understanding of the value of competitive athletics in accordance with the ethics and ideals which motivate the MAC in its conduct of intercollegiate athletics.
  5. Attend national meetings as deemed necessary to keep the conference informed of major athletic developments.
  6. Contract officials for all varsity MAC football, men's and women's basketball, volleyball, softball and baseball contests played entirely by member institutions. Assist in and review the assignment of officials for designated conference games.
  7. Conduct periodic review of operations within each member institution. Such inspections and investigations of the activities of member institutions as deemed necessary may be made at the commissioner's discretion. The Commissioner shall have the authority to review any disputes involving member institutions and/or officials.
  8. Perform such other duties as may be assigned by the Council of Presidents, Athletics Directors, Senior Administrators or the Faculty Athletics Representatives.
  9. Employ a staff to assist in the administration of the above-described activities; and to identify these employees by titles to be selected by the Commissioner; and to fix their compensation within the limits of budgets approved thereof.

## **Chapter III - Mid-American Conference Code of Conduct**

- 3.01 The Mid-American Conference and member institutions provide our student-athletes, coaches, administrators, alumni and the university community with an environment conducive to personal growth, individual expression, healthy competition, and respect for our peers. In fulfilling our goals, we will not compromise our reputation or deviate from our educational missions. In holding each other accountable to personal conduct of the highest ethical standards and integrity, the Mid-American Conference and member institutions embody the spirit of intercollegiate athletics.

The Mid-American Conference and member institutions are committed to the following edict. We expect every member of our Conference to embrace the underlying values of ethical conduct and represent themselves, their sport, their institution and the conference in a manner that is consistent with the following Mid-American Conference Code of Conduct.

### 3.02 **Code of Conduct: Standards and Responsibilities**

Academic Achievement and Integrity – The student-athlete's collegiate academic experience is the highest priority. Each conference member institution must provide its enrolled student-athletes with a viable and attainable opportunity for academic success.

Each member institution must ensure the pursuit of academic achievement and the graduation of student-athletes is not compromised by participation in athletics. Member institutions and the Conference will adopt and adhere to policies which respect the academic priority of its student-athletes by minimizing missed class time and conflicts with final examination schedules.

The quality and integrity of the student-athletes' education is imperative to the mission of the Mid-American Conference and member institutions. Each member institution must educate student-athletes and faculty on the academic principles and priorities of the conference as well as monitor and report to the conference office violations of the member institution's honor codes.

### 3.03 **Recruitment of Prospective Student-Athletes**

Coaches, administrators and staff shall observe and promote Conference, NCAA and institutional regulations and will be held to the highest standards of honesty and integrity in the recruitment of prospective student-athletes.

It is the obligation of any individual recruiting on behalf of a conference institution that all statements provided to a prospective student-athlete, a prospective student-athlete's family or coach regarding another conference institution's athletic program, facilities, or educational opportunities are not misleading or derogatory in any way. Coaches, administrators and staff shall be governed by NCAA, Mid-American Conference, and institutional guidelines when providing a prospective student-athlete with a written offer of financial aid and shall not promise either directly or implied any benefit that the institution will knowingly be unable to provide.

Each institution shall respect both written and oral commitments a prospective student-athlete has made to another conference institution and shall not encourage or discuss transfer from a conference institution prior to a release being granted. All university employees are also required to inform all prospective student-athletes of the Mid-American Conference transfer policy and procedures.

A request by a prospective student-athlete or the parents of a prospective student-athlete to be subjected to no further recruiting contact shall be respected.

### 3.04 **Coaches Responsibility to Student-Athletes**

Coaches should understand that student-athlete welfare and well-being are our priorities at all times. As role models, coaches should provide guidance to student-athletes that will help ensure success both on and off the fields and courts of play. Perhaps more importantly, coaches should treat student-athletes with the utmost respect, even when disciplinary measures are necessary to correct inappropriate behavior.

### 3.05 **Member Institutions**

All representatives, constituents and stakeholders of member institutions including university administrators, faculty members, staff, coaches, student-athletes and representatives of athletic interests should operate in the spirit of integrity,

sportsmanship, collegiality and professionalism while maintaining a standard of excellence when representing their respective institutions.

## Chapter IV - Sportsmanlike Conduct

### 4.01 Sportsmanlike Conduct

It shall be the responsibility of each member institution to ensure that all individuals employed by or directly associated with the athletics program of that institution conduct themselves in a sportsmanlike manner when representing their institution, especially at intercollegiate athletic contests. The fundamental elements of sportsmanship include good citizenship, integrity of the competition, civility toward all, and respect, particularly toward opponents and officials.

Although this policy will apply most commonly to actions that occur within or around the competitive arena, the scope of its application is intentionally left unrestricted in order to accommodate any behavior, in any setting, deemed by the Commissioner to offend the underlying objective this policy seeks to achieve.

Acts or behaviors deemed to be in violation of this policy shall subject the offending individual to disciplinary action. The member institution with which the offending individual is associated may also be subject to disciplinary action if it is found that the institution's policies, actions or failure to act substantially contributed to the individual's misconduct.

### 4.02 Responsibilities Defined

Institutional Responsibility: MAC member institutions are responsible for ensuring that all university employees, students, and others in attendance at athletics events conduct themselves in a dignified manner and exhibit respect and civility towards game officials, other institutions and employees, students-athletes (including opponents) and fans.

Athletics Department Responsibility: The Athletics Director must effectively communicate to all athletics department staff members, coaches and student-athletes the fundamental elements of sportsmanship and standards for conduct. The Athletics Director must take reasonable steps to create an environment that is fair and safe for all participants, including visiting team members and officials. All concerns must be addressed within the Conference governance structure and not in a public forum.

Game Management Responsibility: There shall be a designated game manager, known by all participants and officials, who will be able to respond to concerns during the contest. Each institution must arrange its seating at spectator events so as to emphasize sportsmanship and minimize harassment of the visiting teams. Member institutions must have a protocol in place that ensures the protection of all participants and game personnel, including safely escorting teams, coaches, officials and administrative staffs off the playing surface.

*See Appendix for Crowd Control Policy*

Coach Responsibility: Coaches are primarily responsible for student-athlete welfare and well-being at all times. As role models, coaches have the greatest influence over student-athletes and thus must continually emphasize the importance of sportsmanship. Coaches are responsible for their student-athletes' and staffs' behavior, ensuring that civility and respect are demonstrated towards their opponents, officials, and spectators. Coaches must remain in their designated areas during a contest and refrain from behavior that would incite negative reactions from opponents, officials or spectators.

Student-Athlete Responsibility: Student-athletes are responsible for conducting themselves in a competitive manner while maintaining civility and respect towards opponents, officials and spectators.

Conference Responsibility: The Commissioner is responsible for promoting and enforcing these sportsmanship principles and standards of conduct in connection with all athletics events involving a member institution, including non-conference competitions. The Commissioner has broad authority to interpret the standards,

review disciplinary actions taken by member institutions and further penalize those deemed to have violated the standards.

#### 4.03 Violations

Acts in violation of sportsmanlike conduct shall include, but are not limited to, the following:

1. Striking or physically abusing an official, opposing coach or participant.
2. Inciting participants or spectators to violent or abusive action.
3. Use of obscene gestures, profane/unduly provocative language, or actions toward officials, opponents or spectators.
4. Public criticism of any game official, conference personnel, another member institution or its personnel.
5. Engagement in negative recruiting by making statements to a prospective student-athlete, parent, high school coach or other person interested in the prospective student-athlete that are unduly derogatory of another institution or its personnel shall be subject to a public reprimand for the first offense and to a suspension of the privilege of recruiting for one season for any additional offenses.
6. Repeated ejections or red cards during competition.
7. Acts of unsportsmanlike conduct not specifically proscribed, as interpreted by the Commissioner and Sportsmanship Advisory Committee.

##### *Tiered Penalties*

Interim Action: Prior to final decisions, the Commissioner may impose as interim action any lesser disciplinary action (i.e. private reprimand), which shall be in effect until the final decision is determined.

Standard Disciplinary Action: Standard disciplinary actions shall include admonishment, reprimand, fines, and suspension.

Major Disciplinary Action: Major disciplinary actions will be implemented when repeated offenses occur, or such a violation occurs that the Commissioner deems it a major disciplinary action; these actions will be heightened fines and suspensions.

#### 4.04 Processing of Possible Violations

The following depiction is the process that will be followed for any and all violations:

1. The institution is responsible for providing a written report of the sportsmanship violation to the Commissioner and copying the president/chancellor and FAR, or the Conference is made aware of the sportsmanship violation through another entity (e.g., another institution, official, media, public).
2. Following the violation report the Commissioner and the Sportsmanship Advisory Committee (Senior Associate Commissioner for Championships & Sport Development, Associate Commissioner for Institutional Services and appropriate conference personnel) will be notified.
3. The Senior Associate Commissioner for Championships & Sport Development will gather all of the information available for review of the matter (e.g., official's report, statement from the informer/witnesses, film).
4. The Sportsmanship Advisory Committee will review the information and determine if a violation has occurred.
  - a. The Sportsmanship Advisory Committee will consider the following in determining its advisory position for the Commissioner's final determination:
    - i. The general nature or severity of the offensive action;
    - ii. Any injury or damage that results directly from the offensive action;
    - iii. The manner in which the offensive action fits within the context of the rules of the game for the sport at issue;
    - iv. Any action taken or imposed in accordance with the applicable rules of the game;
    - v. The response of and/or any action taken by the involved member institution(s);
    - vi. The response of and/or any action taken by any other entity that may have jurisdiction over the offensive action (e.g., law enforcement); and
    - vii. Any prior offensive action(s) as contemplated within this policy (e.g., multiple red cards, ejections).
  - b. The Sportsmanship Advisory Committee will provide the Commissioner with an advisory opinion of the incident and potential corrective actions if necessary.

5. The determination of a violation and appropriate corrective actions is the Commissioner's determination.
6. The Commissioner will send an email and report to the Athletics Director(s) of the institution(s) involved and copy the president/chancellor, FAR, and necessary conference staff members.
7. After the receipt of the Commissioner's report, the Athletics Director(s) of the involved institution(s) must submit a response within 24 hours indicating the institution's position on the matter in writing to the Commissioner.
8. Within 24 hours of the receipt of the institution's response, the Commissioner will issue a final decision on the penalty, if any is deemed necessary; appropriate institutional and conference staff members will be notified of the Commissioner's decision.

#### **4.05 Appeals Process**

1. The president/chancellor of the involved institution has 24 hours after receipt of the Commissioner's final decision to indicate in writing to the Commissioner if it will appeal the penalty.
2. The Commissioner or designee will notify the MAC Executive Committee that an appeal has been filed and will request an appeal hearing by teleconference to be held within 3 business days.
  - a. If any individual from the MAC Executive Committee is a member of the involved institution, then an alternate individual of the same position will be selected.
3. The president/chancellor filing the appeal must submit a written statement outlining the reasons for the appeal at least 24 hours prior to the hearing.
4. The Conference Office must include its full report, along with any other relevant material (e.g., video, media reports, statements by witnesses).
5. The Executive Committee will deliberate and determine whether to uphold, modify or reject the Commissioner's decision.
6. The Executive Committee will inform the Commissioner of the appeal decision within 24 hours of the conference call.
7. The Commissioner will inform the institution of the Executive Committee's determination within 24 hours.
8. The decision of the Executive Committee is final.

#### **4.06 Penalties**

The penalties that may be imposed by the Commissioner for violation(s) of these standards may include, but are not limited to, private and public reprimand, institutional fines, and suspension from practice and/or competition. The violation action will determine the level of penalty.

#### **4.07 Annual Review**

Any case that the Commissioner and/or Sportsmanship Advisory Committee has pursued an investigation as described in 4.04 above shall be reviewed by the *Joint Council/Infractions Committee* on an annual basis during the spring meetings, regardless of whether any disciplinary action has been imposed. The purpose of the annual review is to ensure the Commissioner is administering the policy in a reasonable, fair and consistent manner

#### **4.05 Carrying Penalty Over to Next Season**

Whenever a penalty or suspension is imposed at or near the end of a season of competition, such penalty may be carried over into the next season of competition.

#### **4.06 Definition of Terms**

As used in this regulation, "suspension" in the case of a student-athlete means that the player cannot participate in the designated number of contests but may practice. In the case of a coach, it means that the coach cannot be present in the playing arena for the designated number of contests but may conduct practice sessions.

#### **4.07 MAC Sportsmanship Affidavit**

Every coach and student-athlete shall annually sign the Mid-American Conference Sportsmanship Affidavit prior to the first competition of the year.

The process to be used in reviewing the document is as follows: one copy of the original should be made by the institution for each team in all MAC sports; the head coach for each sport and one administrator should review the document with the student-athletes on each of the squads; following the review, each squad member should sign his/her respective team letter and all letters should be filed in the department of athletics; after reviewing the document with the respective squads, the Athletics Director and head coach shall sign the Institutional Certification statement and forward it to the conference office prior to the first contest of the season.

*See Appendix: Academic and Institutional Policies: Sportsmanship Affidavits*

## **Chapter V - Mid-American Conference Eligibility**

5.01 Eligibility to participate in intercollegiate athletics competition, practice and receive athletically related financial aid shall be determined by the requirements set forth in the NCAA Manual (Bylaws 12 and 14) unless otherwise specified in this chapter.

5.02 A student-athlete who is entering his or her third year of collegiate enrollment shall present a cumulative minimum grade-point average (based on a maximum of 4.000) that equals 95 percent of the institution's overall cumulative minimum grade-point average required for graduation.

A student-athlete who is entering his or her fourth or subsequent year of collegiate enrollment shall present a cumulative minimum grade-point average (based upon a maximum of 4.000) that equals 100 percent of the institution's overall cumulative minimum grade-point average required for graduation.

If the institution does not have an overall grade-point average required for graduation, it is permissible to use the lowest grade-point average required for any of the institution's degree programs in determining the cumulative minimum grade-point average. The minimum grade-point average must be computed pursuant to institutional policies applicable to all students.

### **5.03 Transgender Student-Athlete Policy**

Athletic participation by transgender student-athletes is permissible in any sex-separated sports activity so long as the student-athlete's use of hormone therapy, if any, is consistent with the National Collegiate Athletic Association's (NCAA) policies on banned medications, as verified by the certifying institution.

- A trans male (FTM) student-athlete who has received a medical exception for treatment with testosterone for diagnosed Gender Identity Disorder or gender dysphoria and/or Transsexualism, for purposes of NCAA competition may compete on a men's team, but is no longer eligible to compete on a women's team without changing that status to mixed;
- A trans female (MTF) student-athlete being treated with testosterone suppression medication for Gender Identity Disorder or gender dysphoria and/or Transsexualism, for the purposes of NCAA competition may continue compete on a men's team but may not compete on a women's team without changing it to a mixed team status until completing one (1) calendar year of testosterone suppression treatment.

Two areas of NCAA regulations can be impacted by transgender student-athlete's participation in intercollegiate athletics: the use of banned substances and mixed team status. [1/28/15]

The NCAA Inclusion of Transgender Student-Athletes Handbook provides details and guidance in the transitioning of the student-athlete and NCAA regulations. [1/28/15]

5.04 **Administrative Reports**

**Squad List** - Each member institution shall complete a copy of the NCAA Squad List for each sport, no later than the first date of outside competition. This report should include the signature of official(s) who completed the report. The conference office retains the right, without prior notice, to request a copy of sport-specific squad lists to ensure accuracy in reporting of eligibility.

**Enforcement** - It shall be the duty of the Commissioner to scrutinize such lists, when requested, to determine whether the institution is in compliance with the above sections. It shall further be the duty of the Commissioner to report any violations to the Presidents of the member institutions and to take appropriate disciplinary action, including forfeiture of any or all conference games to be played in the ensuing year, or such other measures as deemed appropriate.

5.05 **Compliance with Other NCAA and Conference Legislation**

To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall be in compliance with all applicable provisions of the constitution and bylaws of the Association and all rules and regulations of the institution and the conference, if any, of which the institution is a member. A violation of this bylaw that relates only to a violation of a conference rule shall be considered an institutional violation per Constitution 2.8.1; however, such a violation shall not affect the student-athlete's eligibility.

5.06 **Eligibility for Conference Championships**

An institution prohibited from competing in post-season competition by the NCAA or by the Conference shall not be eligible to compete in Conference Championships, or to be recognized as Regular Season MAC Championships, or Divisional Championships, within the cited sport(s).

Such an institution also may not compete in a Conference event that determines the Conference's automatic qualifier for the NCAA Championship in that sport.

Such an institution's contests against Conference opponents shall continue to count within the Conference standings, all team and individual records shall be recognized, and individual members of the institution's team shall remain eligible to receive all Conference sponsored awards. [Adopted 2/15/2012]

## **Chapter VI - Intercollegiate Contests**

6.01 In all conference sports, member institutions shall schedule annual contests with other institutions as outlined in the code for that sport. Unless noted otherwise, each member institution shall compete annually with a minimum of 50% of other MAC member institutions or at least five (5) in those sports in which 10 or more institutions compete. This Bylaw applies to the traditional season of each sport. In order to qualify for a conference championship in any sport, a member institution must meet the minimum requirements in that sport's code as defined.

6.02 All intercollegiate contests shall be played under the supervision of officials properly authorized by the participating institutions. They shall be played on grounds either owned by or under the immediate control of one or both of the participating institutions. Exceptions must be approved by the Commissioner.

6.03 Canceled Contests - If a contracted contest is not played on the scheduled date and is cancelled without mutual agreement by the Athletics Directors of the

competing institutions, the contest shall be recorded as a forfeit by the cancelling institution.

### **Chapter VII - Letter of Intent**

- 7.01 The MAC is a member of the National Letter of Intent program and all member institutions shall adhere to the regulations and procedures of the program.
- 7.02 The MAC Letter of Intent will be honored in non-conference sponsored sports. A copy of this letter can be obtained through the office of the Commissioner.
- 7.03 The MAC Letter of Intent may only be signed by current student-athletes prior to the first day of classes of the fall semester or quarter, or the first day of practice, whichever is earlier.
- 7.04 The MAC Letter of Intent must carry with it a commitment to the student-athlete for some form of athletics related financial aid for the letter to be valid.

### **Chapter VIII – Intra-Conference Transfer**

- 8.01 To prescribe the following eligibility rules on student-athletes transferring from one MAC institutions as prescribed in the MAC Constitution, Article IV Membership.

- 8.02 **Intra-Conference Transfers**

The following student-athletes at Mid-American Conference Institutions and affiliate members shall be considered intra-conference transfers and thus subject to the following eligibility and financial aid provisions.

1. Current student-athletes who receive athletics related financial aid at a MAC institution and transfer to a second MAC institution.
2. Prospective student-athletes who attend summer session on athletics related financial aid prior to initial enrollment and transfer to a second MAC institution.

- 8.03 **MAC Certification of Intra-Conference Transfers**

**Eligibility for Competition-** Intra-conference transfers shall be required by the certifying institution to fulfill a residence requirement of one full academic year from the date of transfer and shall be charged with one year of eligibility. [Revised: 1/287/2016]

- 8.04 **Waiver Process: MAC Intra-Conference Transfer Rule**

**Standard** - A waiver of the MAC Intra-Conference Transfer Rule will be granted or partially granted under compelling, extenuating circumstances shown to impact the student-athlete subsequent to enrolling at their current MAC institution. The compelling, extenuating circumstances must be beyond the control of the student-athlete (e.g., significant change in the student-athlete's immediate family situation, a serious medical condition on the part of the student-athlete or an immediate family member, significant financial hardship imposed by the MAC Intra-Conference Policy beyond the loss of athletic scholarship support).

**Waiver Review Committee** - The MAC Intra-Conference Transfer Appeal Committee will be comprised of three members, 2 FARs and 1 AD/SWA, each member representing a different MAC institution. Committee members will be appointed by the Commissioner to serve a two-year renewable term. The Committee will elect a Chair. Committee members will be replaced in cases of conflict. The Mid-American Conference Commissioner or designee shall serve as an ex officio member.

- 8.05 **Waiver Application Submission**

**Current MAC Institution Responsibilities** - Upon written request by the student-athlete, the current certifying MAC institution must provide a copy of the MAC Intra-Conference Transfer Policy and the waiver process form.

The current MAC institution must submit a position in response to the waiver request to the Conference Office and/or provide a written explanation of the institution's position. The current MAC institution may be required to participate in the Committee hearing via teleconference if requested by the student-athlete.

**Transfer Student-Athlete Responsibilities** – The requesting student-athlete must file a written request for an Intra-Conference Transfer Waiver to his/her current institution and the Conference Office, addressed to the Commissioner, in electronic (i.e., Word document) format.

The request shall include a written statement, not more than 5 pages, from the student-athlete which outlines the compelling, extenuating circumstances beyond his /her control which provides the basis of the waiver request.

The burden of proof is on the student-athlete to provide the clear and convincing evidence to support his/her written request (e.g., medical records, bankruptcy filing, tax records, etc.). Lastly, the Committee will be provided only the documentation submitted unless the student-athlete officially indicates a request for a conference call hearing.

**Transfer Institution (desired MAC institution student-athlete is transferring to) Responsibilities** - The transfer institution must respond provide a position in response to the waiver request, providing the Committee with verification of recruitment.

8.06

**Waiver Review Process**

**Mutual Release Cases** - Waiver requests that are mutually agreed upon releases of the transfer student-athlete from one MAC institution to another, will be automatically granted. Mutual release cases will be handled by the Conference Office, not the Waiver Review Committee. The Conference Office will inform the Waiver Review Committee of the mutual release cases that are automatically granted, but no official review/hearing is necessary in such requests.

**Document Review Cases** - Upon receipt of the student-athlete's request the Commissioner or Conference designee will convene the Waiver Review Committee within fourteen (14) calendar days by document review, which can be conducted via email or conference call by the Waiver Review Committee. The Commissioner or designee will sit on the conference call, as non-participating member.

Within ten (10) days of the conclusion of the document review or conference call, the Committee's decision will be forwarded by the Commissioner or designee to the student-athlete in written, electronic form.

**Conference Call Hearing Cases** - Upon written receipt of the student-athlete's request for a full conference call hearing, the Commissioner or designee will convene the Waiver Review Committee, the student-athlete and the current institution within thirty (30) days.

Both the student-athlete and current institution will be afforded the opportunity to speak for a maximum ten (10) minutes. Before the Committee deliberations, the Committee may ask the student-athlete for additional information and/or clarification of their written statement.

Within ten (10) days of the conclusion of the conference call, the Committee's decision will be forwarded by the Commissioner or designee to the student-athlete in written, electronic form.

8.07 **Relief**  
The Committee has authority to fully grant or partially grant the waiver request. A partial approval may remove the one-year residency requirement and/or restore the lost year of eligibility from the second Conference institution.

8.08 **Decision and Appeal**  
The decision of the Waiver Review Committee will be based upon a vote of the majority of its members. The Committee's decision is final and no appeal of the decision is available.

## **Chapter IX – Time Obligations Program**

*Effective date August 1, 2017*

9.01 **Two-Weeks Off Following the Completion of the Season**  
Establish a two-week time off period from required athletics activity following the end of a championship season segment.

- It is not time off of study table hours, rehab, non-coach meetings (i.e. academics, compliance, etc.). Coach mentor sessions are still permitted, as long as not CARA related. Post-season evaluation meetings are still permitted during this off period.
- Track & Field/Cross Country time off will be less than two-weeks, the most time off possible between the seasons possible will be an off-period.
- For individual sports, the time off will be based on each individual on the team.

9.02 **One-Week Off at the Beginning of the Non-Championship Semester**  
Require student-athletes that are out-of-season to have a week off with no athletics obligations at the beginning of each semester.

- Would still permit non-countable athletically related activity meetings (i.e. compliance, academics, etc.).

9.03 **Return to Campus from Away-From-Home Competitions Eight-Hours Off**  
Prohibit athletics obligations between away-from-home travel and practice for at least eight-hours following the return to campus.

9.04 **Weekly Schedules Posted to Student-Athletes**  
Require practice schedules be shared with student-athletes weekly and followed by coaching staffs, and, if changes are required, they must be known by student-athletes 24 hours prior to the scheduled practice time.

- Emergency/Weather changes will be necessary and permitted.

## **Chapter X – Awards**

9.01 In all conference sports, the conference office will fund up to five awards (e.g., freshman of the year, player of the year), one of which must be the coach of the year award.

9.02 **All-Sports Trophies**  
**David E. Reese Award (Men)** - There shall be an annual trophy named for former commissioner David E. Reese, awarded to the member institution with the highest average based upon finishes in the 11 men's sports for which the MAC sponsors championships.

Points shall be assigned as shown below, depending on the number of schools sponsoring the sport. In the event of a tie in a sport's standings, the combined point total for the designated positions shall be divided equally by the number of teams sharing the tied position (e.g., two teams tie for second place - points shall be awards as follows:  $12 + 11 / 2 = 11.5$  points).

When compiling Reese Trophy points, all MAC sponsored sports shall receive points. The sum of those total points is then divided the number of teams sponsored by that school, resulting in an average point total. The school with the highest average will be awarded the trophy.

**Fred Jacoby Award (Women)** - There shall be an annual trophy named for former commissioner Fred Jacoby, awarded to the member institution with the highest average based on the finishes in the 12 women's sports for which the MAC sponsors championships.

Points shall be assigned as shown below, depending on the number of schools sponsoring the sport. In the event of a tie in a sport's standings, the combined point total for the designated positions shall be divided equally by the number of teams sharing the tied position (e.g., two teams tie for second place - points shall be awards as follows:  $12 + 11 / 2 = 11.5$  points).

When compiling Jacoby Trophy points, all MAC sponsored sports shall receive points. The sum of those total points is then divided the number of teams sponsored by that school, resulting in an average point total. The school with the highest average will be awarded the trophy.

**Regular Season Champion Sports** - The following sports (13) honor a regular-season champion and will be awarded points based on their season record (percentage): baseball, men's and women's basketball, field hockey, football, gymnastics, men's and women's soccer, softball, men's and women's tennis, volleyball and wrestling. [Revised 1/29/14]

**MAC Championship/Tournament Sports** - The following sports (10) are awarded points based on the MAC Championship/tournament finish: men's and women's cross country, men's and women's golf, men's and women's swimming and diving, men's and women's indoor track & field, and men's and women's outdoor track & field. [Revised 1/29/14]

**Affiliate Members** – Affiliate Members are not eligible to receive Reese or Jacoby Points. However when calculating Reese and Jacoby points for each sport, Affiliate Members will count towards the total number of teams competing in the sport (chart below), and final standings and finish will be determined inclusive of Affiliate Member standings or finish.

For example: if "Affiliate Member A" competes in men's soccer along with six (6) full members and finishes in 1<sup>st</sup> Place in the final MAC soccer standings, the full members shall receive 2<sup>nd</sup> through 7<sup>th</sup> Place points based on seven (7) teams competing in the sport.

**All Sports Trophy Point Chart**

No. of Teams	14	13	12	11	10	9	8	7	6	5	4
1st place	13	13	13	13	13	12.5	12.5	12	12	12	11.5
2nd place	12.5	12	12	12	11.5	11.5	11	11	10	9	8.5
3rd place	11.5	11	10.5	10	9.5	9	9	9	8	7	5.5
4th place	10.5	10	9.5	9	8.5	8	8	7	6	4	2.5
5th place	9.5	9	8.5	8	7.5	7	6	5	4	2	
6th place	8.5	8	7.5	7	6.5	6	5	3	2		
7th place	7.5	7	6.5	6	5.5	5	3	2			
8th place	6.5	6	5.5	5	4.5	2.5	1.5				
9th place	5.5	5	4.5	4	2.5	1					
10th place	4.5	4	3.5	2	1						
11th place	3.5	3	2	1							
12th place	2.5	2	1								
13th place	1.5	1									

9.03 **Achievement Trophies**

The following awards are institutional awards designed to recognize academic and other institutional achievements on an annual basis. *[Revised 1/26/10]*

**Institutional Academic Achievement Award**

This award shall be is presented annually to the MAC institution which achieves the highest overall institutional GPA for student-athletes competing in institutionally sponsored sports for the academic year. Listed below are the criteria to determine an institution's overall grade-point average:

1. All school-sponsored sports shall be used to determine grade-point averages for the Institutional GPA Award.
2. Only data for student-athletes certified on the last official squad list prior to the first competition in the championship season shall be used in the calculation. *[Revised 8/1/2014]*
3. If a graduate student-athlete is on the official squad list his/her graduate grade-point average shall be used. If a student is dual enrolled in both graduate and undergraduate classes, the GPA and quality points from both are counted.
4. If a student-athlete participates in more than one sport (i.e. cross country and track), his/her grade-point average should be used once.
5. If a transfer student is on the official squad list, only his/her grade-point average at the current MAC institution shall be used.

**Men's and Women's Faculty Athletics Representative Awards**

This award shall be presented annually to the member institution with the highest average number of points based on the overall GPA of men's teams and women's teams, respectively, at that institution.

The overall GPA for each team will be computed for the calendar year by dividing the total number of "quality points" (i.e., QP, the sum of A = 4 X credits, B = 3 X credits, etc.) received by that team by the total number of letter graded credit hours attempted by that team (calculated to the third decimal place; see example). Only data for student-athletes certified on the last official squad list prior to the first competition in the championship season shall be used in the calculation. *[Revised 8/1/2014]* The points awarded for a given sport shall be determined as for the Reese/Jacoby Cups as per the Point Table above.

FAR Award Example: Team A – N=14 term 1; 11 term 2  
 First term 2016 – Qual. Pts. = 614; GPA Hrs. = 178  
 Second term 2017 – Qual. Pts. = 519; GPA Hrs. = 148  
 Total for 2016-17 – Qual. Pts. = 1,133; GPA Hrs. = 326  
 GPA for 2016-17 – 1,133/326 = 3.475

**Dr. Carol A. Cartwright Award**

This award shall be presented annually to the MAC institution which achieves overall program excellence based upon academic excellence, athletic excellence, and citizenship. Each institution shall appoint one (1) representative to serve on the Award Selection Committee which shall consider the following criteria in selecting a recipient:

1. **Academic Excellence:** The Committee will consider APR recognition, APR penalties, graduation rates and other academic accomplishments of institutions' student-athletes and teams.
2. **Athletic Excellence:** The Committee will consider Reese and Jacoby Cup Standings and other athletic achievements such as national rankings, NCAA Tournament success, All-American honors for student-athletes, and athletic improvement.

**3. Citizenship:** The Committee will consider community service projects, educational programs for student-athletes, diversity and gender equity, and evidence of sportsmanship and ethical conduct in competition.

Selection Process-Institutions are encouraged to submit a nomination to the Conference reporting on their academic, athletic and citizenship achievements at the conclusion of the academic year. While it is recommended that each Institution submit a nomination, it is not required. The Conference will collect all submitted nominations and provide the Cartwright Nomination Packet to the Cartwright Selection Committee.

The Cartwright Selection Committee is comprised of a twelve (12) representatives appointed by each member institution's President. There are no restrictions on who may be appointed to this committee. Each committee member is free to determine the weight of each category in their voting methodology, but must consider all three in determining their vote. Committee members may vote for their institution. Once the votes are submitted and calculated, the winning institution will be informed by the Conference Office in order to coordinate a joint release and award ceremony.

### **Sportsmanship Award**

This award is presented to the Conference institution selected by its peers to have best exhibited the standards of sportsmanship and ethical conduct as outlined by the MAC and NCAA. Voting will occur during the MAC Spring Joint Council Meetings.

9.04

### **All-MAC Teams**

At the conclusion of their respective sport seasons, the coaches of all conference sports shall select an All-MAC team. Listed below is a breakdown of the total number of student-athletes to be honored (including ties) in each sport and the maximum number of first team honorees. (Note: Each coaches' group retains the flexibility to designate remaining honorees as second team or honorable mention.) *See the operating codes for each respective sport for specific selection procedures.*

In the event of ties in the voting process, the manner in which votes are cast (i.e., number of first place votes nominee received, number of second place votes, etc.) shall be reviewed to determine if the tie can be broken. If the tie cannot be broken, honoree places from those allocated to second team/honorable mention shall be used in an effort to name only the total number of honorees as allocated for each specific sport. This is with the understanding that, at times, it may be necessary to name 1-2 additional student-athletes as honorees.

<b>Sport</b>	<b>Total Honorees</b>	<b>Max. First Team Honorees</b>
Baseball	30	15
Basketball (men)	20	5
Basketball (women)	20	5
Cross Country (men)	14	7
Cross Country (women)	14	7
Field Hockey	22	11
Football	87	29
Golf (men)	10	5
Golf (women)	10	5
Gymnastics	15	5
Soccer (men)	22	11
Soccer (women)	22	11
Softball	30	15
Swimming (men)	30	15
Swimming (women)	30	15
Tennis (men)	12	6
Tennis (women)	12	6

Track - Indoor (men)	46	23
Track - Indoor (women)	46	23
Track - Outdoor (men)	54	27
Track - Outdoor (women)	54	27
Volleyball	20	14
Wrestling	20	10

9.05 **Special Awards**

Any "special awards," which are presented beyond the four approved awards, are subject to the prior approval of the MAC Joint Committee, regardless of the source of funding. The host institution of a MAC championship is not permitted to fund and/or present any additional awards.

9.06 **Academic All-MAC Teams**

The Academic All-MAC team honors will be earned in all conference sports.

To qualify for the Academic All-MAC Teams, a student-athlete must have at least a 3.20 cumulative GPA and have participated in at least 50 percent of the contests scheduled or completed in the particular sport.

First-year students and transfers in their first year of residence are not eligible for the award.

Outstanding academic and athletic accomplishments for the current season only are considered.

9.07 **MAC Distinguished *SPORT* Scholar-Athlete Award**

MAC Distinguished *Sport* Scholar-Athlete Award shall be selected in all conference sports.

The Faculty Athletics Representatives shall select, by vote, the top student-athletes in their respective sports for their academic and athletic excellence in one championship season.

The student-athletes that earn Academic All-MAC Team honors are eligible to be selected by the Faculty Athletics Representatives. The selected student-athletes will be awarded and announced following the Faculty Athletics Representatives votes at the conclusion of each fall, winter, and spring season.

The number of honorees for each MAC Distinguished *Sport* Scholar-Athlete Award shall coincide with the number of first team honorees for the respective All-MAC team or 33.3% of the total number of nominees, whichever is greater. In the event that the number of MAC Distinguished *Sport* Scholar-Athlete Award honorees exceeds the maximum number allowed, due to ties in the voting, the maximum limit would be expanded to include those student-athletes.

Candidates shall be nominated by each member institution's sports information director, with approval from the Faculty Athletics Representative(s) and the coach of the sport. Each student nominee should be presented on a single form, which contains relevant athletics and academic information. A signature will be required by the coach, Faculty Athletics Representative(s), and the Sports Information Director(s).

Selection to the team requires that the student-athlete achieve a minimum cumulative 3.20 GPA (the minimum GPA will be in accordance with CoSIDA) and have participated in at least 50 percent of the contests for that particular sport in the championship season. Special cases regarding the 50 percent competition rule will be considered by the MAC Office in conjunction with the Faculty Athletics Representative(s). (Ex: baseball pitchers; a football player who was only in four games because his team rarely kicked field goals).

Student-athletes will be nominated using the most current cumulative GPA.

The Conference Office shall compile all nominations and shall supervise the voting process. Voting shall be done by the member institutions' Faculty Athletics Representative(s) or his/her designee. If an institution does not provide a vote the vote is turned over to the Conference Office.

First year students and transfers in their first year of residence are not eligible for the award.

#### Selection Process

1. Only current season's athletic achievements in the sport in which a student-athlete is nominated will be considered.
2. The selection process will occur once the conference tournament/championship has ended.
3. Campus activities will be omitted unless they deal with academic honors.
4. A faculty athletics representative may vote for the student-athletes from his/her institution.
5. Selections will not be made by position/event.
6. A faculty athletics representative may only cast votes for sports in which his/her school sponsors.

A student-athlete that participates in a sport in which no MAC championship is conducted remains eligible for nomination for conference academic awards, so long as the sport is not a member of another conference. Each institution will nominate one student-athlete per sport in which a MAC championship is not held.

9.08

#### **Academic Honors**

The following awards will be given to those student-athletes who have met the minimum criteria and participate in a MAC sport. Student-athletes who compete for affiliate members are eligible for the MAC Honor Roll, Commissioner's Award and Presidential Award only. A student-athlete that participates in a sport in which no MAC championship is conducted remains eligible for the MAC Honor Roll, Commissioner's and Presidential Academic Awards only so long as the sport is not a member of another conference.

#### **MAC Honor Roll**

Student-athletes who achieve a minimum accumulative 3.000 GPA (on a 4.0 rating basis) in that particular sport will be named to the MAC Honor Roll. All conference sponsored sports shall have a MAC Honor Roll.

Freshmen and transfers in their first year of residence are not eligible for the award.

#### **Commissioner's Award**

Recognize those student-athletes who have achieved a 3.5 minimum accumulative grade-point average at the end of two semesters or three quarters. Student-athletes will be nominated using the grades from the most recent academic term.

First year and graduating seniors are not eligible for this award. Transfer students must complete one full academic year prior to being eligible.

#### **Presidential Award**

Recognize graduating senior student-athletes who have achieved a 3.5 minimum accumulative grade-point average. Those student-athletes whose eligibility is exhausted would also be eligible for this award. It may only be awarded once in the career of a student-athlete.

Transfers students must complete one full academic year prior to being eligible.

### **Scholar-Athlete of the Week Award**

This award shall be presented weekly to one (1) male and one (1) female student-athlete who has displayed outstanding athletic achievement in his/her respective sport. Listed below are the nomination/selection procedures and criteria to determine the recipients of this award:

1. Submission of Nominees. The institution shall determine who (Faculty Athletics Representative or Sports Information Director) submits that institution's weekly nominee(s). Nominations shall be received no later than noon EST each Monday in order to be given consideration.
2. Procedures for Selection: (a) Institution provides list of qualified student-athletes at beginning of each academic year (term); (b) MAC Office contacts Faculty Athletics Representatives on a rotating basis at a predetermined time of the week; and (c) MAC Office presents Faculty Athletics Representative with current week's male and female candidates and accomplishments.
3. Criteria for Selection: (a) Minimum cumulative grade-point average of 3.0 at beginning of term and (b) Subjectively chosen by Faculty Athletics Representatives on the basis of a balance between athletics and academics.
4. Maximum Selections: A student-athlete may only be selected as Scholar-Athlete of the Week twice in any one season.
5. Student-athletes that have completed a year in residence at the institution will be eligible for the nomination and selection as a scholar-athlete in any one season. First year and transfer student-athletes are not eligible in their first year/season at the MAC institution.

### **Bob James Memorial Award** (certificate and \$5,000 postgraduate scholarship)

Recognize one (1) male and one (1) female student-athlete who have achieved a 3.5 minimum accumulative grade-point average, as well as shown evidence of good character, leadership, and citizenship.

Students shall be nominated during the academic year in which they complete their final season of competitive eligibility or graduation year in his/her sport(s) of choice. Student-athletes will be nominated using the cumulative grades from the most recent semester. Each institution may nominate one (1) male and one (1) female student-athlete, who must submit a written commitment to pursue graduate studies at an accredited institution and enroll within five (5) years.

Selection of award recipients will be made by the Faculty Athletics Representatives. The scholarship will be awarded upon enrollment. Should a delay be desired in the use of the award (later than the opening fall semester or term following immediate notice of selection), approval from the Commissioner or designee shall be sought prior to that time through a letter to the conference office.

*Summary for Each Sport Award, Timeline, and History: See Awards Appendix*

# **Conference Sport Operating Codes**

## **Chapter I - Conference Sports**

The following chapters cover the principles and agreements among the members of the Joint Committee affecting the conduct of the sports of the Mid-American Conference.

### **A. Awards**

Conference awards for all sports shall be as outlined in Chapter V of the MAC Bylaws and further summarized in the operating codes and championship guidelines.

### **B. Comments on Officiating**

All university personnel are prohibited from making postgame comments on officiating. Any comments, criticism or complaints of game officials' performances should be directed to the Commissioner's office by a written memorandum from the head coach through the athletics director of the university. Such complaints shall not be released through any news media.

Films or videotapes shall not be used by coaches or other university personnel for public criticism of officials or officiating; specifically, this prohibits the use of game films or videotapes for the purpose of producing loops for television purposes or newspaper still shots depicting officiating calls. No reference shall be made in coaches' radio or television shows to officiating matters.

### **C. Contest Disruption (General)**

Once a contest is scheduled, the Athletics Directors of the institutions involved shall determine the starting time of the contest and whether the contest is postponed or cancelled.

After a contest has started, the referee has the authority and the discretion, under the playing rules, to temporarily suspend the contest when external forces and conditions (e.g., spectator disruption, electrical rainstorm, and electrical power failure) warrant such action. The host athletics director (or his/her designated representative), in conference with the visiting athletics director (or his/her representative) and the referee, shall determine if and when the contest will be resumed or indefinitely suspended.

Every effort will be exerted to continue a disrupted contest at the site of the contest after a reasonable period of time has elapsed to clear the playing surface, insure crowd control and to correct any problem or contingency not elsewhere covered by the rules.

### **D. Contest Limitations**

The MAC adheres to NCAA limitations on the maximum number of contests and maximum number of dates of competition in NCAA Bylaw 17.

### **E. Contracts**

For all sports, the host university can submit a game contract to the visiting university, which will indicate pertinent data (e.g., date, time, location, etc.)

### **F. Divisional Alignment**

Divisional play is required for all core sports (i.e., m/w basketball, football and volleyball). If scheduled as divisional play, schedules/divisions must adhere to the following alignment:

<u>West Division</u>	<u>East Division</u>
Ball State	Akron
Central Michigan	Bowling Green
Eastern Michigan	Buffalo
Northern Illinois	Kent State
Toledo	Miami
Western Michigan	Ohio

## **G.Event Management Guidelines (Regular Season)**

### **1. Game Management**

The Athletics Director has the ultimate responsibility to ensure successful game management and crowd control and it is his/her responsibility to assign personnel to perform the various duties.

### **2. Game Officials**

The Athletics Director or representative should meet with the game officials and the visiting coach prior to each game to inform them of any changes and let them know that he/she is available if needed. Whenever possible, officials should receive their check in the locker **room prior to the game**. If this is not possible, checks should be mailed as soon as possible.

### **3. Officials Services**

- Football. All Football Officials are to be provided one snack, one meal and beverages.
- Men's & Women's Basketball/Volleyball. All Basketball and Volleyball Officials are to be provided one meal and beverages (including Line Judges for Volleyball). [5/19/11]

### **4. Officials Fees – Non Conference Home Games**

Unless otherwise specified in a sport operating code, non-conference fees for home games shall be the same fee as paid for a conference home game. [1/28/16]

### **5. Officials Fees – Game Cancellation**

In the event that a MAC contest is cancelled, officials shall be paid as follows:

- Game is cancelled prior to official leaving home: No Fee is paid
- Game is cancelled after official leaves home but prior to the start of play: Half Fee is paid
- Game is cancelled after play begins: Full Fee is paid [1/28/16]

### **6. Visiting Team Services**

Visiting Teams are to be provided post game/match beverages. (Football, Basketball and Volleyball only)

### **7. Security**

Trained security personnel should be available to control spectators who behave improperly. Spectators must be kept off the playing surface prior to and during the game. Particular attention should be given to the area behind the visiting team's "bench" area (security personnel should be assigned to this area). Escorts must be provided for officials to and from their dressing rooms (it is also advisable to provide an escort to their cars if a problem is anticipated). Officials and Team dressing rooms are to be secured by posted security personnel when occupied and dressing rooms are to be locked or otherwise secured when unoccupied. [Revised 5/19/11]

## **8. Media Personnel**

Locker room and interview areas must provide equal access to all members of the media.

## **9. Band Placement within Venue**

Home Team Bands may not be seated directly behind or adjacent to the visiting team bench. A buffer zone must exist between bands and team benches (e.g., court, basket, etc.).

## **10. Video Replay Policy Violations**

Any video replay policy violations should be reported to the MAC Office by the on-site Sport Administrator. (See Sport Operating Codes for specific video replay policies) [5/19/11]

## **H. Experimental Rules**

To utilize experimental rules during regular-season contests, a sport must first obtain approval from the coaches' group (by majority vote) prior to the start of the season. The request must then be approved through the appropriate governance process. If no consensus opinion is obtained from the coaches' group, then the sport would revert back to the normal rule as written.

## **I. Guarantees**

In all sports, each team shall pay its own expenses and the other event expenses will be paid by the host university.

## **J. Interviews**

All head coaches and players must be available to speak with the media after all contests, following a 10-minute cooling-off period. The visiting coach will be interviewed first; however, if time becomes excessive, it is the host SIDs decision as to what format will be used for postgame interviews.

## **K. Length of Season**

The MAC follows NCAA limitations on length of seasons for all sports.

## **L. "No Tobacco" Policy**

The use of all tobacco products by players, athletics department personnel, and officials on the field, court, track, mat or course and adjacent areas (i.e., dugout, sideline, bench) shall be prohibited during pregame activities and competition. Any individuals discovered by officials to be in violation of this rule shall be immediately ejected from the contest.

## **M. Official Standby Policy**

When, due to an emergency, a lesser number of game officials than required are present for any game, the official(s) present will proceed to work the game unless a substitute official(s), agreeable to both coaches, is (are) available. If no officials are present, the host athletics director will make the decision. See "reduced crew policy" in Officiating Manual for further information.

## **N. Protest of Officials**

Decisions of the game officials are final and protests arising from the decisions of the officials or any inadvertent misinterpretation of the rules will not be considered by the conference.

## **O. Rules and Regulations**

The playing rules and regulations designated by the National Collegiate Athletic Association (NCAA) shall govern all athletic contests.

## **P. Schedule Requirements**

All team sports, except football, must schedule a minimum of a single round of competition. See individual sport operating codes for specific scheduling information pertinent to the sport. All date changes require the consent of the participating institutions and approval of the conference office. See men's and women's basketball sport operating codes for further information relative to changes in dates of competition.

## **Q. Spectator Control**

Crowd control is a cooperative effort among the conference, the university's administration, coaches, players, student body and fans. Each university should appeal to students, cheerleaders, bands and others to stress sportsmanship and respect for the visiting team.

The responsibility of spectator control is vested with the Athletics Director of the home university where the game is being played. The Athletics Director shall be responsible for adequate policing, adequate announcements over the public address system and other measures necessary to prevent any exhibition of unsportsmanlike conduct.

**Crowd Control Statement.** "The Mid-American Conference and [institution] promotes good sportsmanship by its student-athletes, coaches, and fans. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, players, coaches, or team representatives will not be tolerated and are grounds for removal from this facility. Also, the throwing of any objects onto the playing floor and entry onto the playing surface at any time by spectators is prohibited."

When Necessary. "Fans, please remember to stay in your seats at the conclusion of today's/tonight's game as entry onto the playing surface by spectators is prohibited."  
[Revised 5/19/11]

## Chapter II - Baseball

### A. Regular Season

#### 1. Rules

- a. All conference competition shall be governed by NCAA rules.
- b. The visiting team shall notify the host team's head coach of the team's accommodations for notification of any schedule changes.

#### 2. Scheduling/Procedures

- a. Conference competition shall consist of a 9-week, 24-game schedule of eight three-game series with play on Friday, Saturday and Sunday, except for the last week of the regular season in which games may be played on Thursday, Friday and Saturday.
- b. Conference games shall be scheduled to allow three games per three-day weekend, allowing for a single game on each day. All games shall be nine-inning games.
- c. It is strongly recommended that non-conference games be scheduled with NCAA Division I institutions.
- d. All games will be played at MAC home sites, unless the switch of home sites is approved by the visiting team and the commissioner.

Exception: Upon mutual agreement of the host and visiting institutions, a home site for a conference weekend may be switched due to snowy, frosted/frozen field conditions.

- e. Conference games shall be played on the scheduled dates and may not be altered except with the approval of both participating teams and the commissioner.
- f. The official MAC hitting and infield schedule is as follows: (with agreement by the head coaches in each series, the schedule can be adjusted due to circumstances involving travel, class schedule and/or weather conditions.).

#### Friday 3pm Games

1:00-1:40	Visiting Team Hits
1:40-2:20	Home Team Hits
2:20-2:30	Visiting Team Infield
2:30-2:45	Home Team Infield
2:45	Field Maintenance/ Ground Rules
3:00	Game Time

[Revised 1/25/11]

#### Saturday & Sunday 1pm Games

11:00-11:40	Home Team Hits
11:40-12:20	Visiting Team Hits
12:20-12:30	Home Team Infield
12:30-12:45	Visiting Team Infield
12:45	Field Maintenance/ Ground Rules
1:00	Game Time

#### 3. Inclement Weather

If the 'Real Feel' temperature at the facility (field) per [accuweather.com](http://accuweather.com) is below 28 degrees, a Senior Level Administrator from the host institution must be consulted and will make the determination to play or delay the game. [2/26/16]

#### 4. Makeup Policy

- a. The Mid-American Conference baseball make-up policy is used in conjunction with the NCAA rules regarding regulation and halted games, and allows for games to be halted on Friday or Saturday because of inclement weather, darkness, light failure or curfew. Games started or resumed on Sunday may not be halted for completion at a later date. Makeup policies are listed below:

**Friday Inclement Weather:** Move schedule to accommodate a 9-9 inning doubleheader on Saturday.

**Friday Halted Game:** Finish halted game prior to start of regularly-scheduled game on Saturday.

**Saturday Inclement Weather:** Move schedule to accommodate a 9-9 inning doubleheader on Sunday.

**Saturday Halted Game:** Finish halted game prior to start of regularly-scheduled game on Sunday.

**Halted Game unfinished through Sunday:** If by the end of the day on Sunday, a halted game is not resumed, it is subject to the provisions of NCAA Baseball rule 5-8.

#### b. Halted Games

All halted games must be completed prior to the start of subsequent games. If the first game of a Friday game is halted, teams will complete the game Saturday prior to the originally-scheduled game. If a halted game cannot be played on Saturday, it will be made up prior to Sunday's doubleheader.

#### c. Resumption of Halted Games

If a halted game is resumed and not completed by the end of the day on Sunday, it is subject to the provisions of NCAA Baseball Rule 5-8.

#### d. Halted Game unfinished through Sunday

If game is official in length and is the last game played in the series, it is an official game and the statistics shall be counted, with the score final. Otherwise game statistics and score do not count for either team.

- e. If there is no foreseeable chance to play the next day, based on current field conditions and weather forecasts, as assessed by the home team administration, by mutual consent of coaches and home administrator, along with notification of MAC office, games can be moved forward one day or to an earlier start time if necessary. *[Revised 1/25/11]*

#### 5. Travel Squad

The travel squad for MAC competition shall be 27 participants, excluding a spring trip (no limit). This limitation applies to any team competition between two or more members or affiliate member institutions that will count in the MAC standings. The limitation applies to all institutional student-athletes who are included on the squad list, regardless if they dress for competition. A travel squad may NOT change within a conference series. *[Revised 10/15/15]*

## **6. Facilities/Equipment**

- a. Field tarps are mandatory at all baseball stadiums and shall be in place on nights before home conference baseball games, when deemed necessary.
- b. The official conference baseball(s) shall be designated annually by the baseball coaches. The following baseballs are approved for the 2015 season: *Rawlings R1NCAA-MAC*. [Revised 5/14/14]

## **B. Scouting/Exchange of Information**

1. Due to legislative action, Division I coaches in all sports are prohibited from live scouting of future opponents. [Revised 7/1/13]
2. Each coach should send a copy of their media guide to each conference coach no later than one week before the MAC season begins.
3. The coach of the home team shall communicate to the coach of the visiting team, no later than five days in advance of the series, information on the starting time of the games and the pregame workout schedules.
4. Team and individual statistics should be faxed or e-mailed to a university's upcoming MAC opponent or available on the school's web site no later than one day before the scheduled series.
5. Schools can only video tape the game(s) in which they participate.
6. To aid conference teams in NCAA appearances, any number of video requests may be made within the conference after the completion of the conference tournament.
7. The sharing of scouting, videotape or other competitive information about MAC baseball teams with non-conference information about MAC baseball teams with non-conference teams is prohibited under any circumstances.

## **C. Umpires**

1. Three officials for all home conference and non-conference games shall be assigned by the coordinator of umpires and approved by the office of the commissioner. The host university shall be responsible for payment of these officials. Officials shall be paid a flat fee of \$900/weekend (to cover a three-game series). Non-conference games shall be paid at \$300/game.
2. Overnight lodging shall be provided to umpires travelling from 50 miles or more to the host institution. [10/14/15]
3. If an umpire has traveled to a site for a weekend series, the umpire shall receive a full weekend fee, regardless of the number of games played.

If an Umpire has travelled to a site for a weekday double header and both games are cancelled due to rain, the umpire shall receive a game fee for one game. If the second game of a doubleheader is started, the umpire shall receive two game fees.

If an umpire has travelled to a site for a weekday single game, the umpire shall receive a full game fee regardless of whether the game is played.

If an umpire is contacted about a cancellation prior to departing for campus, no game fee is paid. [10/14/15]

## **D. Awards (see MAC Bylaw V)**

### **1. Pitcher & Player of the Week**

During the course of the season, the MAC media relations department shall select an East Division and West Division Pitcher and Player of the Week based on nominations received from member institutions.

### **2. All-MAC Team & All-MAC Defensive Team**

The 30-member All-MAC team and the 9-member All-MAC Defensive team will be coordinated by the MAC media relations department and selected by the coaches. Nomination forms will be sent to the coaches two weeks prior to the tournament. Based on nominations received, the conference office will generate a ballot to be distributed at the coaches' meeting the night before the MAC's post-season tournament. Coaches may nominate their own players, but may not vote for their own players. Separate voting shall be conducted for the 15-member All-MAC first team (1 DH, 1 relief pitcher, 4 pitchers, 1 utility, 8 position players) and 15-member All-MAC second team (same positions as first team), with each coach speaking on behalf of their nominee(s). Nominations for MAC All-Conference DH must be documented as at least 50% his playing time before nominating a player. See MAC Bylaw 5.03 for procedures to break ties in the voting. On the Monday of Tournament Week (in conjunction with the Pre-Tournament Coaches Conference Call) a conference call will take place during which each Head Coach will have a 5-minute (max) opportunity to discuss their All-MAC Nominations. [Revised 10/17/14]

### **3. Individual "of the Year" Awards**

The Player of the Year, Pitcher of the Year, Freshman Player of the Year, Freshman Pitcher of the Year, Defensive Player of the Year and Coach of the Year will also be selected by the coaches at the pre-tournament meeting. Eligibility for the Freshman Pitcher and Freshman Player of the Year awards shall be open to true or red-shirt freshman. The conference office will include on the nomination form for the All-MAC team information relative to these awards. Based on nominations received, the conference office will generate a ballot to be distributed to the coaches. Coaches may nominate their own players, but may not vote for their own players. Should a tie occur in the voting, a re-vote shall be conducted for the tied student-athletes. [Revised 1/29/14]

## **E. Coaches' Meeting (see appendix for meeting calendar)**

The annual business meeting of the baseball coaches shall be conducted the third Wednesday in August. The spring meeting held in conjunction with the tournament will be for the sole purpose of award selections and tournament issues.

## **F. Divisional Champions / Regular-Season Champion**

1. The divisional championship shall be decided on overall conference winning percentage. A tie game shall count as a half-game won and a half-game lost. If two or more teams are tied for the championship, they shall be considered co-champions.
2. The team with the best overall conference winning percentage shall be declared the MAC Champion. If two or more teams are tied for the championship, they shall be considered co-champions.

## **G. Tournament Guidelines**

### **1. Tournament Awards**

As part of the awards listed in MAC Bylaw V and the sport operating codes, an all-tournament team shall be selected following the final game. Selection by the coaches and media of the 10 member team and Most Valuable Player shall be coordinated by the MAC media relations department.

## 2. Tournament Dates

The tournament shall take place on the weekend prior to the NCAA Regional Playoffs and begin on a Wednesday. [Revised 1/29/14]

## 3. Tournament Format

The top eight (8) teams as determined by conference winning percentage (MAC play only), regardless of division, will participate in the post-season, double elimination tournament. In case of a percentage tie, the MAC tiebreaker procedure will be used. The team winning the MAC Baseball Tournament will be the conference representative at the NCAA Baseball Championships.

## 4. Seeding of Tournament Field

Teams will be seeded 1 through 8 based on conference winning percentage (MAC play only), regardless of division.

## 5. Tiebreaker Procedure (used in selection and seeding)

The following tiebreaker procedure will apply to baseball. All ties will be broken in the order in which they occur, from top to bottom, in the standings. When comparing tied teams against positions lower in the standings, which are also tied, those lower-tied positions will be considered as a single position for purposes of comparison. (Example: Team A and Team B, who tied for second place, would compare against Team X and Team Y who tied for 6th as follows: Team A would compare its combined record against both X and Y against Team B's combined record against both X and Y.)

### Two Team Tiebreaker:

1. Head-to-head competition
2. Winning percentage\* vs. ranked conference teams (top to bottom, regardless of division; versus common opponents, regardless of the number of times played)
3. Coin flip

### Multiple (3 or more) Team Tiebreaker:

1. Combined head-to-head record among the tied teams\*\*
2. If or when two teams remain tied, the Two Team Tiebreaker goes into effect

*[Note: If a three-team tie is reduced to two teams, the two-team tiebreaker goes into effect.]*

\* Winning percentage is used instead of record because of situations where teams do not play each other the same number of times. Therefore, a team that is 1-0 (1.000) would win the tiebreaker over a team that is 1-1 (.500).

\*\* If the combined records of each tied team are different, the tiebreak is complete. Example: If Team A is 2-1, Team B is 1-1 and Team C is 1-2 then this is the order of the tiebreak.

Once only two teams remain tied, the Two Team Tiebreaker is used. Example: If Team A is 2-1, Team B is 1-2 and Team C is 1-2 then Team A is ahead of Teams B and C and Teams B and C revert to the Two Team Tiebreaker.

## 6. Tournament Personnel

The following personnel shall be provided for the tournament:

- a. Tournament Director
- b. Ten Umpires
- c. A well-staffed grounds crew

- d. Ball shaggers and bat boys
- e. Ticket takers, program sellers and merchandise sellers
- f. Sports information personnel, including official scorer

## **7. Tournament Qualifications**

- a. An institution shall be scheduled to play 24 conference games to qualify for the tournament. A team must play at least one-half of the scheduled conference games (12) to be eligible for the tournament.
- b. Any conference game(s) not made official during a series because of darkness, inclement weather or wet grounds shall be canceled and shall not be counted in the conference standings.
- c. Tie games shall be counted in the conference standings as one-half game won and one-half game lost.
- d. If a team is on suspension, it shall not be eligible to participate in the tournament. If a suspended team is among the top-three finishers in the division in the regular-season standings, then all teams within the division shall move up one place for the purpose of determining the participating teams in the tournament.

## **8. Tournament Site**

The tournament shall be held at All Pro Freight Stadium in Avon, Ohio, for the 2016 through 2020 seasons. [*Revised 5/27/15; 5/1/11*]

## **H. Tournament Rules**

### **1. Travel Squad & Travel Party**

The travel squad for the conference championship shall be 27 participants. The travel party shall be 35, inclusive of the travel squad. Each institution's roster shall be submitted to the official scorer and head umpire at the coaches' meeting the night prior to the tournament. All players on these rosters are to have been certified eligible and must have their names on file in the MAC office. Only these players shall be eligible to play in the tournament. [*1/29/15*]

### **2. Inclement Weather**

After the eighth game of the tournament, the tournament becomes official. In the event that the tournament cannot be played to completion after this point, the team with the best tournament winning percentage would be named the MAC Tournament Champion and represent the Mid-American Conference in the NCAA Baseball Tournament. In the event that two teams have the same winning percentage, the automatic bid would be awarded to the highest remaining seed between those two teams. If game eight is not reached, then the automatic bid would be awarded to the highest-seeded team remaining in the tournament.

### **3. Protests**

There shall be a Protest Committee, consisting of the MAC office representative, Coordinator of Umpires, and the Sport Chair, Sport Co-Chair, or his/her designated representative. All protests will be decided by the Protest Committee and must be decided before play can continue. The procedure for protest will be as follows:

- a. The protest must be made to the home-plate umpire.
- b. The home-plate umpire immediately takes it to the Protest Committee.

- c. The Protest Committee, after discussion, either upholds or denies the protest at that time. Their ruling is final.
- d. Protests must be made when the action happens. No protest can be made after a succeeding play or pitch is made.
- e. A game-ending protest can be made before the umpires leave the field. The umpires should be instructed to wait several minutes on the playing field after the game has ended. They should not immediately leave the field after the last out. They should allow some time for a possible protest.

## I. Schedule/Procedures

### 1. Schedule of Games

The schedule of games shall be as follows. All tournament games shall consist of nine innings and shall be played to seven innings if delayed for any reason. If a game is called before nine innings are played, the game shall be continued and completed the next day, prior to the regularly-scheduled games.

The #1 Seed in the MAC Tournament shall have the option to select their Day 1 Game time slot. For example, the #1 Seed may choose to play at 9:00am (Game 1), 12:30pm (Game 2), 4:00pm (Game 3), or 7:30pm (Game 4). Game selection by the #1 Seed must occur on or before the pre-tournament conference call. Once game selection has taken place, the remainder of the tournament bracket will be amended as necessary to maintain bracket integrity.  
[Revised 1/24/10]

#### Wednesday (Day 1)

Game 1 - 9:30 a.m.  
Game 2 - 1:00 p.m.  
Game 3 - 4:30 p.m.  
Game 4 - 8:00 p.m.

#### Tentative Matchups (dependent on game choice by #1 seed)

No. 3 Seed vs. No. 6 Seed  
No. 2 Seed vs. No. 7 Seed  
No. 1 Seed vs. No. 8 Seed  
No. 4 Seed vs. No. 5 Seed

#### Thursday (Day 2)

Game 5 - 9:30 a.m.  
Game 6 - 1:00 p.m.  
Game 7 - 4:30 p.m.  
Game 8 - 8:00 p.m.

Game 1 Loser vs. Game 2 Loser  
Game 3 Loser vs. Game 4 Loser  
Game 1 Winner vs. Game 2 Winner  
Game 3 Winner vs. Game 4 Winner

#### Friday (Day 3)

Game 9 - 1:00 p.m.  
Game 10 - 4:30 p.m.

Game 5 Winner vs. Game 7 Loser  
Game 6 Winner vs. Game 8 Loser

#### Saturday (Day 4)

Game 11 - 9:30 a.m.  
Game 12 - 1:00 p.m.  
Game 13 - 4:30 p.m.  
Game 14 - 8:00 p.m.

Game 7 Winner vs. Game 9 Winner  
Game 8 Winner vs. Game 10 Winner  
Game 11 Winner vs. Game 11 Loser (if necessary\*)  
Game 12 Winner vs. Game 12 Loser (if necessary\*\*)

#### Sunday (Day 5)

Championship Game                      Game 11/13 Winner vs. Game 12/14 Winner  
Championship Game Replay (if necessary\*\*\*)

\*Game 13 will be necessary if Game 9 Winner wins Game 11

\*\*Game 14 will be necessary if Game 10 Winner wins Game 11

\*\*\*Championship Game Replay will be necessary if both teams have 1 loss after Championship Game is complete [Revised 1/29/14]

## **2. Determination of Home Team**

In first-round games, the four highest-seeded teams will be designated as home teams. After the first round of play, the home team shall be determined, per the following.

- a. The institution that has been the home team the fewer number of times in that particular tournament.
- b. If the two teams are equal in this respect but unequal in the number of times they were the visitor, then the team that has been the visitor more often will be designated the home team.
- c. If the two teams are equal in the number of times that they have been home and visitor, the highest seeded team is the designated home team.
- d. For the championship game, if only one team is undefeated, then it is the home team. However, if both teams have one loss or are undefeated, then the higher seeded team will be the home team.

The home team shall occupy the third-base dugout and take infield practice first.

## **3. Starting Times**

If there is an extra-inning situation in the first game resulting in the succeeding game not being able to start at the scheduled time, 45 minutes must elapse before the next game starts. If the first game is finished early and there are more than 45 minutes left before the announced starting time of the succeeding game, the second game should start at the announced time.

## **4. Use of Dugouts**

The home team of the tournament shall occupy the third base dugout.

## **5. Practice Policies**

All teams shall have an opportunity to practice on the official playing field one time prior to the tournament. The times for practice shall be assigned with regard to the distance that teams must travel to the site (closest teams will have the earliest time, etc.). Academic considerations may alter this policy.

## **6. Pre-Game and Between Game Protocol**

- a. The home team will take a 30-minute batting practice two hours (2) prior to the start of the game. The visiting team takes a 30-minute batting practice one and one half hour (1 ½) before game time.
- b. The home team takes 10 minutes of infield and outfield practice 40 minutes before game time. The visiting team takes 10 minutes of infield and outfield practice 30 minutes before game time.
- c. The grounds crew shall condition the infield 20 minutes before game time.
- d. Between games, an additional 15 minutes will be added prior to Home Team Infield/Outfield to allow for the previous game participants to clear the field and the next game participants to throw and stretch in the outfield.

## **J. Facilities/Equipment**

### **1. Ball**

The Rawlings R1-NCAA-MAC baseball is the official ball of the tournament. Approximately 55 dozen balls shall be provided by the MAC office and on hand to start the tournament. Four dozen baseballs shall be pre-rubbed and examined by the umpires before the tournament starts.

### **2. Field Cover**

In order to avoid cancellations due to wet grounds, the host shall provide a reliable rain cover for its entire infield, or any non-turf areas. This cover shall be placed on the field the day before the tournament unless the condition of the field does not warrant this action.

### **3. Uniforms**

On the first day of the Tournament, the home team shall wear white uniforms and the visiting team shall wear uniforms of a contrasting color. After the first day of the Tournament, the home team will have the opportunity to choose the color uniform it will wear and the visiting team shall wear uniforms of a contrasting color. Communications regarding uniform colors shall be coordinated by the participating coaches with assistance from the MAC Office representative.

## **K. Umpires**

1. The Coordinator of Umpires shall select ten umpires for the tournament based upon nominations received from the coaches. A ballot of all 12 coaches shall be used to assist and determine tournament umpires. There shall be evaluation forms for umpires following each game of the tournament.
2. The rotation for umpires working each game shall be determined by the Coordinator of Umpires and shall not be released to participating teams until one-hour prior to game time.
3. The umpires are to be on the playing field 10 minutes before game time and have the baseballs for the game.
4. The Coordinator of Umpires (or a representative hereof) shall be in attendance at all games.
5. The host is responsible for the payment of officials. Umpires shall be paid a flat fee of \$1300 for the tournament. In addition, each umpire should receive institutional mileage, a \$15 per diem and complimentary lodging (single occupancy beginning with the night before the Tournament).

[Revised 1/30/12]

## Chapter III - Men's Basketball

### A. Regular Season

#### 1. Rules

- a. All conference competition shall be governed by NCAA rules.
- b. The host university shall provide 60 complimentary reserved tickets for the visiting team. The seat locations are to be in the area immediately behind the visiting team's bench (30 of the tickets may be in another location). The visiting team shall be provided with 15 bench seats for participants in addition to staff seating.
- c. Complimentary admissions shall be provided to no more than four individuals designated by the student-athletes via a pass list.
- d. The use of irritants (i.e., artificial noisemakers, portable amplifiers or public address systems by cheerleaders) is prohibited in MAC arenas.
- e. The home team will determine the format that will be used during the introduction of starting lineups.
- f. A maximum of 15 players may be dressed and fed at the pregame meal before home games.

#### 2. Scheduling Procedures

- a. Conference play shall consist of an 18-game schedule. Scheduling will be done by the Conference Office independent of the women's schedule.
- b. The visiting team's coach shall request in writing, one month prior to the scheduled game, a minimum one-hour block of time for practice, with the host university athletics director establishing the practice time.
- c. The last day of the regular-season shall be scheduled no earlier than Friday, March 3, 2017; unless a MAC-sponsored television arrangement facilitates a change.

#### 3. Makeup Policy

Postponed games shall be rescheduled no later than the first Monday that each team has open.

#### 4. Travel Squad

The travel squad for MAC competition shall be 15 participants. This limitation applies to any team competition between two or more members or affiliate member institutions that will count in the MAC standings. The limitation applies to all institutional student-athletes who are included on the squad list, regardless if they dress for competition. Further, member institutions are bound to the travel squad limitations whenever MAC competition occurs within a road trip (e.g., if a MAC institution participates in a multiple-team contest or is coupled with non-conference competition on a single road trip).

#### 5. Facilities/Equipment (see NCAA Basketball Rules manual)

- a. The home team will wear light jerseys and the visiting team will wear dark jerseys. This rule may be altered by mutual consent of the competing institutions and the MAC Senior Associate Commissioner for Basketball.
- b. Nothing may be affixed to any part of the backboard (front or back). Cameras can be mounted behind backboards; however, they must be affixed to the basket stanchion and cannot come into contact with back

of the glass. From the perspective of a free throw shooter, cameras should not be viewed behind the middle 36" of the backboard (standard backboard length is 72").

- c. A stopwatch, capable of reading tenths of seconds, must be kept with the official timer in case of a clock malfunction or failure.
- d. The team bench area extends from the baseline to the 28-foot line. All bench seating should be confined to this area.
- e. NCAA rules require a 6-ft. restraining line behind each baseline to protect players and allow officials freedom of movement. Non-playing personnel (cheerleaders, band, mascot, fans) shall not be permitted in this area.

## **6. Bands/Cheerleaders**

- a. Only the host university's pep band will play at conference games with visiting pep bands prohibited.
- b. The play of bands or any portion of the bands shall be restricted to pregame, halftime, postgame and time-outs. There shall be no playing of band instruments during a free throw, throw-in, or live-ball situation. Bands must NOT play during the reading of the MAC Sportsmanship Policy.
- c. The travel squad for cheerleaders shall be limited to 6 individuals and one mascot, with no weekday travel permitted.
- d. Cheerleaders, mascots and other uniformed personnel representing university organizations (i.e., bands) are prohibited from waving megaphones, instruments or pom-poms or in any other way distracting a player during a free throw, throw-in, or live-ball situation.
- e. NCAA rules require a 6-ft. restraining line behind each baseline to protect players and allow officials freedom of movement. Non-playing personnel (cheerleaders, band, mascot, fans) shall not be permitted in this area.
- f. NCAA rules require a 4 ft. restricted-area arc to reduce the number of collisions at the basket.

## **7. Game Disruption Policy**

The referee has the authority and the discretion under the playing rules to suspend play for any reason. In the event of a disturbance, which is of such character and proportions that it disrupts the game, the following action should be initiated:

- a. The Referee shall call a halt to the game (referee's time-out) and instruct each team captain to send his/her teammates to their respective benches. Coaches will make special efforts to see that players do not become involved in the disturbance by holding them in the bench area or, upon instruction, taking them to their dressing room.
- b. The Referee will make a note of the elapsed time. The clock operator will freeze the game clock at that point. This being accomplished, the Referee and his/her officiating crew will also return to the sideline. The Referee must make himself available to game management for further instruction ("game management" is defined as the host Athletics Director or designee).

- c. Game management will assume responsibility immediately after teams and officials have cleared the floor. Under no circumstances are players, coaches or officials to become involved in the action.
- d. Should the disturbance be of such proportions that a long delay is imminent, or is such that it threatens the involvement and safety of the players, coaches or officials, the teams and officials will be instructed by game management to return to their respective dressing rooms.
- e. Teams and officials will remain in their dressing rooms until the disturbance has been brought under control.
- f. Game management will notify the referee of the "all clear" when order has been restored, making continuation of play possible.
- g. Teams will return to the floor, after which a five-minute warm-up period will be permitted. Following the warm-up period, the game will be resumed from the exact point at which it had been stopped.
- h. Should the disturbance be of such proportions that further play would be impossible; the status of the game will revert to the Athletics Directors of the institutions involved. For all conference games, no game shall be forfeited due to a game disruption, rather the game shall be rescheduled on the first Monday each team has open and play shall resume from the point of suspension. In the event the disrupted game is the first of two conference games, the rescheduled game shall be played prior to the date of the second scheduled game.
- i. Should a game disruption be anticipated, the Athletics Director or designated representative shall attend the officials' conference prior to the game to review procedures to be followed in the event of a disturbance and to acquaint officials with communication facilities available. The Athletics Director shall contact the referee, either by phone or by mail, to determine the time and place of the pregame conference.

## **B. Scouting/Exchange of Information**

### **1. MAC Video Exchange Policy**

Mid-American Conference Men's Basketball will operate under an open exchange policy. All institutions shall utilize Synergy as the primary means to exchange video via the internet [*Revised* March 2016; Adopted; September 2008]. The Conference Office considers non-compliance to the Video Exchange Policy, as indicated, to be a violation of Conference regulations. The guidelines of the MAC Video Exchange Policy are outlined below:

- a. Only the two competing teams may videotape a MAC contest. Video, scouting reports, or verbal conversations about MAC teams cannot be given to non-conference opponents.
- b. Each institution will make available all non-conference and conference games to Mid-American Conference members via Synergy.
- c. Institutions are required to upload the coaches' copy of the game video.

Home Games: All non-conference and conference home games must be uploaded to Synergy no later than 12:00 noon (local time) the next day, by the home institution.

Non-Conference away games: Non-conference away games must be uploaded to Synergy within 48 hours, upon arrival to campus.

d. All game videos that are exchanged in compliance with the MAC Video Exchange Policy must be shot at mid-court, from an elevated area, and must include sound and shots of the scoreboard (at least 5 seconds) during all timeouts and at the end of each half and overtime period.

e. Video must include the entire game, including overtime.

f. There will be no live scouting of conference opponents.

## **C. Officials**

### **1. Assignment of Officials**

Three officials for all home games and select non-conference games shall be assigned by the Supervisor of Men's Basketball Officiating and approved by the Senior Associate Commissioner for Basketball. The host university shall be responsible for payment of these officials.

### **2. Fees**

Tier One officials shall be paid \$2,000 per game. Tier Two officials shall be paid \$1,600 per game. Tier One and Tier Two status shall be determined by the Supervisor of Men's Basketball Officials, in consultation with the Senior Associate Commissioner for Basketball. Any adjustments to the above fee structure must be authorized by the MAC COP, upon recommendation of the MAC Joint Committee.

### **3. MAC Pool Reporter Policy**

The pool reporter will be assigned by the home SID prior to the start of the basketball season. He/she will be the member of the media who covers that institution on a regular basis. SIDs will notify the MAC Assistant Commissioner for Communications and Social Media at the start of each season as to the identity of this pool reporter.

a. If the designated pool reporter is not in attendance for any reason, the host SID should designate a replacement reporter for that game. The pool reporter must be accompanied by the home SID or a member of the Media Relations staff. There will be only ONE pool reporter.

b. Following a 10-minute cooling off period, game management (director of athletics or other designee) will accompany the SID and pool reporter to the officials' locker room for a clarification of the rule. The pool reporter is to remain outside the official's locker room. Both the SID and reporter will tape the interview and upon conclusion, a typed transcript of the interview will be made available to all media.

c. No one except officials, the pool reporter, SID, and Game Management may be present during the interview process. The head referee must agree to participate in the conference. Only rule interpretations and game procedures can be discussed. Judgment calls CANNOT be discussed. If this interview process is not available, all media questions shall be referred to the Mid-American Conference Office.

## **D. Awards (see MAC Bylaw V)**

### **1. Pre-Season All-MAC**

Prior to the start of the season, a five-member East Division and five-member West Division Pre-Season All-MAC team shall be named.

## **2. Player of the Week**

During the course of the season, the MAC media relations department shall select an East Division and West Division Player of the Week based on nominations received from member institutions.

## **3. Post-Season All-MAC**

The 20-member All-MAC team will be coordinated by the MAC media relations department and selected by the coaches. Nomination forms will be sent to the coaches two weeks prior to the end of the regular season. Based on nominations received, the conference office will generate a ballot to be faxed to the coaches on the Monday prior to the end of the season. The ballot must be returned by the Friday prior to the final regular-season game. Coaches may nominate their own players, but may not vote for their own players. The first team shall be limited to the top five vote-getters (including ties), with the remaining honorees being named either second team or honorable mention. See MAC Bylaw 5.03 for procedure to break ties in the voting.

## **4. Post-Season All-Freshmen and Defensive Player of the Year**

The five-member All-Freshman Team and Defensive Player of the Year will be selected by the coaches following the conclusion of the regular season as part of the All-MAC team selection process. Eligibility for the All-Freshman Team shall be limited to individuals in their first year of collegiate competition (true freshman and/or red-shirt freshman - no non-qualifiers or transfers in their first year of eligibility). Based on nominations received, the conference office will generate a ballot to be distributed to the coaches. Coaches may nominate their own players, but may not vote for their own players.

## **5. Post Season All-Defensive Team**

The five-member All-Defensive Team will be selected by the coaches following the conclusion of the regular season as part of the All-MAC team selection process.

## **6. Sixth Man**

A "Sixth Man" specialty award shall be voted on by the coaches along with the Defensive Player of the Year.

## **7. Coach, Player, and Freshman of the Year**

The Coach of the Year, Player of the Year and Freshman of the Year will be selected by the MAC News Media Association following the conclusion of the regular season.

## **E. Head Coaches' Meeting**

The annual business meeting will be at the Final Four each year.

## **F. Divisional Champions / Regular-Season Champion**

The divisional championship shall be decided by overall conference winning percentage. If two or more teams are tied for the divisional championship, they shall be considered co-champions. The team with the best overall conference winning percentage shall be declared the MAC Champion. If two or more teams are tied for the regular-season championship, they shall be considered co-champions.

## **G. Conference Post-Season Tournament (see Championships Manual)**

### **1. Tournament Awards**

As part of the awards listed in MAC Bylaw V and the sport operating codes, a five-player all-tournament team and Most Valuable Player will be selected for both men's and women's tournaments by the MAC News Media Association at the conclusion of the tournaments.

## **2. Tournament Dates**

The tournament dates shall be established annually based upon the dates of the NCAA Men's and Women's Basketball Championships.

## **3. Tournament Directors**

The tournament directors shall be members of the Mid-American Conference office staff.

## **4. Tournament Format**

The Conference Tournament shall be a twelve (12)-team single elimination event. Teams seeded 1-4, shall earn a first-round bye and advance to the quarter-final round. Teams seeded 5-12 will participate in the first-round games on their respective campuses. [*Revised 8/2015; Revised 8/2011*]

The team winning the MAC Championship will be the conference representative to the NCAA Tournament. Other conference teams may be extended the opportunity to accept an invitation to participate in the NCAA Tournament, the National Invitational Tournament (NIT), or other post-season events.

## **5. Tournament Manual**

A detailed tournament manual will be distributed to member institutions' administrative and coaching staff members at least one month prior to the MAC Championship.

## **6. Tournament Seeding**

Seeding for the Conference Tournament will be based on overall conference record. Teams will be seeded 1 through 12. (see Tiebreaker Procedure listed under CHAMPIONSHIPS MANUAL). [*Revised 8/2011*]

## **7. Tournament Site**

First-round games will be held at campus sites (site of the higher seed) following the conclusion of the regular season. The quarter-finals, semi-finals, and final will be held at Quicken Loans Arena in Cleveland, Ohio.

## **8. Financial Commitment**

The conference will, in turn, reimburse the travel of the visiting team for expenses up to \$5,000. The host institution is also responsible for all operational costs excluding officiating fees, but inclusive of use of a courtside monitor for replay.

Once the Championship arrives in Cleveland at Quicken Loans Arena, the MAC office will be responsible for all officiating fees and lodging. The MAC will also provide 15 hotel rooms per team, beginning with the evening prior to the quarter-final round.

## **H. Rules**

### **1. Travel Squad**

Each team shall be limited to 15 players in uniform for all tournament games. Eligible replacements are permitted up to the starting time of any game; after the game starts, replacements are not permitted. The official travel party for the tournament cannot exceed 22 members.

## **Tournament Schedule/Procedures**

### **1. Schedule of Games**

The tentative schedule for the MAC Championship shall be as follows:

#### **First Round: Monday, March 6, 2017 \* Team will host game on campus**

No. 5 Seed\* vs. No. 12 Seed

No. 6 Seed\* vs. No. 11 Seed

No. 7 Seed\* vs. No. 10 Seed

No. 8 Seed\* vs. No. 9 Seed

**NOTE:** In the event of a facility conflict (i.e. pre-existing facility contract, inclement weather, or situation beyond a member institution's control), every effort must be made to play a first-round Men's game no later than Monday, March 6, 2017. Institution's unable to meet these requirements risk forfeiture of the home site at the discretion of the Commissioner.

#### **Quarterfinals: Thursday, March 9, 2017**

**Quicken Loans Arena, Cleveland, OH**

No. 1 Seed vs. No. 8/9 Winner

No. 2 Seed vs. No. 7/10 Winner

No. 3 Seed vs. No. 11/6 Winner

No. 4 Seed vs. No. 12/5 Winner

#### **Semifinals: Friday, March 10, 2017**

**Quicken Loans Arena, Cleveland, OH**

Winner 1/8/9 vs. Winner 4/5/12

Winner 2/7/10 vs. Winner 3/6/11

#### **Championship (ESPN): Saturday, March 11, 2017**

**Quicken Loans Arena, Cleveland, OH**

### **2. Notification of Teams**

Upon completion of the regular season, an informational teleconference will be conducted with the administrators of every team to address MAC Championship issues.

### **3. Participant Passes**

Members of each official travel party will be provided with participant passes, which will allow them entrance into the arena for the quarterfinals, semifinals and finals. Twenty-two (22) participant credentials will be distributed to each of the eight men's and women's teams upon arrival in Cleveland.

### **4. Practice Times**

For first-round games, visiting teams should make arrangements with the host institution for practice times. Host institutions must communicate facility

availability with the MAC Senior Associate Commissioner for Basketball and provide equitable practice times for each team.

Practice times inside Quicken Loans Arena will be determined by the Tournament Director. The acquisition of "off-site" practice facilities will be the responsibility of each MAC Men's Basketball staff.

#### **5. Pregame Format**

There will be a 30-minute warm-up period prior to each game. The game clock will be started 30 minutes prior to the designated starting time. The national anthem will be played when 10 minutes remain on the clock prior to the first game of each session, while both teams are off the court. Alternate player and coach introductions will begin when the game clock reaches 0:00. The game will begin one minute following introductions unless television dictates otherwise.

#### **5. Press Conferences**

Pre-tournament and post-tournament press conferences will be coordinated by the MAC Assistant Commissioner for Communications and Social Media.

### **K. Facilities/Equipment**

#### **1. Ball**

The official ball for the MAC Men's and Women's Basketball Tournament will be the Wilson Solution, the official ball of the NCAA Men's and Women's Division I Tournaments.

#### **2. Banners and Noisemakers**

Banners deemed objectionable by tournament management will be removed. The use of artificial noisemakers, portable amplifiers or public address systems by fans or cheerleaders is prohibited during the tournament games.

#### **3. Benches**

Team benches and baskets will be assigned prior to the tournament. Only members of the official travel party will be allowed on the team bench.

#### **4. Team Locker Rooms**

Team locker rooms will be assigned to participating teams by the tournament management based on seeding. Each locker room will be supplied with the following: water, ice, ice bags, sports drinks, soft drinks and towels.

#### **5. Uniforms / Home Team Designation**

The home team for each tournament game will be the higher seed of the two teams in that game. The home team will wear its light game jerseys.

#### **6. Courtside Monitors**

A courtside video monitor will be available for all MAC Championship games held at Quicken Loans Arena.

#### **7. Facilities**

MAC member institutions are required to secure their basketball facilities in anticipation of hosting a men's and/or women's first-round MAC Championship game(s), from Sunday through Tuesday after the last regular season game and prior to the MAC Championship.

2017: Sunday, March 5 – Tuesday, March 7

### **L. Officials**

#### **1. Assignment, Supervision, and Payment of Officials**

a. Officials shall be assigned for all tournament games by the Supervisor of Men's Basketball Officials (in consultation with the Senior Associate

Commissioner for Men's Basketball). A 4th alternate/standby official will also be assigned for all tournament games.

- b. The Supervisor of Men's Basketball Officials and/or the Senior Associate Commissioner for Basketball shall be in attendance at all tournament games.
- c. Officials for all Championship games shall be paid by the Mid-American Conference. Game fees will be determined by the Supervisor of Men's Basketball Officials, in consultation with the Senior Associate Commissioner for Basketball.

## 2. Pool Reporter Policy (See Section C)

### M. Tiebreaker Procedure.

Ties in winning percentage, and thus for Tournament seeding positions shall be broken according to the following [*Revised 5/25/2010*]:

#### 1. Between TWO teams:

- A. Head-to-head competition
- B. Division Record (10 games)
- C. Winning percentage\* vs. ranked conference teams (top to bottom, regardless of division, vs. common opponents regardless of the number of times played)
- D. Coin flip

\* - Winning percentage is used instead of record because of situations where teams do not play each other the same number of times. Therefore, a team that is 1-0 (1.000) would win the tiebreaker over a team that is 1-1 (.500).

#### 2. For MULTIPLE (3 or more) team ties:

- E. Total won-lost record of games played among the tied teams
- F. Two (2)-team tie-breaker procedure goes into effect (refer to A).

**NOTE:** *Once a three-team tie has been reduced to two teams, the two-team tiebreaker will go into effect.*

# - *For the purpose of determining the Divisional Champion*

\* - *Winning percentage is used instead of record because of situations where teams do not play each other the same number of times.*

*Therefore, a team that is 1-0 (1.000) would win the tiebreaker over a team that is 1-1 (.500).*

## Chapter IV - Women's Basketball

### A. Regular Season

#### 1. Competition Rules

All conference competition shall be governed by NCAA Basketball rules.

- a. **Complimentary Tickets.** The host university shall provide sixty (60) complimentary reserved tickets for the visiting team. The seat locations are to be in the area immediately behind the visiting team's bench (30 of the tickets may be in another location). The visiting team shall be provided with 15 bench seats.
- b. **Complimentary Admission.** Complimentary admissions shall be provided to no more than four (4) individuals designated by the student-athletes via a pass list.
- c. **Artificial Noisemakers.** The use of irritants (i.e., artificial noisemakers, portable amplifiers or public address systems by cheerleaders) is prohibited in MAC arenas.
- d. **Introductions.** The home team will determine the format that will be used during the introduction of starting lineups.
- e. **Instant Replay.** Instant Replay will be in effect for all MAC men's and women's home (non-conference and conference) games.
- f. **Court Access.** Players shall remain in the locker room or off the floor if students or fans are on the playing floor forming "tunnels" for players to run through.
- g. **Travel Squad.** Team travel squad size is limited to fifteen (15) players, for Conference competition. This limitation applies to any team competition between two or more members or affiliate member institutions that will count in the MAC standings. The limitation applies to all institutional student-athletes who are included on the squad list, regardless if they dress for competition. Further, member institutions are bound to the travel squad limitations whenever MAC competition occurs within a road trip (e.g., if a MAC institution participates in a multiple-team contest or is coupled with non-conference competition on a single road trip).

#### 2. Scheduling Procedures

Conference play shall consist of an unbalanced eighteen (18)-game schedule in two divisions. Each school shall play seven teams twice and four teams once. The additional two (2) cross-divisional opponents, 1 home and 1 away shall be randomly selected by the Conference computer scheduling system. A postseason tournament consisting of all twelve (12) teams shall follow at the conclusion of the regular season.

- a. **Conference.** The base schedule will be Wednesdays and Saturdays unless there is a facility conflict or dictated by television. Midweek doubleheaders with the men's team will not be scheduled. Mutual consent with the participating institution is necessary to change a Wednesday date of competition; however, no mutual consent is necessary should the host institution choose not to schedule a doubleheader on a Saturday.

- b. **Non-Conference.** It is strongly recommended that non-conference games for men and women be scheduled with NCAA Division I institutions.
3. **Practice.** The visiting team's coach shall request in writing, one month prior to the scheduled game, a minimum one-hour block of time for practice. On game day, the visiting team practice will be scheduled on the main competition floor 5-8 hours prior to the game start, with the host university athletics director/sport administrator establishing the practice time.
4. **Postponed/Rescheduled Games**  
In the event that a game cannot be played on the originally scheduled date/time, arrangements shall be made to reschedule no later than the first Monday that each team has open.
5. **Facilities/Equipment (see NCAA Basketball Rules Manual)**
- a. **Uniform.** The home team will wear light jerseys and the visiting team will wear dark jerseys. This rule may be altered by mutual consent of the competing institutions.
  - b. **Basket / Backboard.** Nothing may be affixed to any part of the backboard (front or back). Cameras can be mounted behind backboards; however, they must be affixed to the basket stanchion and cannot come into contact with back of the glass. From the perspective of a free throw shooter, cameras should not be viewed behind the middle 36" of the backboard (standard backboard length is 72").
  - c. **Stopwatch.** A stopwatch, capable of reading tenths of seconds, must be kept with the official timer in case of a clock malfunction or failure.
  - d. **Team Bench Area.** The team bench area extends from the baseline to the 28-foot line. All bench seating should be confined to this area.
  - e. **Restraining Line.** NCAA rules require a 6-ft. restraining line behind each baseline to protect players and allow officials freedom of movement. Non-playing personnel (cheerleaders, band, mascot, fans) shall not be permitted in this area.
  - f. NCAA rules require a 3 ft. restricted-area arc to reduce the number of collisions at the basket.
5. **Bands/Cheerleaders**
- a. Only the host university's pep band will play at conference games, visiting pep bands are prohibited. Home team bands shall not be seated adjacent to the visiting team bench.
  - b. The play of bands or any portion of the bands shall be restricted to pregame, halftime, postgame and time-outs. There shall be no playing of band instruments during a free throw, throw-in, or live-ball situation. Artificial noisemakers (interpreted as being any object that is used to manufacture noise by contact with another object or surface) shall fall under this policy as well. Bands must not play during the reading of the Sportsmanship statement.
  - g. The travel squad for cheerleader/dance squads shall be limited to 12 individuals and one mascot, weekday travel is prohibited.

- h. Cheerleaders, mascots and other uniformed personnel representing university organizations (i.e., bands) are prohibited from waving megaphones, instruments or pom-poms or in any other way distracting a player during a free throw, throw-in, or live-ball situation.
- f. NCAA rules require a 6-ft. restraining line behind each baseline to protect players and allow officials freedom of movement. Non-playing personnel (cheerleaders, band, mascot, fans) shall not be permitted in this area.

**7. Game Management -- Game Disruption Policy**

The referee has the authority and the discretion under the playing rules to suspend play for any reason. In the event of a disturbance, which is of such character and proportions that it disrupts the game, the following action should be initiated:

- a. The Referee shall call a halt to the game (referee's time-out) and instruct each team captain to send his/her teammates to their respective benches. Coaches will make special efforts to see that players do not become involved in the disturbance by holding them in the bench area or, upon instruction, taking them to their dressing room.
- b. The Referee will make a note of the elapsed time. The clock operator will freeze the game clock at that point. This being accomplished, the Referee and his/her officiating crew will also return to the sideline. The Referee must make him/her available to game management for further instruction. ["Game management" is the host Athletic Director or his/her designee.]
- c. Game management will assume responsibility immediately after teams and officials have cleared the floor. Under no circumstances are players, coaches or officials to become involved in the action.
- d. Should the disturbance be of such proportions that a long delay is imminent, or is such that it threatens the involvement and safety of the players, coaches or officials, the teams and officials will be instructed by game management to return to their respective dressing rooms..
- e. Teams and officials will remain in their dressing rooms until the disturbance has been brought under control.
- f. Game management will notify the referee of the "all clear" when order has been restored, making continuation of play possible.
- g. Teams will return to the floor, after which a five-minute warm-up period will be permitted. Following the warm-up period, the game will be resumed from the exact point at which it had been stopped.
- h. Should the disturbance be of such proportions that further play would be impossible; the status of the game will revert to the Athletic Directors of the institutions involved. For all conference games, no game shall be forfeited due to a game disruption, rather the game shall be rescheduled on the first Monday each team has open and play shall resume from the point of suspension. In the event the disrupted game is the first of two conference games, the rescheduled game shall be played prior to the date of the second scheduled game.
- i. Should a game disruption be anticipated, the Athletic Director or his/her designated representative shall attend the officials' conference prior to

the game to review procedures to be followed in the event of a disturbance and to acquaint officials with communication facilities available. The Athletic Director shall contact the referee, either by phone or by mail, to determine the time and place of the pregame conference.

**B. Coaches' Meeting (see appendix for meeting calendar)**

A business meeting of all Conference coaches will be determined at a later date.

**C. Scouting/Exchange of Information**

**1. MAC Video Exchange Policy**

Mid-American Conference Women's Basketball will operate under an open exchange policy. All institutions shall utilize Synergy as the primary means to exchange video via the internet. [Revised 10/2015] [Adopted 9/2008]

The Conference office considers this along with non-compliance to the video exchange policy as indicated, to be a violation of Conference regulations and will handle it accordingly. The guidelines of the MAC video exchange policy is outlined below:

- a. Only the two competing teams may videotape a MAC contest. It is **NOT** permissible to provide film, video footage, scouting reports, or engage in verbal conversation with non-conference institutions about MAC teams.
- b. Each institution will make available all non-conference and conference games to Mid-American Conference members via Synergy.
- c. Institutions are required to upload the coaches' copy of the game video.
- d. **Home Games.** All home (non-conference and conference) game videos must be uploaded to Synergy no later than 12:00 midnight (ET). [Revised 5/25/2010]
- e. **Non-Conference away games.** Non-conference away games must be uploaded to Synergy within 48 hours, upon arrival to campus.
- f. **Required Video Elements.** All game videos that are exchanged in compliance with the MAC video exchange policy must be shot at mid court from an elevated area and should include sound and, shots of the score board (at least 5/seconds) during all timeouts and at the end of each regulation and overtime period.
- g. Video must include the entire game, including overtime.
- h. There will be no live (in-person) scouting of conference opponents.

**D. Officials**

**1. Assignment of Officials**

Three (3) officials will be assigned (Conference and non-Conference games) by the Mid-American Conference Women's Basketball Coordinator of Officials, in coordination with the Conference office.

**2. Payment/Officiating Fees**

The host university shall be responsible for payment of these officials as follows:

Elite Officials shall be paid \$1600/game  
Tier I officials shall be paid \$1300/game  
Tier II officials shall receive \$1200/game

**3. Officials Meeting**

A pre-game officials meeting should take place approximately 45 minutes prior to tip. The following personnel are required to attend the pre-game officials meeting [*Effective 5/19/2011*]:

Home Event Management, Game Referee, Team Liaison from each participating Institution, Public Safety Personnel/Police, Game Clock Operator, Shot Clock Operator, Official Scorer, Instant Replay Staff & Technicians, TV Production Liaison and Time Out Coordinator, Media Relations Staff Member, and In-House Video Feed representative (non-commercially televised game)

The Host Event Manager shall facilitate and chair the meeting.

**E. Awards (see MAC Bylaw V)**

**1. Pre-Season All-MAC**

Prior to the start of the season, a five-member East Division and five-member West Division Pre-Season All-MAC team shall be named. The team members shall be invited to Media Day.

**2. Player of the Week**

During the course of the season, the coaches (in conjunction with the MAC media relations department, for tie-breaking purposes) shall select an East Division and West Division Player of the Week based on nominations received from member institutions. [*Adopted 1/2008*]

**3. All-MAC Team**

The 20-member All-MAC team will be coordinated by the MAC media relations department and selected by the coaches. Nomination forms will be sent to the coaches two weeks prior to the end of the regular season. Based on nominations received, the conference office will generate a ballot to be faxed to the coaches on the Monday prior to the end of the season. The ballot must be returned by the Friday prior to the final regular-season game. Coaches may nominate their own players, but may not vote for their own players. Coaches shall vote for 10 players (in rank order). The top five vote-getters shall be named to the first team, the next five vote-getters named to the second team, the next five vote-getters named to the third team, and the remaining vote getters (up to five) named honorable mention. For an individual to receive honorable mention, they must receive votes from at least two coaches. See MAC Bylaw 5.03 for procedure to break ties in the voting.

**4. All-Freshman Team and Defensive Player of the Year**

The five-member All-Freshman Team and Defensive Player of the Year will be selected by the coaches following the conclusion of the regular season as part of the All-MAC team selection process. Eligibility for the All-Freshman Team shall be limited to individuals in their first year of collegiate competition (true freshman and/or red-shirt freshman - no non-qualifiers or transfers in their first year of eligibility). Based on nominations received, the conference office will generate a ballot to be distributed to the coaches. Coaches may nominate their own players, but may not vote for their own players.

5. **Post Season All-Defensive Team**  
The five-member All-Defensive Team will be selected by the coaches following the conclusion of the regular season as part of the All-MAC team selection process.
  6. **Sixth Player Award**  
A "Sixth Player" specialty award shall be voted on by the coaches along with the Defensive Player of the Year.
  7. **Coach, Player, and Freshman, of the Year Awards**  
The Coach of the Year, Player of the Year and Freshman of the Year will be selected by the four (4) voters from each institution [Head coach, SIDs and two (2) media members] following the conclusion of the regular season.
- F. Divisional Champions / Regular-Season Champion**
1. **Divisional Champion**  
The divisional champions shall be based on overall conference winning percentage. If two or more teams are tied for the championship, they shall be considered co-champions.
  2. **Regular Season Champion**  
The team with the best overall conference winning percentage shall be declared the MAC Champion. If two or more teams are tied for the championship, they shall be considered co-champions.
- G. Conference Post-Season Tournament (see Championships Manual)**
1. **Tournament Awards**  
As part of the awards listed in MAC Bylaw V and the sport operating codes, a five-player all-tournament team and Most Valuable Player will be selected for both men's and women's tournaments by the MAC News Media Association at the conclusion of the tournaments.
  2. **Tournament Dates**  
The tournament dates shall be established annually based upon the dates of the NCAA Men's and Women's Tournament.
  3. **Tournament Directors**  
The tournament directors shall be members of the Mid-American Conference office staff.
  4. **Tournament Format**  
The Conference Tournament shall be a twelve (12)-team single elimination event. Teams seeded 1-4, shall earn a first-round bye and advance to the quarter-final round. Teams seeded 5-12 will participate in the first-round games on their respective campuses. [*Revised 8/2015; Revised 8/2011*]
- a. **NCAA Representative.** The team winning the MAC Championship will be the conference representative to the NCAA DI Women's Basketball Tournament.
  - b. **WNIT Representative.** The MAC representative for the WNIT shall be the team with the best regular season (conference) record not selected for the NCAA DI Women's Basketball Tournament. [*Adopted 5/25/2010*]

Other conference team(s) may be extended the opportunity to accept an invitation to participate in the additional post-season tournament events (i.e. Women's Basketball Invitational (WBI)).

**5. Tournament Manual**

A detailed tournament manual will be distributed to member institutions' administrative and coaching staff members at least one month prior to the tournament

**6. Tournament Seeding**

Seeding for the Conference Tournament will be based on overall conference record. Teams will be seeded 1 through 12. [*Adopted 5/25/2010*] (see Tiebreaker Procedure listed under CHAMPIONSHIPS MANUAL).

**7. Tournament Site**

First round games will be at campus sites (site of the higher seed) following the conclusion of the regular season, while the quarterfinals, semifinals, and finals will be conducted at Quicken Loans Arena (men and women).

**8. Tournament Squad Size/Official Travel Party**

All teams are limited to fifteen (15) players in uniform for all tournament games. Eligible replacements are permitted up to the starting time of any game; after the game starts, replacements are not permitted. The official travel party for the tournament is limited to 22 individuals.

**9. Tournament Scouting/Video Exchange**

**a. Campus Sites - First Round Games.**

"Live scouting" is not permitted for First Round games. It is the responsibility of the home institution to upload First Round games to Synergy no later than 9:00 a.m. (local time) the next morning following each First Round game.

**b. Cleveland – Quarterfinals and Semifinals Games.**

"Live scouting" is permitted for all tournament games in Cleveland. Coaches coming over to scout games will need to notify the Conference liaison/designated MAC Staff and will be required to enter through a designated entrance at the arena and escorted to a location in the stands. [*Adopted 5/16/2012*].

Scouting seats (2 per team) will be available in press row for head coaches and/or their designees to scout a game involving the next potential opponent only. To access the scouting seats, Coaches must have their participant pin properly displayed.

**H. Tournament Schedule/Procedures**

**1. Schedule of Games.** The tentative schedule of the women's tournament games shall be as follows:

**First Round: Monday, March 6<sup>th</sup> \* Team will host game on campus**

No. 5 Seed\* vs. No. 12 Seed

No. 6 Seed\* vs. No. 11 Seed

No. 7 Seed\* vs. No. 10 Seed

No. 8 Seed\* vs. No. 9 Seed

**NOTE:** *In the event of a facility conflict (i.e. - pre-existing facility contract, inclement weather, or situation beyond a member institution's control) every effort must be made to play a first round women's game no later than Sunday, March 5, 2017 prior to the quarterfinal round in Cleveland. Institutions unable to meet these requirements risk forfeiture of the home site at the discretion of the Commissioner.*

**Quarterfinals: Wednesday, March 8<sup>th</sup>**

**Quicken Loans Arena, Cleveland, OH**

- No. 1 Seed vs. No. 8/9 Winner
- No. 2 Seed vs. No. 7/10 Winner
- No. 3 Seed vs. No. 11/6 Winner
- No. 4 Seed vs. No. 12/5 Winner

**Off Day (Women only): Thursday, March 9<sup>th</sup>**

**Semi-finals: Friday, March 10<sup>th</sup>**

**Quicken Loans Arena, Cleveland, OH**

- Winner 1/8/9 vs. Winner 4/5/12
- Winner 2/7/10 vs. Winner 3/6/11

**Championship (Televised) Saturday, March 11<sup>th</sup>**

**Quicken Loans Arena, Cleveland, OH**

**2. Notification of Teams**

Upon completion of the regular season, an informational teleconference call will be conducted with the administrators of every team to address MAC Championship issues.

**3. Participant/Credential Pins**

Only those listed on the official travel party (as listed on the Official Travel Party form) will receive a participant pin and be permitted to enter through the pass gate. Twenty-two (22) participant pins will be distributed to each of the eight (8) participating men's and women's teams upon arrival at Quicken Loans Arena, allowing them entrance to the area for the second round, third round, semifinals and finals.

**4. Practice Times/Shoot around Times**

For first round games, visiting teams should make arrangements with the host institution for practice/shoot around time. Hosting institutions must communicate facility availability and working in conjunction with the Conference office (MAC Senior Associate Commissioner for Basketball or designee), must provide equitable practice times for each team.

The MAC, in coordination with Quicken Loans Arena staff will make arrangement for practice/shoot around times for each participating team at

the arena. Teams wishing to arrange additional practice time at an alternate “off-site” facility will be responsible for making those arrangements on their own.

**5. Pregame Format**

There will be a 30-minute warm-up period prior to each game. The game clock will be started 30 minutes prior to the designated starting time. The national anthem will be played when 10 minutes remain on the clock prior to the first game of each session, while both teams are off the court. Alternate player and coach introductions will begin when the game clock reaches 0:00. The game will begin one minute following introductions.

**6. Press Conferences**

Pre-tournament and post-tournament press conferences will be coordinated by the MAC Assistant Commissioner for Media Relations.

**7. Facilities/Equipment**

**a. Game and Practice Ball**

The official ball for the MAC basketball tournament will be Wilson Solution, the official ball of the NCAA Men's and Women's Division I Tournaments.

**b. Banners and Noisemakers**

Banners deemed objectionable by tournament management will be removed. The use of artificial noisemakers, portable amplifiers or public address systems by fans or cheerleaders is prohibited during the tournament games.

**c. Team Benches**

Team benches and baskets will be assigned prior to the tournament. Team benches will be set for 17 individuals only. Only members of the officials travel party may access the team bench area. Those individuals not in uniform must properly display their participant pin to gain access to the bench area (this includes, but is not limited to coaches, training staff, team managers, and team doctors/physicians).

Individuals not seated on the team bench during play will have to sit in the stands in the designated seating area behind their bench and must remain in those seats while the ball is in play.

**d. Courtside Monitors**

A courtside monitor must be available for all first round tournament games.

**e. Facility**

MAC member institutions are required to secure their basketball facilities, in anticipation of hosting one (1) or two (2) tournament games, from Sunday through Tuesday after the last regular season game and prior to the MAC Championship.

2017: Sunday, March 5 - Tuesday, March 7

**f. Team Locker Rooms**

Team locker rooms will be assigned to participating teams by the tournament management based on seeding. Each locker room will be supplied with the following: water, ice, ice bags, sports drinks, soft drinks and towels.

- g. **Uniforms / Home Team Designation**  
The home team for each tournament game will be the higher seed of the two teams in that game. The home team will wear its light game jerseys.

**8. Officials**

- a. **Assignment**  
Officials will be assigned (Conference and non-Conference games) by the Mid-American Conference Women's Basketball Coordinator of Officials. Three (3) officials shall be assigned for all tournament games by the Coordinator of Officials. An alternate official will also be assigned for all tournament games at Quicken Loans Arena.
- b. **Attendance.** The Coordinator of Officials shall be in attendance at all respective quarterfinal, semifinal, and championship game.
- c. **Payment**  
Officials for all tournament games in Cleveland shall be paid by the Mid-American Conference. In addition, each official should receive a complimentary room.

2016-17: Official assigned to work first round (campus site) games shall receive the regular season game fee amount (as outlined in Section D, item #2)

**K. Tiebreaker Procedure.**

Ties in winning percentage, and thus for Tournament seeding positions shall be broken according to the following [Revised 5/25/2010]:

**1. Between TWO teams:**

- A. Head-to-head competition
- B. Division Record (10 games)^
- C. Winning percentage\* vs. ranked conference teams  
*(top to bottom, regardless of division, vs. common opponents regardless of the number of times played)*
- D. Coin flip

**2. For MULTIPLE (3 or more) team ties:**

- E. Total won-lost record/winning percentage\* of games played among the tied teams
- F. Two (2)-team tie-breaker procedure goes into effect (refer to A).

**NOTE:** Once a three-team tie has been reduced to two teams, the two-team tiebreaker will go into effect.

^ - For the purpose of determining the Divisional Champion

\* - **Winning percentage** is used instead of record because of situations where teams do not play each other the same number of times. Therefore, a team that is 1-0 (1.000) would win the tiebreaker over a team that is 1-1 (.500).

## Chapter V – Men’s and Women’s Cross Country

### A. Regular Season

#### 1. Rules

All conference competition shall be governed by NCAA rules.

#### 2. Scoring Procedures

a. **Scoring.** Scoring shall be limited to the first seven (7) to finish on each team.

b. **Team Score.** The team score shall be determined by totaling the points of the first five runners of each team to finish. The team scoring the lower number of points shall be the winner.

Although the sixth and seventh runners of a team to finish do not score points toward their team's total, their places, if better than those of any of the first five of an opposing team, serve to increase the team score of the opponents. Any additional runners on a team shall be disregarded in the scoring.

If fewer than five (5) finish, the places of all members of that team shall be disregarded.

c. **Ties.** Ties in team scoring shall be broken by comparing the place finish of the five scoring members of the tied teams. The team with majority of winning places shall be awarded the higher place.

#### 3. Facilities/Equipment

a. Numbers shall be worn and secured to the front of each contestant's shirt, being clearly visible for inspectors. It is recommended that numbers be worn on both the front and the back. Numbers shall be assigned each team in lots of 1-10 etc. by alphabetical listing of conference teams.

#### b. Course Length

1. Men: 8,000 or 10,000 meters for scheduled meets. If not mutually agreed upon by the coaches, the distance will be 8,000 meters.

2. Women: 5,000 or 6,000 meters for scheduled meets. If not mutually agreed upon by the coaches, the distance will be 5,000 meters.

#### c. Markings

The course shall be properly measured and marked, in the order of preference as follows (at least two methods):

1. A line on the ground for the entire distance of the course: single line is a guide; two lines will mark the outside borders of the course.

2. Sign posts, directional arrows on approaching turns or wherever there is any doubt in direction of travel.

3. Flags - seven-feet high: red indicates a left turn; yellow indicates a right turn; blue indicates straight ahead. Flags shall mark the shortest perimeter of the course.

- d. **Finish Line/Chute**  
It is suggested that a chute or rope be used at the finish to facilitate recording of contestants as they cross the finish line.
4. **Officials**  
The securing and payment of qualified and appropriate meet officials shall be the responsibility of the host university.
5. **Awards (see MAC Bylaw V)**
  - a. **Runner of the Week**  
During the course of the season, the MAC TF/XC Executive Committee shall select a Cross Country Runner of the Week based on nominations received from member institutions.
  - b. **All-MAC Team**  
A seven (7) member All-MAC First Team and a seven (7) member All-MAC Second Team will be selected based on finish at the MAC Championship. The First Team will be comprised of finishers 1 through 7 and the Second Team of 8 through 14.
  - c. **Freshman of the Year**  
Freshman of the Year Male and Female Cross Country should be named at the conclusion of the championship. The award will go to the highest freshman place finish at the MAC Championship. Shall be limited to individuals in their first year of eligibility.
  - d. **Coach of the Year**  
The Coach of the Year shall be selected by the coaches at the conclusion of the championship
6. **Coaches' Meeting**  
The annual business meeting of the head cross country/track and field coaches shall be conducted the first Monday in August each year, alternating via teleconference (even years) and in-person (odd years).
  - a. **Executive Committee**  
The Executive committee shall be comprised of an athletic administrator as chairperson and three (3) head coaches, as selected by their peers and shall serve for staggered three-year terms. The three head coaches must be from different institutions and represent cross country, men's track and women's track. The Cross Country/Track and Field executive committee effective for 2016-17 is as follows:  
  
John Goodridge, EMU (8/2017) and Dennis Mitchell, Akron (8/2018);  
TBD (8/2019)  
  
The Cross Country/Track and Field executive committee shall serve in an advisory capacity for the coaches and the conference office regarding matters pertinent to Cross Country, Indoor and Outdoor Track and Field. This committee has the authority to act for the coaches association on emergency items which may arise.

## **B. Championship General Guidelines**

### **1. Championship Date and Site.**

The men's and women's cross country championship shall be conducted two weekends prior to the NCAA Regional Meets. In the event that the host institution has a home football game, the MAC Cross Country Championship may be moved to Sunday. The cross country championship host site shall be determined on a rotational basis.

### **2. Championship Meeting**

A coaches' meeting will be conducted on the evening before the championship.

Coaches Packet: These should be distributed at the coaches meeting and should contain (but not limited to) the following items:

1. Numbers
2. Safety pins for each competitor
3. Programs
4. Course Map
5. Copy of the scoring procedure
6. Coach of the Year Ballot

### **3. Championship Personnel**

For the championship, sufficient personnel will be provided to perform the following duties. The number of course officials required to conduct the championships shall be established by the Championship Administrator. For specific responsibilities of cross country officials, see the NCAA Men's and Women's Cross Country and Track and Field Rules Book.

#### **a. Championship Meet Officials**

1. Administrative Chair
2. MAC Office Liaison
3. Championship Administrator
4. Referee
5. Starter
6. Jury of appeals (three officials selected by the Championship Administrator and the Conference Liaison)

#### **b. Course Officials**

1. Clerk of Course
2. Finish Line Judges
3. Course Inspectors
4. Marshals
5. Gate Controllers

#### **c. Support Crew**

1. Announcer
2. Photographer
3. Merchandise Tent
4. Athletic Training/Medical
5. Sports Information/Media

### **4. Rules**

#### **a. Travel Squad Size Limit**

The travel squad for the men's and women's championship shall be nine (9); all nine runners are permitted to compete

- b. **Disqualification**  
Competitors who fail to complete the prescribed course that is defined by a legal marking system shall be disqualified.
- c. **Protests and Appeals**  
Protest relative to matters which develop during the conduct of the championship must be made immediately to the Conference liaison and/or Head Referee, no later than 30 minutes after the Men's and the Women's final results have been posted. Any such protest must be made in writing by the head coach and submitted to the referee, who will render a decision. The Jury of Appeals shall handle all protests and appeals. A second protest (appeal) may be made to the referee. Upon receiving this (second) protest, the referee is required to turn the protests over to the Jury of Appeals who will make a final decision. The referee must leave the jury and may not be involved in deliberations. This decision is final and without appeal.
- d. **Bicycles**  
The use of bicycles is prohibited at the men's and women's cross country championship.

**5. Schedule/Procedures**

- a. **Championship Information Packets**  
The Conference office working in conjunction with the host institution will prepare and distribute preliminary information regarding the championship event at least 30 days prior to the championship. The preliminary entry, and complete roster deadline will be Friday, one week prior to the championship. Entries will be finalized at the coaches' meeting the night prior to competition.
- b. **Facility Availability/Practice**  
All Facilities conducting the championship shall be available for inspection/practice the day prior to the event.  
  
For any University hosting the championships on a golf course, the golf course closed from 1:00 p.m. (local time) on Friday and from 8:00 a.m. (local) until one hour after the end of the meet on Saturday. Competitors shall be allowed to practice on the course during this time or at other times designated by the Championship Administrator.
- c. **Sequence of Competition/Starting Times**  
The MAC Cross Country Championship shall be conducted at 11 a.m. and 12 Noon local time, alternating between genders as to who runs first each year. In accordance with the NCAA Regionals and Championship
  - 1. Women will begin at 11:00 a.m. (local time) in EVEN years and 12 Noon in odd years.
  - 2. Men will begin at 11:00 a.m. (local time) in ODD years and 12 Noon in even years.For the 2015 Championship, the Men's race shall begin at 11:00a.m. and the Women's race shall begin at 12:00 noon.

**6. Scoring Policy/Procedures**

- a. **Scorers.** Only the first five (5) runners from each team shall enter into the scoring.

- b. **Scoring.** First place shall score one (1) point; second place, two (2) points; third place, three (3) points; etc. All runners who finish the course shall be ranked and tallied in this manner. Team scores shall be determined by totaling the points scored by the first five (5) finishers from each team. The team with the lowest total number of points shall be declared the winner.
- c. **Non-Scorers.** Although the sixth and seventh place finishers from each team do not score points toward their respective team's total, their places, if better than any of the first five finishers from any opposing team, serve to increase the opposing team's totals.

If fewer than five runners from a team finish the course, the places of all team members of that team shall be disregarded in the team scoring.

## 7. **Results**

Competition results at the championship will not become official until 30 (thirty) minutes after the conclusion of both the men's and women's race and they have been distributed to the coaches or posted for review (in one central location). The results from the cross country championships will be posted the day of the event on the Conference's and host institution's website.

## 8. **Facilities/Equipment**

The following areas should be identified and secured for the championship:

- a. **Course Distance:** The course lengths shall be 6,000-meters for women and 8,000-meters for men. The course shall be properly measured using an accurate wheel or Jones Counter along the shortest possible route that a runner may take. GPS or satellite mapping is not an acceptable method of official course measurement.
- b. **Course Layout:** Courses should be confined to layouts commonly used and accepted for cross country competition. Attention should be made to make courses spectator friendly. These courses should be confined to parks, golf courses, fields, grasslands, or wood where the layout is regularly maintained and can be properly prepared for competition. The turf should be of quality to promote safety and freedom from injury to runners, keeping the following in mind:
  - i. Dangerous ascents or descents, undergrowth, deep ditches, obstacles and in general any hindrance detrimental to the competitors, must be avoided.
  - ii. Continuous traversing of roadways should be avoided.
  - iii. The direction and path of the course shall be defined clearly for the runners.
  - iv. Turns must be gradual.
- c. **Start:** The start shall be an arc surveyed to permit each competitor to line up equidistant from the first turn.
  - i. The start shall be located so as to provide a long, straight route from the starting line. The first turn, or curve of any kind, shall be not less than 200-meters, preferably not less than 400-meters, from the start.

- ii. The starting line shall be wide enough to provide at least a 50-centimeter space for each of the five front-line team starters.
    - iii. Lane positions of the boxes shall be numbered from left to right facing the running area and shall be drawn by lot. Drawing of the starting boxes will be done at the head coaches meeting in August.
  - d. **Course Width:** After the start narrowing of the course width should occur gradually through the first 200-meters and should remain at least 10-meters wide until the 400-meters point into the course. Thereafter the course shall maintain a width of at least 5-meters throughout except for unavoidable bridge crossings or similar. Course narrowing for bridge and similar should be limited and may not occur within the first 800-meters, or the final 400-meters, of the race. These crossings may not be less than 2-meters wide, without obstacles present, and they may not extend the course narrowing to less than 5-meters for a distance greater than 25-meters.
  - e. **Course Markings:** Both courses shall be marked clearly in accordance with NCAA rules, with a continuous white line or colored line on the ground for the entire route of the course.
    - i. The use of distance markers is required as follows:
      - 1. The top of signs stand at least 7 feet above ground level;
      - 2. Easily viewable signage should mark each Mile and Kilometer;
      - 3. Distance markers may not simply be painted on the ground.
    - ii. The use of directional signs or flags is recommended as follows:
      - 1. The top of signs or flags stand at least 7 feet above ground level;
      - 2. A turn to the left is marked by a red flag or arrow of the direction on a sign post or stake;
      - 3. A turn to the right is marked by a yellow flag or arrow of the direction on assign post or stake;
      - 4. A course continuing straight is marked by a blue flag or arrow or direction on a sign post or stake; and
      - 5. All flags, sign post or stakes shall mark the shortest perimeter of the course.

Note: all of the above course-marking devices must be placed on the edge of the measured line when lines and flags, sign post or stakes are used to mark the course.

- f. **Finish:** The finish area shall be on fairly level ground and shall include a straightaway finish of at least 100-meters without curve or turn. The finish chute shall be constructed in accordance with the NCAA guidelines. A chute of rope, or other similar appropriate material, must be used at the finish line to facilitate recording of competitors as they cross the finish line.
  - i. The finish line shall be at least 5-meters wide and located at right angles to the course line. It shall

be marked brightly and be visible from a distance. The finish line is at the mouth of the finish chute or finish corral.

- g. **Hospitality Tent for workers/volunteers:** This area is to be closed to all student-athletes.
- h. **Team Camps (if space is available)**
- i. **Uniforms:** Athletes must compete in their respective team's uniform as described by the NCAA Guide.
- j. **Medical Area:** A certified athletic trainer and/or physician should be made available during practice and the championship. There should be prompt and easy access to this area.
- k. **Awards Presentation Area:** This area should be located in an area where teams and spectators have a clear view of the post-championship ceremony. A skirted 6 or 8 foot table is required for trophy and medal placement.
- l. **Officials/Timing Area:** This area should be tented in the case of inclement weather. Timing Company must be capable of and/or have the ability to pull performance information from Direct Athletics.
- m. **Merchandise:** This should be set-up in a high traffic area for maximum exposure. This area should be tented as well in case of inclement weather.
- n. **Equipment:** The following equipment shall be provided by the host institution:
  - 1. Stop watches available
  - 2. Large timing clock, if possible
  - 3. Large scoreboard for the posting of results for both individuals and teams
  - 4. An awards presentation area
  - 5. Public address system
  - 6. Two starting pistols
  - 7. Pads and pencils for inspectors
  - 8. Communication system to the course (walkie-talkies)
  - 9. Numbers for the competitors
  - 10. Video equipment (for use at the finish line)
- o. **Lodging:** The host institution will designate the championship hotel(s). Teams are encouraged to stay at the designated hotel(s)

*[Exceptions to the above Facilities/Equipment may be granted by appeal to the coaching body if done so at least one year in advance of their championship hosting date].*

**9. Officials**

The Officials shall carry out their duties according to the NCAA Rules Manual.

- a. **Meet Officials.** The host university in conjunction with the Games Committee Chair and the Conference office will identify and select the following officials: referee, starter, and the jury (starter, clerk of the course, and a qualified individual well-versed in cross country procedures).
- b. **Course Officials.** The host university will select and train all other officials in accordance with the NCAA Men's and Women's Cross Country and Track and Field Rules.
- c. **Post-Championship.** The Championship Administrator, Jury of Appeals members and MAC staff along with pertinent officials at the championship site shall remain at the Championship site for at least 30 minutes after the final results are posted or read.

Prior to leaving the site at the conclusion of the competition, the championship referee shall make a written report of all actions, protests, and controversial decisions that may have affected the results of the championship or an event finish. This report shall be made available to all coaches at the site and mailed to all coaches, along with the official final results.

For any other incidents and decisions that do not affect the outcome of the championship, the referee shall also submit a written report for mailing with the championship results to the coaches immediately following the championship (this does not need to be done at the championship site).

- d. **Payment.** The host institution is responsible for the payment of the officials. \$40.00 day of competition. In addition, the host institution is responsible for securing hotel rooms [as (or if) needed].

## Chapter VI - Field Hockey

### A. Regular Season

#### 1. Rules

All conference competition shall be governed by NCAA rules. Ties will be resolved using the NCAA championship playoff procedure.

#### 2. Scheduling/Procedures

- a. Conference play shall consist of a single round-robin format.
- b. A university shall schedule only NCAA Division I opponents, unless permitted by the conference office.
- c. The starting time for Friday conference games shall be no later than 3pm, unless mutually agreed upon by both parties. The starting time for Sunday games shall be determined by the host university.
- d. The host university must guarantee the visiting team an opportunity to practice in similar game conditions both the day before the scheduled game for 90 minutes, additionally the day of the game for 45 minutes. The practice times must be assigned during a reasonable time frame while trying to avoid missed class time when possible. [1/28/15]
- e. A minimum of 30 minutes will be available on the playing field for warm-up before each game.
- f. Preseason and post-season practices shall conform to the current NCAA regulations.
- g. The host university shall provide a trained statistician to record official game statistics, as well as a minimum of four (4) ball people for each MAC contest.

#### 3. Scouting/Exchange Information

- a. Due to legislative action, Division I coaches in all sports are prohibited from live scouting of future opponents [Revised 7/1/13].
- b. Mid-American Conference Field Hockey will operate under an open exchange policy through a video server. All provisions herein apply to both Conference and Non-Conference games.
- c. All games that are played by a MAC Field Hockey team must be made available via a video server to all and only MAC coaches, the assignor, and the MAC Office. There shall not be video exchange sharing outside of the conference.
- d. The host institution is responsible for posting the game by midnight the night of completion. [Revised 1/28/15]
- e. If there are extenuating circumstances that do not permit a game to be uploaded on-time or footage is unavailable (e.g., inclement weather, equipment failure), then it is the Head Coach's responsibility to contact the other head coaches within the conference, the assignor and the MAC Office with an explanation of the failure to upload.

- f. All games that are played by any MAC Field Hockey team must be made available pursuant to NFCA Policies. [Revised 1/28/15; 1/27/16]
- g. Video recording preferences are:
  1. Record with volume in order to hear fouls only
  2. Show the scoreboard after each score, at halftime and at the end of the game
  3. Zoom to be used at appropriate times
  4. Video quality to be consistent

#### **4. Travel Squad**

The travel squad for MAC competition shall be 24 participants. This limitation applies to any team competition between two or more members or affiliate member institutions that will count in MAC standings. The limitation applies to all institutional student-athletes who are included on the squad list, regardless if they dress for competition. Further, member institutions are bound to the travel squad limitations whenever MAC competition occurs within a road trip (e.g., if a MAC institution participates in a multiple-team contest or is coupled with non-conference competition on a single road trip). [Revised 1/29/14]

#### **5. Facilities/Equipment**

- a. The host team shall wear light-colored shirts/socks for the first game of each MAC regular-season weekend.
- b. Any official field hockey ball may be used.
- c. The host university should have an identifiable and centralized scorer's table where each team has equal access to scoring and timing information.
- d. The host university shall have a scorer at a ground level table between the benches. The ground level table will be responsible for tracking substitutions, suspensions, suspension time clock, and communicate to the press box in regards to the time clock. [1/28/15]
- e. The host university will set out 80 balls (of the same type and color that will be used in the game) for the home and opposing team to warm up with (160 total) prior to the start of the contest. A total of 100 balls will be set out on the practice day. [Revised 1/29/14]
- f. During inclement weather, access to a covered area during the halftime of the game should be equivalent for both home and visiting teams. [Revised 1/24/12]
- g. In accordance, the playing surface for the MAC Tournament shall be a watered, "non-filled" artificial surface which meets Level I FIH performance requirements for synthetic pitches. An institution unable to provide a watered surface or to otherwise meet these standards will forfeit its opportunity to host. [1/28/15]
- h. Pre-game and/or halftime accommodations must be comparable for home and visiting teams [5/27/15]

## 6. Pre-Game Player Introduction Procedure

It is required that the following format be used in all MAC Regular Season games. The teams are led onto the field in two lines by the three officials. The officials are the first to be introduced. The captain of each team heads the line of players (both starters and nonstarters). The officials will stop at midfield. At midfield, the teams, in single file, will turn 90 degrees and move toward their respective goals, ultimately forming a single line at center field facing the direction as determined by the venue. The announcer then introduces the visiting team's starters, then assistant coaches, and head coach. The announcer then introduces the home team using the same format. After both teams have been introduced and the national anthem has been played, the players should return to their respective benches to prepare for the start of the game. [Revised 8/26/10; 1/24/10; 1/24/12]

## 7. Game Protocol

- a. The following protocol shall be adhered to for all conference games. The visiting team should be notified one week in advance of the contest of any changes to the protocol for special occasions (e.g., senior day, special recognitions, etc.). [Revised 1/24/12]

"Based on a 1:00 p.m. game time"

<u>Time Allotted</u>	<u>Actual Time</u>	<u>Visible Clock</u>	<u>Activity</u>
N/A	11:42 a.m. – 11:52 p.m.	70:00	Field Ready for Play
1hour	11:52 a.m. – 12:52 p.m.	60:00	Field Available for Team Warm-Up
N/A	12:32 p.m.	20:00	Officials on Site
8min.	12:52 p.m. – 1:00 p.m.	00:00	Field Cleared Captains Meet; Coin Toss Team Introductions National Anthem
	1:00 p.m.	35:00	Game Begins

- b. Water hoses shall be off the field 45 minutes prior to the start of the game. In the event that a game has to be stopped or cannot start, no game shall start or restart after 7 p.m. local time if either team has a game the next day. [Revised 1/24/12]
- c. In the event that only one official is present for the start of a game and all efforts have been made to contact the missing official, the teams shall wait no longer than 30 minutes to begin the game.

## 8. Regular-Season Champion

The team with the best overall conference winning percentage shall be declared the MAC Champion. If two or more teams are tied for the championship, they shall be considered co-champions.

## B. Officials

1. Officials for all Conference games shall be assigned and approved by a Coordinator of Officials as assigned by the conference office. The Coordinator of Officials shall be paid by the conference office, which will in turn invoice each school.

2. Officials shall receive a game fee of \$250, plus a per diem of \$15. Officials shall also be paid the institutional mileage or actual cost of airfare and lodging. In the event a game is cancelled, the host school shall notify officials directly. The Athletics Director or Field Hockey Coach shall contact the MAC Office and assignor for rescheduling. If a game is cancelled after an official has departed for the game, but before the game begins, the official shall be paid half the game fee, full mileage and per diem, if applicable. When a game is cancelled at any point after the game has started, officials shall be paid the full game fee, full mileage and per diem when applicable. *[Revised 1/28/15; 5/30/13]*

Game Contracts shall be sent from the host institution and shall include the following:

- a. confirmation of game date, game time and game location (turf or grass);
- b. name and phone number (including cell) of a contact person at host institution who will be available on game day;
- c. confirmation of officials' address, phone numbers and social security number;
- d. confirmation of game fee, travel fee, lodging arrangements and per diem when necessary;
- e. directions to school and game field;
- f. deadline for returning signed contract.

Schools shall also provide parking information and parking permits when needed. Designated parking should be near the playing surface and/or locker rooms. Locker room facilities and towels are to be available to the officials. The MAC Office will keep a w-9 as well as a general letter of intent regarding contract labor status for each official on file.

All officials shall be a member of US Field Hockey (insurance included in membership). Officials are encouraged to attend a preseason rules interpretation meeting. Officials shall arrive at the game site one hour prior to game time and be dressed and on the field 30 minutes prior to game time. Officials shall be aware of NCAA/conference protocol for games. Any game changes must be cleared through the assignor and conference office. *[Revised 1/28/2015]*

3. Officials shall not have any current affiliation with the competing institutions, both for the regular season and the conference tournament.

## **C. Awards (see MAC Bylaw V)**

### **1. Players of the Week**

During the course of the season, all Head Coaches (7) shall select a Defensive and Offensive Player of the Week based on nominations received from member institutions. *[Revised 1/2013]*

Each institution may submit one nominee for Defensive and Offensive Player of the Week. Nominees will be placed on a ballot by the MAC media relations department that will be distributed to all head coaches for voting. Coaches shall rank their top three nominees, in order of preference. The MAC media relations department will assign three points to each #1 rank, two points to each #2 rank and one point to each #3 rank. Winners will accumulate the most points. Coaches may vote for their own student-athletes. *[Revised 1/27/16]*

## **2. All-MAC Teams**

The 22-member All-MAC team will be coordinated by the MAC media relations department and selected by the coaches. Coaches shall email nominations for up to nine field players and one goalkeeper from their own team, in rank order, to the conference office by 10:00am EST on the Monday following the conclusion of the regular season. Nominee forms should include a paragraph of support for each nominee, detailing why a particular player has been nominated.

The conference office will generate and email a ballot to all coaches by the end of the day on the Monday following the conclusion of the regular season. Coaches will complete their ballots by ranking all field player nominees 1 through 20, with 1 being the most deserving of All-MAC consideration. Coaches may not vote for their own players and must rank a total of 20 field players. Completed ballots are due to the conference office by 12:00noon EST on the Wednesday following the conclusion of the regular season. When calculating All-MAC votes, the conference office will assign a player receiving a rank of "1" with 20 points, players with the rank of "2" 19 points and so on. The 10 field players receiving the most assigned points will be named to the first team and the next 10 will be named to the second team.

Goalkeepers shall be ranked on a separate ballot with the top vote-getter being named to the first team and the second vote getter named to the second team. Three points shall be given for each first team vote and one point shall be given for each second team vote. See MAC Bylaw 5.03 for procedure to break ties in the voting.

At the conclusion of the Tournament, voting results will be made available to coaches. [*Revised 1/24/10; 6/2/11; 1/29/13*]

## **3. Freshman and Player of the Year**

A Freshman of the Year and Player of the Year will be selected in conjunction with the All-MAC team selection process. Coaches are limited to one nomination for each award and eligibility for the Freshman of the Year award shall be limited to true freshmen. Coaches shall rank the nominees and may not vote for their own players. The Freshman of the Year will be awarded to the freshman that receives the highest number of votes from the All-MAC ballot. (If a school does not nominate a player, the coach shall not rank one nominee. Example: if only five teams nominate players, each coach will rank four players). [*Revised 5/27/15*]

## **4. Coach of the Year**

The Coach of the Year will be selected in conjunction with the All-MAC team selection process. Coaches vote for all nominees in rank order (coaches may NOT vote for themselves).

## **5. Awards Announcements**

The announcement of the All-MAC team and all specialty awards shall be made the day prior to the MAC Field Hockey Tournament.

## **D. Coaches' Meeting (see appendix for meeting calendar)**

The annual business meeting of the field hockey coaches shall be conducted on the second Wednesday in December.

## **E. Tournament General Guidelines**

### **1. Tournament Awards**

As part of the awards listed in MAC Bylaw V and the sport operating codes, an 11 member all-tournament team will be selected by the coaches. The coaches from the two teams losing in the semifinals will select two players from their teams on Friday night after the semifinal games; the coach from the runner-up team shall select three players from her team and the coach from the championship team shall select four players from her team, including the Tournament Most Valuable Player, following the conclusion of the championship contest. (Note: It is not mandatory that a goalkeeper be named to this team.)

### **2. Tournament Committee**

The tournament committee shall be comprised of the tournament director, MAC office representative, sport administrative chair, one game official and a coach's representative (the host coach). The coach's representative would be a nonvoting member serving in an advisory capacity only.

### **3. Tournament Dates**

The tournament will take place on the weekend prior to the NCAA Regionals and begin on a Friday.

### **4. Tournament Format**

The top four (4) teams, based on conference winning percentage, will qualify for the tournament, which will be a two days. [Revised 6/2/11]

### **5. Tournament Seeding**

Ties in the conference standings shall be broken as follows:

- a. Head-to-head competition
- b. Winning percentage vs. ranked conference teams (top to bottom, regardless of division; versus common opponents, regardless of the number of times played)
- c. Goal differential in head-to-head competition with the tied teams
- d. Goal differential against all league teams (maximum of three goals per game)
- e. Coin flip

In case of an unbreakable tie between multiple teams, the names of the tied teams will be placed in a hat and drawn, with the first team being drawn placed into the higher seed and continuing in that manner until all teams have been seeded. [Note: For two-team ties, a conference call will be conducted between the MAC office and the athletics director or his/her representative of the institutions involved. For multiple-team ties, no conference call will take place.]

### **6. Tournament Site**

The Tournament shall be conducted at the campus of the previous year's Regular Season Champion. (Previous year's No. 1 Seed)

For example, if Institution A wins the 2014 Regular Season Championship, Institution A will host the 2015 Tournament.

The Tournament host for 2016 will be Kent State University.

In accordance, the playing surface for the MAC Tournament shall be a watered, "non-filled" artificial surface which meets Level I FIH performance

requirements for synthetic pitches. An institution unable to provide a watered surface or to otherwise meet these standards will forfeit its opportunity to host. [Revised 1/24/10; 3/24/10; 6/2/11; 1/24/12]

## **F. Rules**

### **1. Travel Squad**

The travel squad for the conference championship shall be 24 participants. Squad roster must remain the same for the entire championship play. [Revised 7/12/10]

### **2. Inclement Weather Policy**

If a game or round of the tournament cannot be played for any reason, the higher-seeded team will advance to the next round of the tournament. If the tournament cannot be completed in its entirety, the highest remaining seed will advance as the MAC's representative to the NCAA Tournament or play-in game. If necessary, the tournament can be moved to an indoor facility on the same campus. Should the tournament be moved indoors, all contests for that day will be conducted indoors. The tournament shall be moved back outdoors if conditions permit for future days of the tournament.

In the event that play is suspended during MAC Championship competition and all efforts have been exhausted, the advancing team shall be determined as follows: If less than 35 minutes have been played, the higher seed shall advance if the game cannot be completed on the same day for quarterfinal games or within 24 hours for semifinal games. If 35 minutes or more have been played, the leading team shall advance. If 35 minutes or more have been played and the score is tied, the higher seed team shall advance. Rescheduling of games is at the discretion of the Tournament Director. [Revised 1/24/10]

## **G. Schedule/Procedures**

### **1. Pre-Game Player Introduction Procedure**

It is required that the following format be used in all MAC Tournament games. The teams are led onto the field in two lines by the three officials. The officials are the first to be introduced. The captain of each team heads the line of players (both starters and nonstarters). The officials will stop at midfield. At midfield, the teams, in single file, will turn 90 degrees and move toward their respective goals, ultimately forming a single line at center field facing the direction as determined by the venue. The announcer then introduces the visiting team's nonstarters, then starters, then assistant coaches, and head coach. The announcer then introduces the home team using the same format. After both teams have been introduced and the national anthem has been played, the players should return to their respective benches to prepare for the start of the game. [Revised 8/26/10; 1/24/10]

### **2. Tournament Protocol**

The following protocol shall be adhered to for the conference tournament. [Revised 1/24/12]

“Based on a 11:30 a.m. game time”

<b>Time Allotted</b>	<b>Actual Time</b>	<b>Visible Clock</b>	<b>Activity</b>
N/A	10:12 a.m. -10:22 a.m.	70:00	Field Ready for Play Officials on Site
1 hour	10:22 a.m. – 11:22 a.m.	60:00	Field Available for Team Warm-Up
15 min.	10:37 a.m. – 10:52 a.m.	45:00	Stick Checks Begin
8min.	11:22 a.m. – 11:30 a.m.	00:00	Field Cleared Captains Meet; Coin Toss Team Introductions National Anthem
	11:00 a.m.	35:00	Game Begins

\* Water hoses shall be off the field 45 minutes prior to the start of the game.

### 3. Schedule of Games

The schedule of games shall be as follows:

<b>Day</b>	<b>Game</b>	<b>Time</b>	<b>Opponents</b>
Friday	Game 1	11:30 a.m.	No. 1 seed vs. No. 4 seed
Friday	Game 2	2:00 p.m.	No. 2 seed vs. No. 3 seed
Saturday	Game 3	2:00 p.m.	Game 1 winner vs. Game 2 winner

[Revised 1/29/13]

### 4. Starting Times

The starting times for Friday's games shall be 11:30 a.m. and 2:00 p.m. The championship game on Saturday shall begin at 2:00 p.m. Whenever possible, teams should be given 24 hours of recovery time between games.

[Revised 1/29/13]

### 5. Bench Designation

The higher seeded team shall be seated on the right when facing the scorer's table from the field.

### 6. Field Watering

The field utilized for the MAC Tournament must be watered (see Section F.6, above). Procedures for the watering of the field shall follow the regular-season protocol of the host institution, in consultation with the tournament committee.

[Revised 1/24/10]

### 7. On-Field Practice

Each team shall be allowed to practice on the field on which its game will be played for one hour and twenty minutes on the day before the game. If this is not possible, a practice field will be made available to all teams. Practice times will be assigned by the host tournament director; with consideration given to teams that have to travel (i.e., the team traveling the farthest may not want the earliest practice time). On competition days, teams will have the opportunity to practice on the game field for one-half hour (30 minutes).

### 8. Warm-Up Period

A minimum of 30 minutes will be available after watering on the playing field for warm-up prior to the second tournament game. [Revised 1/24/12]

## 9. Tournament Taping

Tournament host will tape all games throughout the MAC Tournament and make copies available to each participating team in the tournament. Tapes shall be available one (1) hour after the conclusion of the game. [Revised 1/24/12]

## H. Facilities/Equipment

### 1. Ball

The MAC Championship ball shall be the official ball of the NCAA Championship. The orange ball will be used at the discretion of the tournament director/officials. The game balls must be at the table a minimum of 30 minutes prior to the start of the game. The Championship Host Institution is required to provide a minimum of 160 warm up balls (80 to each team), the same type as to be used in the game(s). [Revised 1/28/2015; 1/24/10]

### 2. Uniforms

Each team must designate two sets of shirts and socks; one light set and one dark set. The higher seeded team shall have its choice of uniform color (either light or dark) and the opposing team shall wear a uniform in contrast (light or dark) with that of the higher seeded team. The Mid-American Conference liaison will have the final approval. [Revised 1/24/12; 1/29/13]

## I. Officials

Based on the recommendations of the coaches, there shall be four umpires assigned by the coordinator of umpires for the tournament games. All umpires shall have current USFHA ratings and shall not have any current affiliation with the competing institutions. Officials for each game of the tournament shall be assigned as follows (Umpire 1 = highest rated umpire, Umpire 2 = next highest rated, and so on):

<b>Game</b>	<b>Field Umpires</b>	<b>Table Umpire</b>	<b>Reserve Umpire</b>
Game 1	Umpires 1 and 4	Umpire 2	Umpire 3
Game 2	Umpires 2 and 3	Umpire 1	Umpire 4
Game 3	Umpires 1 and 2	Umpire 3	Umpire 4

Championship officials will be determined following games 1 and 2 of the tournament. [1/28/2015]

Umpires shall be paid for the games worked by the host institution. Field Umpires shall be paid \$250/game and Table Umpire \$150/game plus a \$15 per diem. In addition, each umpire shall receive institutional mileage or actual airfare and lodging. [Revised 1/30/12]

The MAC Coordinator of Officials shall be on site throughout the tournament. The Coordinator of Officials shall be paid by the Conference Office.

## Chapter VII - Football

### A. Regular Season

#### 1. Rules

- a. All conference competition shall be governed by NCAA rules.
- b. The starting date shall be determined by the conference office in accordance with NCAA rules.
- c. There will be no introductions of starting lineups that include players jogging onto the field as names are announced on the PA.
- d. The host university shall provide 350 complimentary reserved tickets for the visiting team. Complimentary admissions shall be provided to no more than four individuals designated by the student-athletes via a pass list.
- e. The team area shall be limited to squad members in full uniform and a maximum of 60 other individuals directly involved in the game. The 60 individuals not in full uniform shall wear special team area credentials numbered 1 through 60. No other credential is valid for the team area.

#### 2. Scheduling/Procedures

- a. The halftime intermission for all games played on MAC fields shall be 20 minutes.
- b. The visiting coach shall request in writing from the host university a block of time for practice on the day prior to a scheduled game. The visiting team shall have no less than a one-hour block of practice time available. At Friday pregame workouts, the home team has preference for a one-hour block of time.
- c. Contest Disruption. If play is interrupted by external forces at any point within the first three quarters, the contest shall be declared suspended and shall not count as a contest. The contest would only be rescheduled and resumed from the point of suspension if it has a bearing on the MAC playoff. At the conclusion of three quarters of play and any time thereafter, the score at the time of interruption shall be recorded as the official score of the contest.
- d. Overtime. In the case of an overtime situation during late season contests in stadiums that have no lights, the Referee will stop the game and both coaches will be notified that the game will be recorded as a tie. In an overtime situation where only one team is provided with an opportunity to score (e.g., darkness sets in midway through the overtime period), the same situation would occur with the game being recorded as a tie.

#### 3. Scheduling/Parameters

- a. Competitive Parameters.
  1. No more than two (2) consecutive away **CONFERENCE** games;
  2. May play on five (5) days no more than once in season, provided opponent also has five (5) days. Would not be required to play on five (5) days in consecutive years. Requirement only applies in 13-week regular season;
  3. May play on six (6) days no more than twice in season, provided opponent does not have a bye week;

4. Would have no more than two (2) short weeks any one (1) season [combination of (2) and (3)]; the two (2) short weeks could not be consecutive;
  5. Bye week the first Saturday in November, maximum of two (2) home games in November;
  6. Not required to host on consecutive Thanksgiving weekends;
  7. Competitive parameters may be waived with institutional sign-off.
- b. Per MAC policy, all non-conference football games shall be scheduled during the first five (5) weeks of the season. If a non-conference football game is scheduled outside this window the institution waives the above scheduling parameters **IF** a violation occurs. **NO** non-conference games can be scheduled in November.
  - c. No non-conference football road games can be scheduled vs. non-Football Bowl Subdivision (FBS) institutions.
  - d. Institutions shall have the right, per the MAC/ESPN agreement, to identify one (1) game each season that requires a pre-determined time commitment (e.g. a date that is an institution's homecoming game must have a committed start time to be mutually determined regardless of television well in advance). ESPN and the MAC will mutually agree on a date by which this determination must be made by each conference institution prior to the season. **ESPN can reject no more than two (2) requests annually.**
  - e. The MAC Office will solicit one (1) protected date from each institution by July 1 of the ensuing season. The institution has the ability to designate the protected date as home or road. This will be the **ONLY** special request available to an institution. **NO protected November dates allowed.**
  - f. Final schedule complete by March 1.

#### 4. Travel Squad

The travel squad for MAC competition shall be 70 participants dressed for competition. This limitation applies to any team competition between two or more members or affiliate member institutions. The limitation applies to all institutional student-athletes who are included on the squad list. Additional, non-competing players may travel so long as they fall within the NCAA mandated 60-bench pass rule and are otherwise eligible for competition.

#### 5. Reporting Procedures for Fighting Foul Ejections.

- a. The calling official and the Referee are to notify the HEAD coach of a disqualification before the ball is next declared ready for play. Information given to the coach should include penalty information (including possible next game suspension). Official decision and notification of future suspensions will come from the conference office.
- b. After the game, the Referee is to contact HIS coordinator of officials by phone notifying him of the particulars of the disqualification, including the segment of the game in which the disqualification occurred, the jersey number of the offender(s), and if possible, the involved names.
- c. The coordinator of officials is then to report the fighting disqualification to the conference commissioner.

- d. The conference commissioner is to contact the offending team's athletic director notifying him/her of the situation. This would include a non-league athletic director and the commissioner of such league.
- e. In cases where it is thought that the officials identified the wrong transgressor, an appeal can be made by sending substantiating video tape to both the conference commissioner and the coordinator of officials for their review. An offender who is first identified after a tape review will not be penalized under NCAA rules, but may be done so by the commissioner and/or the offending team's athletic director.
- f. The athletic director is responsible for notifying the HEAD coach of levied suspensions, remembering that a squad member, player or coach disqualified for the second time in a season is suspended for the balance of the season, inclusive of a bowl game. Fight-related disqualifications occurring during the last game of the season require coaches and players with eligibility remaining to serve suspension time during the first game of the next season unless the time had been served at a bowl game.
- g. A player or coach suspended for the first half of the ensuing game may participate in pregame warm-ups and be in the sideline area provided he does not participate during the first half. Those suspended for the entire ensuing game are not to be in the team area for said game. Players disqualified from a game are to stay in the team area for the rest of the game while coaches are to go to the locker room.
- h. The coordinator of officials is to notify the Referee scheduled for the next game involving the affected team of the jersey number and name of any suspended squad member and, in the case of a season-long suspension, the Referees of all ensuing games. Notification is for informational purposes only. The Referee's responsibility is only to inform his supervisor of officials if it is determined that the suspension penalty is violated.
- i. Failure to comply with a suspension penalty is to be referred by the coordinator of officials to the conference commissioner for further action.
- j. The head coach should withhold a suspended participant(s) for the time period specified by the penalty even if he has not been informed by his athletic director or the conference commissioner (due possibly to a breakdown in communications).

## 6. Facilities/Equipment

a. **MAC Football Home Uniform Rule:** In accordance with NCAA Football Rules 1-4-4 and 1-4-5; the home team shall wear dark jerseys and the visiting team shall wear white or light jerseys during a contest. A home team may opt to wear white jerseys in accordance with the MAC Uniform Request Policy (**see Appendix**). Both home and away teams may opt to wear dark/colored jerseys in accordance with the MAC Uniform Request Policy.

1. The home team has agreed in writing prior to the game; and
2. The conference of the home team certifies that the jersey of the visiting team is of a contrasting color.
3. If on the kickoff at the start of each half, the visiting team wears a

colored jersey in violation of the conditions specified in Rule 1-4-3-a-2, it is a foul for unsportsmanlike conduct.

**PENALTY:** Administer as a dead-ball foul. 15 yards at the succeeding spot following the kickoff. If the kickoff is returned for a touchdown, the penalty is assessed either on the try or on the succeeding kickoff, at the option of the home team. [S27]

- b. The host university is responsible for providing three (3) game balls. Any official leather ball may be used, but the Wilson ball is recommended. If the host university plans to use a ball other than the Wilson, it should notify the visiting team in the pregame information forms. The visiting team should be prepared to furnish its own ball, if it chooses not to use the ball designated by the host university.
- c. The ball to be used for night games will be the official brown or natural colored ball with two white stripes.
- d. Fields are to be marked in accordance with the NCAA official football rules. If the university name or nickname is placed in the end zone, it shall be in white or color and no closer than four feet to any boundary line as per NCAA rule. The MAC seal or university logo may be used in the center of the field for all television games.
- e. A play clock is mandatory for all MAC games. Clocks should be at both ends of the field. All clocks should be capable of providing a 40/25-second clock.
- f. Head Sets. If requested, the host university will make available the same number of sideline phones of equal quality for each team bench. Throughout the game, the number of such working phones must be equal for both teams. The visiting team shall be allowed to bring its own equipment, which can exceed the number that the home team utilizes. This is with the understanding that the visiting team will assume any additional costs to accommodate the equipment and should its equipment malfunction, the home team will not be required to reduce its number of sideline phones.

## **7. Bands/Cheerleaders**

- a. Each MAC institution commits to a safe, secure and sportsmanlike environment behind the visiting team bench area (30-yard line to 30-yard line). As part of that commitment, home team student and band seating shall be OUTSIDE the visiting team bench area. Additionally, the host MAC institution commits to an active and responsive security presence behind the visiting team bench area to address potential violations of the above policy.
- b. The request of the visiting team's band to perform at pregame and halftime will be the host university's option and should be submitted to the host athletics director (or designated administrator) by July 1 or earlier. Listed below is the pregame format and guidelines. A comparable schedule will be in effect for games with other starting times.

1:15 Field cleared of team personnel (1:10 for special events or two bands)

1:16 Start of pregame band show

1:25 National Anthem

1:29 Final team huddle

### 1:30 Kickoff

- c. Bands are prohibited from playing from the time the offensive team breaks from the huddle until the completion of that play.
- d. Bands, cheerleaders, spirit groups and mascots are prohibited from coming onto the playing field while the game is in progress.
- e. During pregame, if bands of both competing teams are to perform, no more than six and one-half minutes will be allotted to either band for its performance. If only the home team's band performs during pregame activities, that performance and any pregame ceremonies shall be limited to 10 minutes. The above times include time to get the bands on and off the field.
- f. During halftime, if bands of both institutions are to perform, each is limited to eight minutes. If only the home team band performs, that performance and any associated activity is to be limited to 16 minutes. This includes the time necessary to get the bands on and off the field. In all cases, the field must be cleared four minutes before the second half starts.
- g. The travel squad for cheerleaders shall be limited to 12 and one mascot.

## **B. Divisional Champions**

The divisional championship shall be decided on conference winning percentage. If two or more teams are tied for the championship, they shall be considered divisional co-champions. The following tie-breaking formula shall be used to determine which team will represent that division in the MAC.

### **Championship game:**

1. Head-to-head competition
  - a. In the event of a multiple-team (two or more teams) tie, the team with the best head-to-head record amongst tied teams wins the tie-breaker;
  - b. In a two-team tie, head-to-head competition will be the first criteria;
  - c. If two teams did not play, the second criteria is used to break the tie;
2. Record of tied teams vs. common opponents within the division [versus rank order, highest to lowest, of division teams]
  - a. The above tie-breaker procedure is used to determine rank order in the division;
  - b. Team(s) eliminated in the second tie-breaker criterion are not included in further consideration in tie-breaking formula;
  - c. Head-to-head competition is again used to break the tie between the remaining tied teams.
3. Comparison of conference winning percentage of cross-over opponents of tied teams;
  - a. Tie-breaker is awarded to the team whose cross-division opponents had the best cumulative conference winning percentage;
  - b. Head-to-head competition is used to break the tie between the two tied teams.
4. If multiple teams remain tied, the final tie-breaker is as follows:
  - a. Record of tied teams versus cross-division opponents in rank order;
  - b. Head-to-head competition is used to break the tie between the two tied teams.

### **C. Bowl Games**

A Mid-American Conference team shall participate in the Mobile Alabama Bowl, the Famous Idaho Potato Bowl, the Miami Beach Bowl, the Raycom Media Camellia Bowl, and the Popeyes Bahamas Bowl for the 2016 football season. The MAC Champion (winner of the Marathon MAC Football Championship) is guaranteed an invitation to one of the MAC's five (5) primary bowl games. The other division winner (MAC Championship game runner-up) is also guaranteed an invitation to one (1) of the MAC's five (5) primary bowl games.

Secondary agreements for 2016-17 are: San Diego Credit Union Poinsettia Bowl (No. 6 selection); the Birmingham Bowl (Birmingham, AL), Marmot Boca Raton Bowl or St. Petersburg Bowl (St. Petersburg, Fla.) (No. 7 selection); Quick Lane Bowl (Detroit, MI) (No. 8 selection).

**(For Bowl Reimbursement Policy, please see Appendix)**

### **D. Scouting Video/Exchange of Information**

The Mid-American Conference has agreed to an open exchange of all game video between Conference football teams. An open exchange shall be defined as the video exchange of all prior games (conference and non-conference) from the current season, which may be secured from the member institutions DragonFly STORM account by any conference institution at its discretion once the games have been loaded onto the DragonFly system. The conference would continue to not assist non-conference institutions with current in-season video exchange, unless it involves a direct exchange between the MAC institution and a non-conference opponent of the current season.

#### **1. Video Exchange Policies**

##### **Acquisition of Game Footage**

- A. All exchange video should be recorded in one of the acceptable HD formats: 720p @ 8 mbps or 1080i @ 6 mbps.
- B. Each exchange video file should have an H.264 mp4 file accompanied by an .xchange file for game marks and metadata.

##### **Editing of Game Footage**

- A. Offense, Defense, and Special Teams will be separated into individual consolidated exchange mp4 files with the accompanying .Xchange files. Offense and Defense will be in sequential game order. Special Teams will be in sequential game order by the following grouping: Kickoff, Kickoff Return, Punt, Punt Return, Field Goal/PAT, and Field Goal/PAT Block. If the kicker is in the game on a Field Goal/PAT try, the play goes on the Special Teams video file regardless of whether or not it is a fake kick or other two-point try. If the kicker is not in the game, the play goes on Offense or Defense.
- B. Each play should be a triple cut showing the scoreboard, sideline angle, and then the end zone angle.
- C. Preceding each sideline play, a full two-second shot of the scoreboard showing the correct down, distance, field position, and game clock must be shown. Care should be taken so as to not miss the formation at the start of the play.
- D. The sideline view must show all 22 players on the field at the beginning of the play for offense and defense. Every sideline view is required to show ALL pre-snap adjustments, shifting, and motions that occur prior to the start of the play. The end zone view does not need to include all of the pre-snap shifting and motions but it is required to show, at a minimum, a full three seconds prior to the snap.
- E. End zone video used for exchange intercuts must be from the same end zone for all four quarters and overtime.
- F. On Kickoff/Kickoff Returns the Sideline frame should include the Kickoff Team and the first line of the Kickoff Return Team. Once ball is kicked zoom out to include the returner catching the ball and then zoom in as the Kickoff Team converges on the

returner. Endzone will include all 22 players on the field in the frame and zoom in as teams converge on the ball.

- G. On Field Goal/Field Goal Block, tilt to the officials under the goalposts for the good/no good sign from the end zone camera. Or if you include the official on the sideline view, zoom to the official to the side of the kicker. Make sure to hold the shot long enough to get all pertinent footage before zooming to the official.
- H. For Punt/Punt Returns Sideline frame should be Linebacker depth to the punter excluding the returner. Upon the ball being kicked zoom out to include the returner catching the ball and then zooming in at the coverage and return teams appear in the frame. If the Punter is not pursuing play it is permitted to exclude. For the Endzone frame a Traditional Punt formation will look like Offense and Defense with the gunners excluded. For a Shield or Spread Punt will include the core of the formation provided the front line is evenly spaced. If gunners are removed they will be excluded. Once ball is kicked expand out to include gunners and finish as if it were a Kickoff and zoom in as teams converge on the ball.
- I. Do not include excessive footage in your intercut (celebrations, etc.).

### **Stadium Camera Locations**

- A. The home team will provide safe, adequate, and equivalent sideline and end zone videotaping locations for the visiting team.
- B. The home team is responsible for providing one sideline and one end zone location. Additional spots must be approved prior to game day with the host Video Coordinator
- C. The home team will assist in providing a safe working location with table, chair, and power for the visiting video staff.
- D. It is the responsibility of the host video coordinator to provide step-by-step directions from the visitor's locker room to the sideline camera location and end zone camera location to the visiting video coordinator in advance of the contest.

## **2. Video Exchange**

- A. At the conclusion of each contest, each team should post their games, conference and non-conference, into an individual game specific folder on their DragonFly STORM account. The folder should contain six files: an mp4 video file for Offense, Defense, and Special Teams along with an .xchange file that correlates to each mp4.
- B. When a MAC team is the home team (conference and non-conference), that team should upload their game to DragonFly STORM as soon as possible but no later than 2 hours following the conclusion of the contest. When a MAC team is the road team, that team should upload their game to DragonFly STORM as soon as possible but no later than 2 hours from their time of arrival back at their home facility.
- C. In the case of mid-week games, all uploading/posting rules remain valid. It should be noted that no team should seek to gain an unfair advantage over another team.
- D. It is the responsibility of each school to send game to everyone in the conference once posted to DragonFly.
- E. All video requests from non-conference opponents scheduled to play MAC teams should be made directly to the opposing MAC team. Conference members are only allowed to share their self-scout games with non-conference opponents. No other MAC teams should exchange video with those non-conference opponents.
- F. Championship games and Bowl games should be posted, as normal, to each team's DragonFly STORM account. These games should not be shared with any non-conference teams unless it is part of a direct exchange between a MAC team and the non-conference team meeting in a bowl game or future contest.
- G. All exchange video should remain posted in each team's DragonFly STORM account until August 1 of the following year. All MAC schools will have access to the exchange video during this time.

- H. Naming of Video files should follow the following order each with a space in between
- a. Two Digit Season Number
  - b. Two Digit Game Number
  - c. Team Abbreviation of Video of whom it is from
  - d. Side of Ball (O, D, K)
  - e. vs or @
  - f. Opponent Team Abbreviation
  - g. Six Digit Date of Game

**Naming Examples**

- i. 16 05 WMU O @ CMU 100116
- ii. 16 10 BSU D vs EMU 110816
- iii. 16 09 OHIO K @ UT 102716

**Approved School Abbreviations**

Akron – UA  
 Ball State – BSU  
 Bowling Green - BGSU  
 Buffalo – UB  
 Central Michigan – CMU  
 Eastern Michigan – EMU  
 Kent State – KSU  
 Miami – MU  
 Northern Illinois - NIU  
 Ohio – OHIO  
 Toledo – UT  
 Western Michigan - WMU

**3. Data Policy**

- A. Each team should secure an XML file of the game Play by Play and Stats from their SID. This XML file should be shared in data specific folder on the team’s DragonFly STORM account.
- B. Data locker can be a season locker or individual per game, it is the VC’s choice.
- C. CSV and TXT files will be posted in same data locker and sent no later than 1pm (local time) Sunday or day after the game (mid-week games)
- D. CSV and TXT files shall include the following headings in the first row, in this order for OFF & DEF (internal name doesn’t matter, as long as data matches the required field):
  - a. Series
  - b. Series # or Series Sequence
  - c. Quarter
  - d. Down
  - e. Distance
  - f. Field Position or Yard Line
  - g. R/P or Run/Pass
  - h. Gain
- E. All Data columns MUST be filled in.
- F. No Special Teams Data is required.

**4. Officials Video**

- A. For conference games and home non-conference games involving MAC officials, it is the responsibility of the home conference team to provide a continuous sequential game file (mp4 and .Xchange; intercut as normal) to the COC Football Officials when the Trade Video is posted. At the very latest the time frame will be 12 PM Noon EST the day following the contest. This file should be sent via the team’s

DragonFly STORM account to the Big Ten account located at: Big Ten Conference – BIG10 Conference Office – MFB.

- B. For non-conference road games involving MAC officials, it is the responsibility of the road conference team to provide a continuous sequential game file in the same manner as above by the stated deadline.
- C. A consortium representative will notify the Video Directors the week of the game to indicate whom is responsible for sending a continuous sequential game file.

#### E. Officials

1. Eight (8) on-field officials, one (1) instant replay official, and one (1) communicator shall be assigned for all home games. Select road non-conference games will have eight (8) on-field officials assigned.
2. ALL OFFICIATING PAYMENTS WILL BE CENTRALIZED VIA THE MAC OFFICE beginning with the 2016 season. Please contact Kerri Krawczak ([kkrawczak@mac-sports.com](mailto:kkrawczak@mac-sports.com) or 216-566-4622, ext. 324) with any questions.
3. For **ALL** games, officials are paid the following flat fee:
  - Referee: \$2,375;
  - Remaining on-field crew: \$2,300;
  - Replay Official: \$2,300;
  - Communicator: \$1,100;
  - Replay Technician: \$200 **minimum**;
4. Officials should receive credentials, parking permits and tickets (two each) prior to game day. If you provide transportation from the hotel to the game site, please confirm that with the referee prior to the day of the game.
5. Each university shall annually designate an individual to serve as the contact person regarding lodging information. The referee of each crew shall contact this individual with the needs of the officiating crew.
6. A pre-game officials meeting should take place approximately 100 minutes prior to kickoff. The following personnel are required to attend the pre-game officials meeting:

Home Event Management, Game Referee, Team Liaison from each participating Institution, Public Safety Personnel/Police, Game Clock Operator, Play Clock Operator, Instant Replay Staff & Technicians, TV Production Liaison and Red Hat/Timeout Coordinator, and Media Relations Staff Member.

A time out protocol, and other game management items of importance, should be written and reviewed at the meeting.

The Host Event Manager shall facilitate and chair the meeting. [*Effective 5/19/2011*]

7. The following standardized fees will be in place for all MAC schools:
  - Spring/Fall Games: \$200 per official assigned;
  - Scrimmages: \$100 per official assigned;
  - Practices: \$50 per official assigned;All officials for the above events will be assigned by the COC. Institutions are responsible for payment for all officials assigned.

## **F. Snow Removal Policy**

If snow is in the forecast for game day, the home team's Stadium Manager must meet with the Referee before the game (100 minute meeting) to discuss field conditions and the procedures for snow removal should snow become a factor before or during the game.

The following rules are in place for removal of snow during the game:

- Brushes or other appropriate clearing devices should be used to keep sidelines, goal lines, and end lines as clear as possible.
- It is permissible to clear the 10-yard intervals, sidelines, goal lines and end lines away from the direction of an offensive team play.
- It is not permissible to clear any 10-yard intervals when an offensive team is inside its opponent's 20 yard line so that team would get a potential open spot for the placement of field goal or PAT attempt.
- The goal line can be cleared if the Referee has any doubt on the location of the goal line when an offensive team is going in for a possible score.
- Only players are permitted to clear a spot for a PAT or field goal attempt by hand or foot.
- Head Coaches cannot agree to have a spot cleared for a kicker.

Extension of time between periods, during timeouts, and at halftime can be approved by the referee.

## **G. Awards (see MAC Bylaw V)**

1. During the course of the season, the MAC media relations department shall select an Offensive, Defensive and Special Teams Player of the Week from each division based on nominations received from member institutions.
2. The All-MAC team will be coordinated by the MAC sports information department and selected by the coaches. Nomination forms will be sent to the coaches two weeks prior to the end of the regular season. Nominations must be received by the conference office no later than noon on Friday, one week prior to the final game involving a MAC team. Based on nominations received, the conference office will generate a ballot to be faxed to the coaches on the Monday prior to the end of the season.

Each school may nominate up to 12 players, regardless of position, in rank order (1 through 12) and three (3) special teams players regardless of position, in rank order (1 through 3). Three (3) All-MAC teams will be recognized, First Team, Second Team and Third Team.

The Ballot will be listed by position, alphabetically by school and votes are required to be submitted following the conclusion of the regular season.

The offensive teams and defensive teams will be comprised of the following positions.

<b>Offense:</b>	<b>Defense:</b>	<b>Specialists:</b>
Linemen - 5	Outside Linebackers - 2	Kickoff Return Specialist - 1
Tight End - 1	Down Linemen - 4	Punt Return Specialist - 1
Wide Receivers - 4	Inside Linebackers - 2	<b>Total - 2</b>
Quarterback - 1	Defensive Backs - 4	
Running Backs - 2	Punter - 1	
Place Kicker - 1	<b>Total - 13</b>	
<b>Total - 14</b>		

**Voting procedures:**

- Coaches may not vote for their own players.
- Coaches must vote for the respective number of honorees at each position in rank order, with a ranking of 1 being the highest rank.
- Points shall be assigned as follows (for conference office use only):

Point Distribution (for use by conference office staff):

<b>Positions Available</b>	<b>Rank</b>	<b>Point Assignment</b>
4 positions	1-12	12, 11, 10, 9, 8, 7, 6, 5, 4, 3, 2, 1
3 positions	1-9	12, 11, 10, 9, 8, 7, 6, 5, 4
2 positions	1-6	12, 11, 10, 9, 8, 7
1 position	1-3	12, 11, 10

**2016 All-MAC Team Selection Timetable:**

**Aug. 8:** Head Coach's All-MAC "Watch Lists" due in the MAC Office.

**Aug. 22:** Composite All-MAC "Watch List" by position and school (rank order) distributed to campuses.

**Nov. 1:** Resend pre-season "Watch Lists" to campuses for additions and/or deletions.

**Nov. 10:** Changes due back to MAC office by 12 Noon ET.

**Nov. 15:** Final All-MAC ballot distributed to campuses.

**Nov. 22:** Completed All-MAC ballots returned to MAC Office by 5 pm ET.

**Nov. 30:** Public release of 2016 All-MAC teams (first, second and third).

The individual(s) receiving the most points at each position will be named to the respective first team, based on the number to be named to each position (maximum of 14 offense/13 defense, including ties). The individual(s) receiving the next highest point total at each position will be named to the second team (number honored may vary due to ties in the voting process). Those individuals receiving the third highest point totals will be named to the third team. See MAC Bylaw 5.03 for procedure to break ties in the voting.

- Voting for the Vern Smith Leadership award will be conducted by the MAC Head Football Coaches.
- The Freshman of the Year, Offensive/Defensive Players of the Year, Special Teams Player of the Year and Coach of the Year shall be selected by a vote of the MAC Head Football Coaches and MAC News Media Association following the conclusion of the regular season.

**H. Coaches' Meeting (see appendix for meeting calendar)**

The annual business meeting of the football coaches shall be conducted each February via conference call, based on availability. The Head Coaches will also meet annually each May at a site to be determined.

**I. MAC Football Championship**

**1. Administration**

The championship game shall be conducted under the general direction and supervision of the MAC office, subject to the controlling legislation, regulations and policies of the NCAA and the MAC.

## **2. Championship Awards**

As part of the awards listed in MAC Bylaw V and the sport operating codes, an East and West Division Player of the Game will be selected by the MAC News Media Association.

## **3. Championship Date**

The championship will be held following the conclusion of the college football season and prior to the College Football Playoff (CFP) selection show. The 2015 date is Friday, December 4.

## **4. Championship Director**

The championship director shall be a member of the Mid-American Conference office staff.

## **5. Championship Format**

The East and West Division Champions (based on conference winning percentage) will compete in the championship game. An ineligible team shall not be considered in the standings for determination of the divisional representative to the playoff game. In the event of a tie, the MAC tie-breaking procedure for football shall be used.

## **6. Championship Site**

The championship game shall be held at Ford Field in Detroit, Mich.

## **7. Game Programs**

100 complimentary game programs will be provided to each participating team.

## **8. Team Expenses**

Each institution shall receive a \$25,000 stipend from the MAC office for participating in the MAC Football Championship Game. It will also receive, at no cost, 3,000 complimentary tickets valued at \$60,000 (\$20 each) and will retain all revenue from sales of those tickets.

## **J. Rules**

### **1. Travel Squad**

No limit. Size is at the discretion of the participating institutions.

### **2. Travel Party**

No limit. Size is at the discretion of the participating institutions.

## **K. Schedule/Procedures**

### **1. Credentials**

The following credentials shall be issued:

- a. Working passes - provided to bona fide working personnel, including media representatives.
- b. Sideline passes – Per NCAA rule, 60 to each participating team.
- c. Coaches' Box passes - Eight (8) to each participating team.

## **L. Facilities/Equipment**

Banners.

1. At televised championships, no banner other than approved television, radio, corporate sponsor and conference banners may be posted.

2. All banners must be approved by the MAC championship representative.
3. The Mid-American Conference will provide championship and corporate sponsorship banners at all conference championships. The host institution is responsible for any lost, stolen, or damaged banners.

**M. Officials**

1. Eleven (11) officials (eight (8) on-field, one (1) alternate, one (1) instant replay, and one (1) communicator) shall be assigned for the championship game by the Coordinator of Officials (in consultation with the commissioner).
2. The Coordinator of Officials shall be in attendance at the game.
3. Officials shall be paid by the conference office. Each official shall be paid a flat game fee. In addition, each official shall receive one (1) complimentary hotel room for a maximum of two (2) nights.
4. The MAC Office will be responsible for administration of instant replay for the Football Championship Game. The replay official and communicator will be assigned by the Coordinator of Officials and paid by the MAC Office.

**N. Game Delays – Lighting**

**1. DELAYED GAME DUE TO LIGHTNING (Prior to kickoff).**

When lightning is detected within eight (8) miles or less of the competition site, the start of the competition shall be immediately delayed by Game Management with both teams returning to their locker rooms. The competition may be resumed after 30 minutes of no detected lightning strikes within a eight-mile radius or less of the site. In addition, band(s) will be given 10 minutes following the teams' warm-up period for pre-game activities and the National Anthem unless TV dictates otherwise.

The 30:00 minute time starts in the press box after the last detected lightning strike. After 30 minutes of no detected strikes, the game clock will be set to 10:00 minutes and started.

**CLOCK**

10:00  
0:00  
10:00  
  
0:00

**EVENT**

Teams will be directed to take the field for warm-up  
Teams return to the locker room  
Clock is reset for 10 minutes  
Marching Band/National Anthem  
Teams re-take the field for kick-off

**2. SUSPENDED GAME DUE TO LIGHTNING (After the game has officially started)**

When lightning is detected within eight (8) miles or less of the competition site, the competition shall be immediately suspended by the referee, in consultation with Game Management. Both teams will return to their locker rooms. The competition may be resumed after 30 minutes of no detected lightning strikes within a eight-mile radius of the site

The 30 minutes time starts in the press box after the last detected lightning strike. After 30 minutes of no detected strikes, the game clock will be set to 10 minutes and started.

**CLOCK**

10:00

**EVENT**

Teams will be directed to take the field for warm-up

## O. Football Media Policies

### MAC Pool Reporter Policy

The pool reporter will be assigned by the home sports information director prior to the start of the football season.

The pool reporter will be one member of the media who covers that institution on a regular basis. Sports Information Directors (SIDs) will notify Ken Mather of the MAC office at the start of each season as to the identity of the pool reporter.

If the designated pool reporter is not in attendance for any reason, the host SID should designate a replacement for that game. The pool reporter must be accompanied by the Home SID or a member of the media relations staff as designated by the Home SID.

1. There will be only one (1) pool reporter.
  2. The referee must agree to the conference.
  3. What can be discussed
    - a. Rule Interpretation
    - b. Game Procedures
  4. What cannot be discussed:
    - a. Judgment Calls
  5. Following a 10-minute cooling off period, game management (director of athletics or other designee) will accompany the SID and pool reporter to the officials' locker room for a clarification of the rule.
  6. The pool reporter is to remain outside of the Referees Locker Room. The referee may be accompanied by another official. Both the SID and reporter will tape record the interview. Upon conclusion of the interview, a typed transcript of the interview will be made available to all media.
  7. No one except the officials, the pool reporter, SID and game management may be present during the interview\process.
  8. The Director of Athletics (and/or game management designee) has the discretion to defer implementing this process if the safety of an official, player or fan would be endangered as a result of this interview opportunity. If this interview process is not available, all media questions shall be referred to the Mid-American Conference office.
- Each summer the Conference office will host a Football Media Day event, which will require the participation of each head football coach and two student-athletes. The selection of the two (2) student-athletes will be coordinated by the Conference office as each institution will select one (1) student-athlete, while the Conference office will select one (1) student-athlete.
  - All head football coaches are required to participate in a weekly football coach's media conference call hosted by the Conference office. The conference call will be hosted each Monday during the regular season and require each head coaches participation each week during the regular season.
  - The Conference office will host a Football Championship Game media conference call the Monday prior to the Championship Game. The head football coach and a

minimum of two (2) student-athletes from each institution in the Football Championship Game are required to participate. The participating student-athletes are required to be starters that will participate in the Championship Game.

- The Conference office will host a Football Championship Game press conference one (1) day prior to the Championship Game at the host site. The head football coach and minimum of two (2) student-athletes from each institution in the Football Championship Game are required to participate in the press conference. The participating student-athletes are required to be starters that will participate in the Championship Game.
- The Conference office will host a postgame press conference immediately following the Football Championship Game. Each head football coach and a minimum of two (2) student-athletes from each institution are required to participate in the press conference. The participating student-athletes are required to be either starters or players that made a significant contribution to his team during the Championship Game.
- Each MAC football program that receives an invitation to a bowl game is required to participate in the bowl games media press conferences and events including the following: bowl invitation conference call; on-site pre-bowl press conference; bowl arrival press conference; all media related press conferences including sponsor and community press conferences on site the week of the bowl game; bowl game post-game press conference.

## **P. Game Operations Check List - Officiating/Instant Replay**

### **1. Official Assignments/Fees**

- a. Utilize [www.teamworksapp.com](http://www.teamworksapp.com) to review your assigned crew and fees.
- b. ALL OFFICIATING PAYMENTS WILL BE CENTRALIZED VIA THE MAC OFFICE beginning with the 2016 season. Please contact Kerri Krawczak ([kkrawczak@mac-sports.com](mailto:kkrawczak@mac-sports.com)) or 216-566-4622, ext. 324) with questions.
- c. For **ALL** games, officials are paid the following flat fee:
  - Referee: \$2,375;
  - Remaining on-field crew: \$2,300;
  - Replay Official: \$2,300;
  - Communicator: \$1,100;
  - Replay Technician: \$200 **minimum**;
- d. Officials should receive credentials, parking permits and tickets (two each) prior to game day. If you provide transportation from the hotel to the game site, please confirm that with the referee prior to the day of the game.

### **2. Field Issues**

- a. The on field microphone should be tested prior to the game and placed in the officials' locker room for the referee. Please be prepared with a backup microphone.
- b. Instant Replay Pagers should be tested prior to game day. There will be a minimum of eight (8) pagers on the field. They should be left in the locker room for the following positions: side judge, referee, umpire, field judge, line judge and two (2) designated instant replay sideline assistants.
- c. A back-up system needs to be in place in the event the instant replay pager system fails. Please have a walkie-talkie in the instant replay booth

and one (1) with each instant replay sideline assistant. This will allow the replay official to still institute a shutdown for replay review in the event the pager system fails to operate.

- d. Check the chains and be certain that the chain crew has vests and hats. Please have the chain crew report to the head linesman one (1) hour prior to game time.
- e. Check to make certain that yard-line markers are in place as well as the pylons for the goal line and end line. An orange ribbon should be four inches from the top of the goal post.
- f. The clock operator and play clock operator should report to the officials' locker room a minimum of 100 minutes prior to the start of the game.
- g. The TOC/Red Hat must check in with the officials prior to the start of the game. Please work with the network televising your game to determine TOC/red cap assignments. **The MAC office WILL NOT be assigning TOC/Red Haps. Host institutions are responsible for assignment and payment of ALL Red Hats.**

**h. TOC/Red Hat Uniform:** All Red Hat persons will wear the same uniform attire during games: officials uniform black pants with white stripe, black football shoes, black belt, and red vest & hat provided by the conference. No team name, logo, lettering, insignia or other markings that would be related to any institution is allowed. *[Revised 5/4/2015]*

### 3. Officials Locker Room

- a. The officials' locker room should have an attendant and must be secured.
- b. Drinks/water and towels should be in the room as well. Please keep in mind that crews will arrive at the site 3-4 hours prior to the game and remain there until at least one hour after the game. The postgame meal should be in the locker room when the crew exits the field following the game.
- c. Officials should be able to access the locker room and field safely. If they must travel through a general public area, please provide proper security.

### 4. Instant Replay Official/Communicator

- a. An Instant Replay Official shall be assigned to all home games. Instant replay will be in place for all MAC home games during the 2015 football season.
- b. All games shall be assigned an Instant Replay Official and a Communicator. Each will need a credential, parking permit and two (2) game tickets. They will need field access /access to the officials for post-game review.
- c. It is the responsibility of the host institution to provide an identified instant replay technician for every home game. The technicians is responsible for set up and break down of the Instant Replay system, maintenance of the system for the duration of the game, and operation of the system's touch-screen technology.

## **Q. Guidelines - Game and Play Clock, Chain and Ball Crew**

### **1. Game Clock Operator Guidelines**

- a. Game Clock Operator will report to Referee and Side Judge 100 minutes prior to game time. Game Clock Operator will inform both Referee and Side Judge his location in the Press Box or sideline.
- b. Game Clock Operator should start Game Clock 60 minutes before game time.
- c. 20-minute halftime intermission will be time on the Game Clock. Game Clock will start when the Referee gives the signal to start the clock.
- d. Game Clock Operator should have an extra stopwatch in case of clock malfunction.
- e. Should the game clock become inoperative an announcement will be made over the PA system that the official game time will be kept on the field.
- f. Side Judge will attempt throughout the game to provide information to the PA announcer concerning remaining time. This information will be communicated to the Press Box through the Red Hat, Game Clock Operator or Game Operations Contact.

### **2. Play Clock Operator Guidelines**

- a. The Play Clock Operator will report to the Referee and Back Judge 100 minutes prior to the game time.
- b. Back Judge will instruct the Play Clock Operator as to when to reset the clock.
- c. If there is a malfunction of both play clocks time will be kept on the field with the Back Judge.
- d. With 10 seconds remaining on the play clock the Back Judge will raise his hand in the air to signal 10 seconds are left.

### **3. Chain Crew and Ball Crew Guidelines**

- a. Chain Crew will report in uniform to the Head Linesman 60 minutes prior to game time. They must report in proper uniform.
- b. Chain Crew Uniform: MAC-branded Vests and Hat.
- c. Ball Crew will report in uniform to the Side Judge and Field Judge 60 minutes prior to game time. They must report in proper uniform -- MAC-branded ball boy vests provided by the conference office.

## **S. Instant Replay Guidelines**

### **Minimum Equipment Standards**

The following minimum equipment standards are required inside the replay booth and on the field of play:

#### **1. Interior of Replay Booth**

- a. Two (2) Monitors - it is recommended that institutions shall utilize a system designed for instant replay that includes monitors of sufficient size and picture quality to effectively conduct video reviews. One (1) of the two (2) monitors should include touch screen technology for viewing multiple

angles and for selecting the best angles to forward to the replay official. The additional monitor should be equipped with play, pause, FF, RW, freeze frame and slow-motion capabilities that are operated by a remote control.

- b. Pager system - The booth should have the pager system base to allow the replay official to alert all on-field personnel that a review is being requested.
- c. One (1) covered double muff, noise reducing headset that is directly connected/cabled to the headset on the field that is carried by the sideline assistant and utilized by the referee for communication with the booth.
- d. All replay booths should allow the replay official to hear on-field announcements.
- e. One (1) hand-held walkie-talkie unit for back up communication
- f. One (1) standard telephone capable of ring down to the field and production truck

## **2. On-Field Replay Equipment**

- a. Two (2) covered double muff, noise reducing headsets with sufficient cord length to reach the referee between the sideline and the numbers at either 20-yard line. This headset should be directly connected/cabled to the headset in the booth.
- b. A minimum of two (2) or three (3) hand-held walkie-talkies as back up for pagers, one (1) for the red hat or designated representative and one (1) for each sideline assistant. These walkie-talkies should be equipped with earpieces that should be worn to ensure back-up communication is available.
- c. Minimum of eight (8) pagers on playing field with location to be determined by assigning Conference (must include the sideline assistant).
- d. One (1) standard telephone that is connected to the replay booth.

## **3. Back-up Replay Equipment**

An acceptable back up system should include a digital recording system that allows for instantaneous playback of video/live game action.

## **4. Replay System Failure**

In the event that the primary replay system goes down the technician should immediately notify the replay official and move to the backup system. In the event that both the primary and backup systems are down the replay official should stop the game, for no more than two minutes, while replay is repaired. If after two minutes replay is not operational the replay official should notify the referee, who will notify both head coaches, announce that replay is down and continue play without instant replay. Once replay is again available it will immediately be utilized and at the next dead ball the replay official will communicate this fact with the sideline assistant, who will notify the referee, who will inform both head coaches and announce that replay is again operational. In the event that a reviewable play occurs before the referee or head coaches have been notified it will be the responsibility of the replay to stop the game and to initiate replay accordingly.

## **5. Minimum Number of Cameras and Required Camera Locations:**

### **a. Televised Games**

All institutions must utilize the television feed with a minimum of four (4) cameras as the source for instant replay. In addition, there should be no supplemental feeds used to aid the replay process. All feeds should exclude audio.

### **b. Non-Televised Games with Third Party Production**

All institutions must commit to a minimum of four (4) cameras dedicated to on-field game action for instant replay. In addition, there should be no supplemental feeds used to aid the replay process. All feeds should exclude audio.

### **c. Non-Televised games with In-House Production**

If an in-house system is the method used to provide instant replay, it must have a minimum of four (4) cameras solely committed to game action for instant replay. In addition, there should be no supplemental feeds used to aid the replay process. All feeds should exclude audio.

### **d. Required Minimum Camera Locations:**

-Camera 1 – one (1) high 50-yard line shot

-Camera 2 – one (1) high end zone shot

-Camera 3 and 4 – two (2) hand-held sideline roving (it is strongly recommended that the hand-held cameras move to a position on the goal line when the ball is in the red zone and be cognizant of their positioning generally for replay purposes.

## **6. Required Personnel and Specified Duties for Each Person**

Replay personnel should consist of a minimum of three (3) individuals in the replay booth. The identification and assignment of all replay personnel shall be at the direction of the host Conference and include the following:

**a. Replay Official-** The replay official is in charge of the replay booth and will have ultimate decision-making authority to review, confirm or reverse on-field rulings. Other replay personnel, while critical to the replay process, serve only a support role in helping the replay official make decisions. The replay official will have a window view of the field and a replay monitor to be used in determining if it is necessary to stop the game for further review.

**b. Communicator -** The communicator should also be positioned in front of a separate replay monitor, with a touch screen, to manipulate plays for use of the replay official. The communicator should communicate to the replay official what is happening on the field when a booth review is in process and there is no game stoppage. In the event that the replay official is unable to perform his duties, the communicator immediately assumes the responsibilities of the replay official in addition to those of the communicator.

**c. Technician -** The technician is responsible for the set-up, testing and operation of the entire replay system, including: ring down field phone, officials' pagers, walkie-talkies and monitors. The technician should sit in front of a live monitor and mark each play at the discretion of the replay official. When there is a game stoppage the technician will ring the production truck to notify them of a review, explain what the replay official

is looking for and maintain communication with the production truck until all available replays have been provided.

**d. Sideline Assistant(s)** - The primary responsibility of the replay sideline assistant is to ensure the sideline headset is working properly and to wear the headset during the game. This individual will also wear a walkie-talkie to be used in the event of a head-set failure. The sideline assistant shall stand or sit at the headset station at all times during play. In the event of game stoppage for a review, the sideline assistant shall step out onto the field of play in between the sideline and the numbers to meet the Referee and hand him the headset.

**e.** Conferences may decide to employ two (2) sideline assistants but at a minimum one (1) must be provided. The sideline assistant should be positioned at the 20 yard line nearest the line of scrimmage or at the line of scrimmage. Each side line assistant should be equipped with a double muff noise reducing headset, a pager and a walkie-talkie for communication with the replay booth. The sideline assistant MUST wear a LIME GREEN VEST, consistently and clearly identifying himself nationally as the sideline assistant. In the event of a replay review all communications with the replay official and replay booth should occur on the playing field.

**7. Equipment Testing Requirements and Timing of Required Tests** - All replay personnel should be at the stadium and assume their appropriate positions 2 hours and 10 minutes prior to kick-off. All instant replay equipment should be tested 2 hours before kick-off, again at 50 minutes before kick-off, and during half time prior to the captains returning to the field and no earlier than 10 minutes prior to the second half kick-off. It is the responsibility of the technician to test all replay equipment including pagers, head sets, walkie-talkies, monitors, video feeds and ring down phones. The technician should also carry spare AA and AAA batteries for emergency purposes.

**8. Replay Booth and Production Facility Communication** - To ensure consistency in expectations for both TV and the replay team it is recommended that communication from the replay booth and production truck should be limited to the following:

**9. Booth to Truck Communication** - Instant Replay personnel should only contact the production truck when the game is being stopped for further replay review. In such case, the technician should inform the production truck what instant replay is looking for and should remain on the phone with the production truck until TV confirms that all available replays have been sent. In addition to the aforementioned, the technician should also call the production truck to seek assistance with any technical difficulties in the replay booth.

**10. Truck to Booth Communication** - It is permissible, in only the most unusual and or extreme cases, for the production staff located in the production truck to contact the replay booth only during a break or stoppage in play to clarify replay rulings or to respond/assist with any technical difficulties. Any communications relative to replay rulings should only take place with the replay official or communicator.

The replay subcommittee encourages both the replay official and communicator meet with the television producer and or director in the television truck 2 1/2 hours before the kick-off if possible.

## **R. Red Hat Guidelines**

1. Due to the MAC's increased national and regional TV coverage, each campus is required to assign a red hat for all home games. Please provide that person's name and contact information to the MAC Office. *[Revised 5/19/2011]*
2. The red hat is usually a paid position for a television broadcast. However, some schools have used volunteers in the past. Because pay scales vary by television productions a common rate is difficult to establish; however, historically, this position is paid between \$75-150 per contest.
3. **It is the responsibility of the host institution to provide payment to the Red Hat.**
4. TOC/Red Hat Uniform: All Red Hat persons will wear the same uniform attire during games: officials uniform black pants with white stripe, black football shoes, black belt, and red vest & hat provided by the conference. No team name, logo, lettering, insignia or other markings that would be related to any institution is allowed. *[Revised 5/4/2015]*
5. Red Hat Duties
  - a. Meet with producer 90 minutes prior to kickoff and get pre-game/in-game TV format.
  - b. Meet with football officials one (1) hour prior to kickoff and review format and communication and participate in the pre-game officials meeting. *[Revised 5/19/2011]*
  - c. Test out communications equipment -- this is the lifeline between the field and the truck.
  - d. Communicate with the officials as to kickoff time, media timeouts and when to resume play.
  - e. Act as eyes and ears for producer on the sidelines, informing them of possible injury timeouts or other rulings that may have consequence in the broadcast.
  - f. Help coordinate overtime situations, if necessary.

### **Football Bowl Reimbursement Policy**

#### **For all bowl games a participating MAC institution receives:**

- a. \$500,000 reimbursement plus retains revenue from all tickets sold.

### **Football Bowl Assessment**

MAC Institutions will be assessed \$130,000 annually for the purpose of funding the conference's primary and secondary bowl agreements.

### **Football Bowl Charter Airfare Policy**

The MAC will contract and assign charter aircrafts to be used for postseason bowl travel for the conference's primary bowl agreements. The conference office will be responsible for assignment and payment for these charters, with costs being deducted from an institution's bowl reimbursement stipend.

## Chapter VIII - Men's Golf

### A. Regular Season

#### 1. Competition Rules

All conference competition shall be governed by USGA and NCAA rules.

- a. Conduct. In the conference championship and all tournaments hosted by member institutions, a two-stroke penalty will be assessed for conduct deemed "unbecoming of a collegiate player" (e.g., slow play, abusive language and/or club throwing by any participant).

#### 2. Scheduling/Procedures

- a. Conference. Conference scheduling shall adhere to MAC Bylaw 6.01 which states that "each member institution shall compete annually with a minimum of 50% of other MAC member institutions". [Waived per Joint Committee for 2008-09 and 2009-10; waiver extended for 2010-2011, 5/26/2010; waiver extended through 2015-16, 2/23/2011]

- b. Any conference university hosting more than three institutions shall play a minimum of five players medal-play, counting the best 4-out-of-5 scores for the team total. If agreeable to participating institutions, they may play as many as seven players, using a similar format.

#### 3. Travel Squad

The travel squad for MAC competition shall be seven (7) participants, excluding a spring trip (no limit). This limitation applies to any team competition between two or more members or affiliate member institutions. The limitation applies to all institutional student-athletes who are included on the squad list, regardless if they dress for competition. Further, member institutions are bound to the travel squad limitations whenever MAC competition occurs within a road trip (e.g., if a MAC institution participates in a multiple-team contest or is coupled with non-conference competition on a single road trip).

#### 4. Individual Participation

Individual participation at events is not restricted.

### B. Awards (see MAC Bylaw V)

#### 1. Golfer of the Week

During the course of the season, the MAC sports information department shall select a Golfer of the Week based on nominations submitted by member institutions. A Golfer of the Week shall be selected during September, October and November when two-or-more teams are competing. Teams do not need to be at the same tournament. The golfer with the highest finish should be considered first for the award. When teams are competing at different tournaments, the strength of the field shall also be considered. Co-golfer may be awarded in cases of ties or in cases of top golfers competing at different tournaments.

#### 2. All-MAC Team

The ten (10) - member All-MAC team will be selected by the coaches immediately following the championship. Nominations will be made to the MAC Office no later than the Monday prior to the Championship. The MAC Office will forward nominees to Golfstat and bring the head-to-head standings along with a ballot to the Coaches' meeting at the Championship. Voting will be conducted immediately following the final round. Coaches may nominate and vote for their own players. A first and second team shall be selected, with the number of first team honorees limited to 5 (including ties). If the medalist

is not voted to the first team, he is automatically placed on that team. See MAC Bylaw 5.03 for procedure to break ties in the voting.

### **3. All-Tournament Team**

A five (5) - member all-tournament team shall be awarded at the conference Championship. The team shall consist of the top-five finishers, including ties.

### **4. Coach, Freshman and Golfer of the Year**

The Kermit Blosser Coach of the Year, Freshman of the Year and Golfer of the Year will also be selected following the championship. Nominees for Freshman of the Year must be in their first year of competition and have three years of eligibility. The MAC Office will solicit nominations at the same time as the All-MAC nominations and provide ballots at the Coaches' Meeting at the Championship.

### **5. Sportsmanship Award**

The Earl Yestingsmeier Sportsmanship Award is voted on by the participants at the Championship following the third round of play. Only seniors are eligible for this award.

## **C. Coaches' Meeting (see appendix for meeting calendar).**

A business meeting of all conference head coaches shall be conducted annually, on the second Tuesday in August via teleconference or at the site of the upcoming Championship.

## **D. Tournament General Guidelines**

### **1. Championship Date**

The Championship shall be held in May on three consecutive days. In order to secure tee times, these need not fall over a weekend. The Championship must be completed prior to the NCAA regional competition.

### **2. Championship Site**

The 2017 Championship will be held at Virtues Golf Club (Longaberger GC) Nashport, OH. If a course is deemed unfit or is unable to host the championship on a given year, an alternate site shall be pre-determined by the coaches a minimum of 12 months prior to the tournament.

### **3. Host Rotation**

Current rotation: EMU (2017), Ball State (2018) Kent State (2019), Miami (2020), NIU (2021), Ohio (2022), Toledo (2023)

### **4. Championship Format**

All teams will participate in the three (3)-day, 72-hole maximum stroke play event.

### **5. Rules Committee**

There shall be a Rules Committee, consisting of no less than 3 USGA officials, PGA officials or other qualified individuals selected by the host institution. The Rules Committee shall:

- a. Establish the local playing rules
- b. Set up and mark the Championship course
- c. Offer decisions or rulings throughout the Championship
- d. Take any appropriate disciplinary action
- e. Interpret all rules throughout the competition

## **E. Rules**

### **1. Squad Size (Official Travel Party)**

For the MAC tournament, each team is limited to six (6) participants. All six players are eligible to play in the practice round.

### **2. Inclement Weather**

In order for a round to count as a completed round, 18 holes must be completed.

- a. If less than 18 holes are completed due to inclement weather or darkness, play shall be suspended at that point. No partial score shall be counted toward the team score.
- b. The Rules Committee may shorten the Championship due to inclement weather or hazardous conditions. The committee may also alter the Championship schedule, if necessary.
- c. For the Championship to be official, a minimum of 36 holes must be completed.
- d. If less than 18 holes of the conference Championship are complete, the highest ranked team in District rankings shall receive the NCAA automatic bid.
- e. In the event that two or more teams are tied after 18 holes of play, but the tournament cannot be completed, the top-place teams will be named MAC Co-Champions. For the purpose of an automatic qualifier to the NCAA, the following tiebreaker will be used:
  1. Cumulative total of non-counting scores
  2. Highest individual total
  3. Second highest individual total
  4. Third highest individual total
  5. Fourth highest individual total
  6. Lowest individual total
  7. Committee decisionThese will be used only in the event that a playoff cannot be conducted (ie. inclement weather).
- f. In the event the conference Championship cannot be completed (i.e., a minimum of 36 holes are not completed), the institution leading after 18 holes of play shall receive the MAC's automatic bid to the NCAA Men's Golf Championship.

### **3. Conduct**

A two-stroke penalty shall be assessed by the Rules Committee for "conduct unbecoming of a collegiate player." This conduct shall include, but is not limited to:

- a. Club throwing (defined by releasing the club in any manner which could cause harm to any person or the course)
- b. Use of abusive language
- c. Slow play
- d. Willful acts which damage property or equipment on the course
- e. Other unbecoming conduct as determined by the Rules Committee

## **F. Tournament Procedures**

### **1. Entry Fee**

The shared cost model fund will be provided to the host institution. The shared cost model fund will be used to cover the expenses associated with the Championship, outlined as: Course usage fees, Food at the Course (box lunches, drinks, snacks and final day meal), Golf Stat – Live Scoring, Scorekeeper, Officials and Calligrapher.

### **2. Entry Procedures**

The Championship Administrator in conjunction with the conference office shall prepare and distribute an entry blank for coaches to use when submitting their official team lineup. Preliminary lineups are due the day before the Championship, with final lineups declared one hour before the first tee time.

### **3. Pairings**

- a. Day One. First-day pairings shall be based on the previous MAC Championship standings. It is recommended that for 36-hole rounds, players be paired in twosomes and for the final two rounds (if it is a 36-18-18 format), the top three (3) teams be paired together with the remaining six (6) teams paired in a "mixed-bag" threesome.
- b. Day Two. Pairings for the second day shall be based on the team and individual first-day scores and pairings for the third day shall be based on the team and individual scores after two days of play. Team pairings will continue as listed above and individuals shall be re-paired according to their score, with the highest scores going first.

### **4. Practice Rounds**

Players and coaches from any member institution may conduct one practice round at any time prior to the start of the conference Championship. All six (6) members of the official travel squad may participate in the practice round.

- a. Players from any member institution are prohibited from paying greens fees, playing or walking through the course of the conference championship, other than the one practice round, from the student-athlete's first day of classes through the first day of the championship. (If a member of the course, one must be a dues paying member by January 1<sup>st</sup> a year prior to the championship.)  
*[Revised 1/29/14]*

(Note: This does not prohibit a coach from performing administrative duties pertaining to hosting the conference Championship.)

- b. There shall be no competition between conference members at the site of the conference championship during the week of the championship.
- c. The Championship course shall be made available for all participating teams to walk the day prior to the Championship. If possible, electric carts shall be utilized for the "walk-through."
- d. If available, a practice range shall be made available to the participants.

### **5. Protests**

Decisions by the Rules Committee are final.

## 6. Schedule of Rounds

The schedule of rounds will be determined by the host institution. It is suggested that the schedule of rounds be 36 holes on the first day, 18 holes the second day and 18 holes the third day. It is recommended that final play start early in the morning on the final day.

- a. Five golfers may be entered by each institution. The lowest four scores per 18 holes shall count toward the team score.
- b. In the event teams tie for the Championship, a sudden death hole-by-hole elimination shall be held, counting the low four of five scores each hole. The winner of the play-off will be the team champion.
- c. In the event of a tie for the MAC individual championship, a sudden death hole-by-hole elimination shall be held. The winner of the playoff will be the individual champion or medalist.

## 7. Tiebreaker Procedures

Ties shall be broken during a sudden-death playoff counting the low four scores (relative to par). If possible, all playoffs will begin at the first tee; however, the Rules Committee will determine the starting hole(s).

**Individual Medalist.** Ties shall be broken during a play-off, starting at hole #1 (or another hole as determined by the Games Committee) to determine the individual medalist.

Starting format (two-team tie)

Group #1 #5A,#5B, #4A

Group #2 #3A,#3B, #4B

Group #3 #1A,#1B,#2A, #2B

Note: Players will play the numbered positions they held at the start of the tournament. Play is to be continued until a winner is determined.

If conditions and/or time constraints do not allow a playoff to occur, the tie shall be broken following NCAA tiebreaker procedures.

## G. Facilities/Equipment

### 1. Ball

The official golf ball for the Championship shall be the NCAA-approved ball. Each institution shall provide its own golf balls for practice and competition.

### 2. Course

It is recommended that the golf course be closed to all those not competing in the Championship during the practice round. It is required that the course be closed during competition so as to not interfere with the flow of competitive play.

- a. Course Greens. Greens should be mowed for the practice rounds and should be similar to the cut for the Championship. Course markings should be consistent with USGA rules. Additionally, the traps should be raked each day and the rough should not be mowed once play begins.
- c. Pin Placement. Pin placement during the practice round should be reasonable (recommended 15 feet). Pin and tee placement for the Championship competition shall be set in advance by the Head

Championship official and distributed to the coaches at the coaches' meeting.

### **3. Carts**

- a. Student-Athletes. Competing student-athletes may not use carts to carry their clubs nor use caddies; it shall be permissible to use a pull cart and shuttle student-athletes between holes as necessary. (Depending on the course)
- b. Coaches. The host institution shall provide carts (at least 1 per institution) for the head coaches so that they may observe their student-athletes competing throughout the Championship. Golf Carts may be driven by coaching staff and/or Institution Administrators. Student-athletes are not allowed to drive provided golf carts during the Championship.

### **4. Scoreboard**

It is recommended that the host institution install or have professionally printed a scoreboard of adequate size and in position for spectators and competitors to follow the competition's progress. A designated staffer shall prepare the scoreboard with each team's lineup, and maintain the scoreboard throughout the Championship. The host shall ensure adequate space for the board. The host institution is responsible for providing the statistic software and staffing to conduct hole-by-hole live scoring.

## **H. Officials**

The host institution shall arrange, provide and pay all expenses for officials. For the Championship, Course Officials (4) shall be paid a daily fee of \$225 plus mileage at institutional rates with lodging provided. Meals will be provided to Officials at the Course at no charge, for all other meals Officials are on their own. The Rules Committee shall make all rulings during the course of the Championship.

## Chapter IX - Women's Golf

### A. Regular Season

#### 1. Rules

- a. All conference competition shall be governed by USGA and NCAA rules.
- b. In the conference championship and all tournaments hosted by member institutions, a two-stroke penalty will be assessed for conduct deemed "unbecoming of a collegiate player" (e.g., slow play, abusive language and/or club throwing by any participant).

#### 2. Scheduling/Procedures

- a. Conference. Conference scheduling shall adhere to MAC Bylaw 6.01 which states that "each member institution shall compete annually with a minimum of 50% of other MAC member institutions". [*Waived per Joint Committee for 2008-09 and 2009-10; waiver extended for 2010-2011, 5/26/2010; waiver extended through 2015-16, 2/23/2011*]
- b. Any conference university hosting more than three institutions shall play a minimum of five players medal-play, counting the best 4-out-of-5 scores for the team total.

### B. Awards (see MAC Bylaw V)

#### 1. Golfer of the Week

During the course of the season, all ten MAC Head Coaches shall select a Golfer of the Week based on nominations submitted by member institutions. A Golfer of the Week shall be selected during September, October, November, February, March and April when two-or-more teams are competing. Teams do not need to be at the same tournament. If only one MAC team is competing that week to be Golfer of the Week, golfer must be a top five individual finish with ten or more teams competing.

Each institution may submit one nominee (two nominees may be submitted from one institution when both golfers have a tied score and competed at the same tournament) for Golfer of the week. Nominees will be placed on a ballot by the MAC media relations department that will be distributed to all head coaches for voting. Coaches shall rank their top three nominees, in order of preference. The MAC media relations department will assign three points to each #1 rank, two points to each #2 rank and one point to each #3 rank. Winners will accumulate the most points. Coaches may not vote for their own players.

Nominations are due in the conference office by 10:00am (EST) Wednesday. The conference office will send a ballot to the coaches by 5:00pm (EST) on Wednesday. Ballots are due to the conference office by 10:00am (EST) on Thursday. The release of Golfer of the Week will be Thursday afternoon. [*Revised 3/5/2014; 8/19/2014*]

#### 2. All-MAC Team

The 10-member All-MAC team will be selected by the coaches immediately following the championship. Nominations are due the Monday before the conference championship. The following statistics shall be included with the nominations: head-to-head results, score vs. par, tournament wins and top finishes (the final two statistics shall include information relative to tournament fields). The conference office will generate a ballot to be distributed at the pre-tournament coaches' meeting. Voting will be conducted immediately following

the final round. Coaches may nominate and vote for their own players. A first and second team shall be selected, with the number of first team honorees limited to 5 (including ties). If the medalist is not voted to the first team, she is automatically placed on that team. See MAC Bylaw 5.03 for procedure to break ties in the voting.

### **3. All-Tournament Team**

A five-member all-tournament team shall be awarded at the conference tournament. The team shall consist of the top-five finishers, including ties.

### **4. Coach, Freshman and Golfer of the Year**

The Coach of the Year, Freshman of the Year and Golfer of the Year will also be selected following the championship. Nominations for Freshman of the Year and Golfer of the Year are due to the MAC Office the Monday before the conference championship. The following statistics shall be included with the nominations: head-to-head results, score vs. par, tournament wins and top finishes (the final two statistics shall include information relative to tournament fields). Eligibility for Freshman of the Year shall be limited to those student-athletes in their first year of competition and who have three years of eligibility remaining. The conference office will generate a ballot to be distributed at the pre-tournament coaches' meeting. Coaches may vote for their own players.

### **5. Sportsmanship Award**

The Sportswoman Award is voted on by the participants at the championship. This award shall recognize the player whom players enjoy playing or conversing with; has good rapport with her own team; is supportive of her own team, but also respects the competition; makes players feel comfortable to be around her; commands respect and esteem rather than merely being popular, and one would consider to be worthy of representing women's intercollegiate golf to others. Freshman are not eligible for this award. Each coach will nominate one player from his/her team to be placed on a ballot that will be generated by the conference office. The ballot will be distributed to each player to vote for one nominee. The ballots will be turned in at the official table along with their score cards after the second round of play.

## **C. Coaches' Meeting**

The annual business meeting of the women's golf coaches shall be conducted via teleconference on the third Tuesday in August.

## **D. Tournament General Guidelines**

### **1. Championship Date**

The championship shall be held on three consecutive days (depending on course availability). In order to secure tee times, these need not fall over a weekend. The championship must be completed prior to the date set by the NCAA/Golfstat for regional selection purposes.

### **2. Championship Site**

The Women's Golf Championship shall be conducted at a neutral site to be determined a minimum of 18 months prior to the championship date. *[Revised 5/24/2013]*

### **3. Championship Host**

The host rotation is as follows:

KSU (2017); NIU (2018); CMU (2019); Akron (2020); Toledo (2021)  
WMU (2022); Ohio (2023); BSU (2024); BGSU (2025); EMU (2016)

#### **4. Championship Format**

All teams will participate in a three-day, 54-hole play event (18/18/18). The course yardage shall be a minimum of 6000 yards and a maximum of 6300 yards. [Revised 1/24/10]

#### **5. Rules Committee**

There shall be a Rules Committee, consisting of no less than three USGA officials, PGA or LPGA officials, or other qualified individuals selected by the host institution. The Rules Committee shall:

- a. Establish the local playing rules
- b. Set up and mark the championship course
- c. Offer decisions or rulings throughout the championship
- d. Take any appropriate disciplinary action
- e. Interpret all rules throughout the competition

### **E. Rules**

#### **1. Travel Squad**

The travel squad for the conference championship shall be six participants. All six individuals may participate in the practice round.

#### **2. Players and coaches from any member institution are prohibited from playing, practicing or walking through the course designated to host the conference championship at any time prior to the practice round with the following exceptions;**

- a. Competition at the MAC preview hosted on the designated course open to all other MAC institutions. In the event that the MAC Preview is not held, one practice round per team will be made available in the fall semester, in coordination with the host institution and golf course. Note: This does not prohibit a coach from performing administrative duties pertaining to hosting the conference championship or preparation for other events noted above. The host management will be responsible for enforcing this rule. [Revised 9/1/2011; 9/1/2012; 5/13/14]
- b. With regard to membership clubs selected to host championships, if a student-athlete prior to attending a member institution had a membership at a course selected for the championship, that individual could continue to use the facility consistent with the privileges of any member of that course. Each coach is responsible for reporting to the conference office any individual who qualifies for this exception.

#### **3. There shall be no competition at the site of the conference championship during the week of the championship.**

#### **4. Inclement Weather**

In order for a round to count as a completed round, 18 holes must be completed.

- a. If less than 18 holes are completed due to inclement weather or darkness, play shall be suspended at that point. No partial score shall be counted toward the team score.

- b. The Rules Committee may shorten the championship due to inclement weather or hazardous conditions. The committee may also alter the championship schedule, if necessary. A minimum 32 degree with wind chill temperature as determined by [www.nationalweatherservice.com](http://www.nationalweatherservice.com) is required to begin play. Once play begins, continuation is at the discretion of the rules committee in consultation with the conference representative, women's golf executive committee, and host golf professional. [Revised 1/24/2010]
- c. For the championship to be official, a minimum of 18 holes must be completed.
- d. If less than 18 holes of the conference championship are completed due to inclement weather, the highest ranked team in the Golfstat rankings shall receive the NCAA automatic bid. If after 18 holes, two teams are tied after 18 holes or 36 holes of play, but the tournament cannot be completed, the top placed teams will be named MAC Co-champions. [Revised 10.12.10]

For the purpose of an automatic qualifier to the NCAA, the following tie breaker will be used:

- 1) Cumulative total of non-counting scores
- 2) Lowest individual total score
- 3) Second lowest individual total score
- 4) Third lowest individual total score
- 5) Fourth lowest individual total score
- 6) Fifth lowest individual total score
- 7) Committee Decision

These will be used only in the event that a playoff cannot be conducted (i.e. inclement weather)

## 5. Conduct

A two-stroke penalty shall be assessed by the Rules Committee for "conduct unbecoming of a collegiate player." This conduct shall include, but is not limited to:

- a. Club throwing (defined by releasing the club in any manner which could cause harm to any person or the course)
- b. Use of abusive language
- c. Slow play
- d. Willful acts which damage property or equipment on the course
- e. Other unbecoming conduct as determined by the Rules Committee

## F. Schedule/Procedures

### 1. Entry Fee

The shared cost model fund will be provided to the host institution. The shared cost model fund will be used to cover the expenses associated with the championship.

### 2. Entry Procedures

The Championship Administrator in conjunction with the conference office shall prepare and distribute an entry blank for coaches to use when submitting their official team lineup. Preliminary lineups are due the day before the Championship, with final lineups declared one hour before the first tee time. [Revised 8/19/2014]

### **3. Pairings**

- a. First-day pairings shall be based on the final Golfstat rankings, as of the last Golfstat updates prior to the championship. [*Revised 8/30/2013; 8/19/2014*]
- b. Pairings for the second day shall be based on the team and individual first-day scores and pairings for the third day (if applicable) shall be based on the team and individual scores after two days of play. Team pairings will continue as listed above and individuals shall be re-paired according to their score, with the highest scores going first.

### **4. Practice Rounds**

- a. If available, the championship course shall be made available for all participating teams to conduct a practice round prior to the championship. If the course is not available for a practice round, a "walk-through" shall be conducted the day prior to the championship. If possible, electric carts shall be utilized for the "walk-through." Practice Round order shall be based on the previous year's MAC Championship standings.
- b. A practice range shall be made available to the participants (if available).

### **5. Protests**

Decisions by the Rules Committee are final.

### **6. Schedule of Rounds**

The schedule of rounds will be determined by the host institution. It is suggested that the schedule of rounds for a three-day championship be 18 holes on the first day, 18 holes the second day and 18 holes the third day. It is recommended that final play start early in the morning on the final day.

- a. Five golfers may be entered by each institution. The lowest four scores per 18 holes shall count toward the team score.
- b. In the event teams tie for the championship, a sudden death hole-by-hole elimination shall be held, counting the low four of five scores each hole. The winner of the playoff will be the team champion. If conditions and/or time constraints do not allow a playoff to occur, the tie shall be broken following NCAA tiebreaker procedures. For purposes of this regulation, when applying the cumulative total of non-counting scores, if an individual was disqualified at any point during championship competition, that team shall be eliminated from the tiebreaker procedure.
- c. In the event of a tie for the MAC individual championship, a sudden death hole-by-hole elimination shall be held. The winner of the playoff will be the individual champion or medalist.

## **G. Facilities/Equipment**

### **1. Ball**

The official golf ball for the championship shall be the USGA-approved ball. Each institution shall provide its own golf balls for practice and competition.

### **2. Course**

- a. It is recommended that the golf course be closed to all those not competing in the championship during the practice round and during competition so as to not interfere with the flow of competitive play.
- b. Greens should be mowed for the practice rounds and should be similar to the cut for the championship. Course markings should be consistent with USGA rules.
- c. Pin placement during the practice round should be reasonable (recommended 15 feet). Pin and tee placement for the championship competition shall be set in advance by the Championship Director and distributed to the coaches upon check-in at the golf course on the practice day. *[Revised 8/19/2014]*

### **3. Carts**

- a. Competing student-athletes may not use carts to carry their clubs nor use caddies; however, it shall be permissible to use a push/pull cart and shuttle student-athletes between holes as necessary (depending on the course).
- b. The championship host shall provide carts for the head coaches so they may observe their student-athletes competing throughout the championship. Carts may be driven by coaching staff and/or institutions administrators. Student-Athletes are not allowed to drive provided golf carts during the championship.

### **4. Scoreboard**

It is recommended that the host institution install or have professionally printed a scoreboard of adequate size and in position for spectators and competitors to follow the competition's progress. A designated staffer shall prepare the scoreboard with each team's lineup, and maintain the scoreboard throughout the championship. The host shall ensure adequate space for the board. The host institution is responsible for providing the statistic software and staffing to conduct hole-by-hole live scoring.

## **H. Officials**

The host institution shall arrange, provide and pay all expenses for officials. For the Championship, Course Officials (4) shall be paid a daily fee of \$225 plus mileage at institutional rates with lodging provided. Meals will be provided to Officials at the Course at no charge, for all other meals Officials are on their own. The Rules Committee shall make all rulings during the course of the Championship.

Conference golf coaches may be called upon to conduct selected officials' duties if needed. The host institution is responsible for providing the statistic software and staffing to conduct hole-by-hole live scoring. *[Revised 5/14/14]*

## Chapter X - Gymnastics (women)

### A. Regular Season

#### 1. Rules

All conference competition shall be governed by NCAA rules. NCAA dual-meet scoring policies will be used.

#### 2. Scheduling/Procedures

- a. The Conference Office will schedule the MAC Regular Season Gymnastics Home and Away rotations and order of competition (institutions will still identify and select actual dates of competition). The order of competition will rotate on an annual basis to ensure equity. [1/28/15]
- b. MAC dual meets will be conducted with two events run at the same time, competing in block style. The option to alternate is allowed, the host institution must inform the visiting institution in advance, no later than one week prior to the meet. [Revised 10/15/12]
- c. In tri-meets that include a MAC-counting opponent, the MAC opponent shall be considered Visitor 1 for rotation purposes. In a quad-meet, the MAC-counting opponent shall be considered Visitor 3.
- d. A four-minute touch warm-up, plus thirty (30) seconds for each additional exhibition, will be allowed before each event. [Revised 9/13/10]
- e. The host institution will permit a minimum of one (1) and a maximum of two (2) exhibitions per event (subject to the travel squad limitation) after the official lineup has completed competition on the event. It shall be the responsibility of the host institution to inform visiting team (s) not later than one week before competition whether one or two exhibitions will be permitted for both teams. [Revised 1/28/15]
- f. All meet information shall be sent a minimum of four weeks prior to the event.
- g. It is recommended that 24 hours prior to competition the host institution shall receive from the visiting team its marching order and lineup.

#### 3. Equipment

The preferred equipment for all MAC Gymnastics completion is the NCAA Regional Equipment list. [Revised 1/29/13]

- a. Only one apparatus shall be available for a meet (in situations where multiple apparatus are available). All other apparatus must be set aside or put away to provide a proper competitive environment. Judges must be located in a position to view the performance from the same point of view. (Note: This is applicable for warm-up and competition).
- b. Equipment shall be positioned so that the maximum amount of distance is available for mounting and dismounting (based on facility restrictions).
- c. Uneven bars. In determining the angle, the bars will be set so that the angle of the uprights is the same when set at FIG.

#### **4. Travel Squad**

The travel squad for MAC competition shall be 18 participants, excluding one university break-time (no limit). This limitation applies to any team competition between two or more members or affiliate member institutions that will count in the MAC standings. The limitation applies to all institutional student-athletes who are included on the squad list, regardless if they dress for competition. Further, member institutions are bound to the travel squad limitations whenever MAC competition occurs within a road trip (e.g., if a MAC institution participates in a multiple-team contest or is coupled with non-conference competition on a single road trip).

#### **5. Officials**

Officials shall be assigned through the Judges' Assignor System (JAS). It is the responsibility of each school to contact and confirm officials prior to all home meets. The host institution shall be responsible for the judges' payment of \$250.

### **B. Regular Season Champion**

The team with the best overall conference winning percentage shall be declared the MAC Regular Season Champion. If two or more teams are tied for the championship, they shall be considered co-champions. The MAC Regular Season Champion trophy will be presented at the awards ceremony following the Conference Championships.

### **C. Awards (see MAC Bylaw V)**

#### **1. Gymnast/Specialist of the Week**

During the course of the season, all seven MAC Head Coaches shall select a Gymnast of the Week and a Specialist of the Week based on nominations submitted by member institutions.

Each institution may submit one nominee for Gymnast of the Week and one nominee for Specialist of the Week. Nominees will be placed on a ballot by the MAC media relations department that will be distributed to all head coaches for voting. Coaches shall rank their top three nominees, in order of preference. The MAC media relations department will assign three points to each #1 rank, two points to each #2 rank and one point to each #3 rank. Winners will accumulate the most points. Coaches may vote for their own student-athletes.

The criteria for selecting these individuals shall be:

- a. A gymnast must compete in three-four events to be eligible for Gymnast of the Week
- b. A gymnast can compete in no more than two events to be eligible for Specialist of the Week
- c. A gymnast can only be nominated for one of the above honors (not both) in a given week
- d. School record
- e. Personal-best record (consideration should be given to the nominee's eligibility; ie. a freshman or sophomore is more likely to score a person-best while a senior may have been competing for several years already).
- f. Number of first-place finishes at: (1) Invitational, (2) MAC dual meet  
\* Note: number of first-place finishes may not always apply in the case of Specialist of the Week
- g. Individual event winner
- h. Scores (understanding that competitors at different meets are not scored by the same judges)

- i. Outstanding gymnast that week on individual team  
[Revised 1/29/13]

## **2. All-MAC Team**

The 15-member All-MAC team will be coordinated by the MAC media relations department. The team will be based of the Regional Qualify Score (RQS). The top RQS in each event: vault, bars, beam, floor and all-around (including ties) will be named to the first team. The second and third place RQS in each event (including ties) will be named to the second team. All-MAC Awards will be shipped or distributed to campus and will not be presented during the post-championship awards ceremony.

The announcement of the All-MAC Team shall be made at the conclusion of regular season from the final Regional Qualify Scores. [Revised 1/28/15; 1/25/11; 1/24/12]

## **3. All-Tournament Team**

A 10-member All-Tournament Team will be selected following the MAC Championship. The first-place and second-place finisher in each event: vault, bars, beam, floor and all-around (including ties). In the event of multiple event winners any openings will be filled from the all-around competition (in order of finish) to complete the 10-member team. All-Tournament Awards will be shipped or distributed to campus and will not be presented during the post-championship awards ceremony. Note: Multiple event winners would only be counted once in the event of a tie. [Revised 1/28/15; 1/25/11; 1/24/12]

## **4. Senior Gymnast, Gymnast, Specialist and Freshman of the Year**

The Senior Gymnast of the Year, Gymnast of the Year, Specialist of the Year and Freshman of the Year awards will be selected prior to the championship. Eligibility for Senior Gymnast of the Year is limited to senior gymnasts, Gymnast of the Year nominations are open to all gymnasts, Specialist of the Year nominees must have only competed in the same one or two event (s) throughout the season and Freshman of the Year nominees are limited to student-athletes in their first year of residence at the university (transfers are not eligible).

The MAC media relations department shall solicit nominations (one per team) from the coaches two weeks prior to the championship for each of these awards. Nominations are due in the conference office by the Monday of the week of the championship. The conference office will email a ballot to the coaches on Wednesday. Coaches must vote for three individuals in rank order with points assigned as follows: first-place ranking = 3 points; second-place ranking = 2 points; third-place ranking = 1 point. Coaches may vote for their own student-athletes. Ballots are due at the coaches meeting on Friday.

The announcement of these awards shall be made at the post-championship awards ceremony, along with any Scholar-Athlete of the Week and Gymnast of the Week recipients. Nominees for each individual award shall be announced, followed by the announcement of the award winner. [Revised 1/25/11; 10/15/12]

## **5. Coach of the Year**

The Coach of the Year will be selected along with the Gymnast of the Year and Specialty Awards. Coaches must vote for three coaches, in rank order, with points assigned as follows: first-place ranking = 3 points; second-place ranking = 2 points; third-place ranking = 1 point. In the event of a tie, Co-Coaches of the Year will be named. The recipient(s) of this award will be announced at the post-championship awards ceremony. [Revised 1/25/11]

## **C. Coaches' Meeting (see appendix for meeting calendar)**

The annual business meeting of the gymnastics coaches shall be conducted on the second Wednesday in September.

## **D. MAC Championship General Guidelines**

### **1. Championship Date**

The championship shall be held on Saturday, two weeks prior to the NCAA Regionals. The host rotation is as follows: BGSU (2017); CMU (2018); NIU (2019); WMU (2020); EMU (2021); KSU (2022); BSU (2023)

### **2. Championship Format**

All teams will participate in the one-day championship.

### **3. Championship Personnel**

The following personnel shall be provided for the conduct of the conference championship:

- a. Championship Director
- b. Championship referee
- c. Championship equipment manager (must be knowledgeable of gymnastics equipment and the repair thereof, should be an onsite representative of the equipment manufacturer with replacement kits on site.)
- d. Head scorekeeper (Coaches have requested that Bobbi Cesarek be recruited to coordinate scoring at the meet)
- e. Announcer
- f. Sixteen score flashers
- g. Two beam timers, one bar timer and one floor timer

## **E. Rules**

### **1. Travel Squad**

The travel squad for the conference championship shall be 15 participants.

### **2. Timers**

Two timers will be used for the balance beam. One timer will be responsible for clocking the running time, while the other timer is responsible for timing falls.

### **3. Inquiries**

Inquiries concerning scores must be submitted to the championship referee before the beginning of competition of the next event. The championship referee and panel of judges shall act on such a protest. Inquiries will be considered only as designated by NCAA/USA Gymnastics rules.

### **4. Scoring**

Team scoring will follow the policies, procedures and regulations of the NCAA/USA Gymnastics. Moves and vaults shall be of a value consistent with NCAA/USA Gymnastics rules.

- a. All-around individual scores are determined by adding a performer's score from each of the four Olympic events.

- b. Any coach receiving a ruling by the Women's Technical Director of USA Gymnastics on the value of a new move or vault not classified by the NCAA/USA Gymnastics must submit this ruling in writing to the championship referee during the coaches' meeting.

## **F. Schedule/Procedures**

### **1. Entry Procedures**

The host institution shall prepare and distribute entry blanks or other procedures appropriate for the sport being hosted. It is the responsibility of each institution to assure that only eligible student-athletes compete in the championship. Each competing student-athlete shall be listed on a certified eligibility list on file in the MAC office. Individual entrants in the championship events need not be declared until the start of competition in accordance with NCAA/USA Gymnastics rules.

### **2. Event Rotation**

The following rotation shall be adhered to: Bye 1, Vault, Bye 2, Bars, Beam, Bye 3 and Floor.

### **3. Coaches' Meeting**

A championship meeting should be conducted during the two Friday warm-up periods. The meeting should be led by the MAC Liaison and tournament director and must include head coaches, the head scorekeeper, meet referee and training personnel. A media relations update should be provided as well.

### **4. Practice Time**

Preliminary practice on the competitive equipment in the competitive area the day prior to the championship competition must be provided.

### **5. Recommended Schedule/Competition Order**

One session - general warm-up shall be a minimum of 15 minutes with a minimum of 15 minutes for each event (2-minute transfer time to the next event). [*Revised 1/29/13*]

The starting order of competition will be based on random draw.

- a. There will be two buckets of information: one with events and one with the team names.
- b. The MAC Liaison shall conduct the random draw by pulling out a team name and then the event of which the team will start on.
- c. No team can have the same rotation more than 2 years in a row. If that happens there will be a redraw. Only that one team would redraw, unless it is the 7<sup>th</sup> pick then there would be a redraw of all teams.
- d. Once completed, a final event rotation and practice schedule will be emailed by the MAC Office to all coaches. [*Revised 10/15/12*]

## **G. Facilities/Equipment for MAC Championship**

### **1. Equipment**

The preferred equipment list for the MAC Gymnastics Championship is the NCAA Regional list. The host institution shall have adequate competitive floor space to comfortably accommodate the athletes, championship personnel and all necessary equipment. In addition, the host institution shall provide:

- a. A high quality sound system with a variable speed CD player and MP3 accessibility.
  - b. A visible scoreboard with countdown clock and running score throughout the meet.
2. The following shall be required for the conference championship:
- a. Approaches will be a minimum of 27.5 feet (solid, level approaches a minimum of 20 cm and velcroed together). Bar apparatus must have the minimum approach distance for mounts from both sides of the apparatus.
  - b. Appearance of mats must be considered (i.e., color, softness, dismounts, velcroed together, level dismount, etc.)
  - c. Dismounts:
    - Vault (minimum of 18 feet) – apparatus-specific mat minimum 20 cm thick is required
    - Bars (minimum of 15 feet from the base of high bar) – must be one piece
    - Balance Beam (15 feet) – apparatus-specific mat (padded with Velcro), one piece mat and leg insert padding.
  - d. Uneven bars. In determining the angle, the bars will be set so that the angle of the uprights is the same when set at FIG.

### **3. Equipment Manager**

The Equipment Manager must be knowledgeable of gymnastics equipment and the repair thereof and should be a representative of the equipment manufacturer. The responsibilities of the championship Equipment Manager shall be as follows:

- a. To coordinate with the Championship Director in securing the required gymnastics equipment for the championship.
- b. To oversee any equipment modifications or equipment failures during the entire championship.
- c. To check the proper function of all equipment one half hour before the start of the meet warm-up session.
- d. To remain onsite throughout the championship, equipped with proper replacement parts and/or kits.

### **4. Music System**

It is required that the music system be on the floor and separate from the PA system. It is also required that a representative from the host institution's audio/visual department be on hand to run the A/V equipment.

### **5. Banners**

All banners and signage shall be provided by the MAC Office. No outside banners (teams, fans) may be affixed to the venue.

## **6. Spectator Seating**

Spectator seating for the MAC Championship will be assigned to seating sections per-designated by the host institution for each competing team of equivalent number of seats. Sections will be assigned based on the previous year MAC Championship final results with the host institution having first selection for seating.

## **H. Officials**

### **1. Judges**

There shall be at least 16 judges selected for the conference championship. Officials shall be assigned by the Judges' Assignor System.

- a. There shall be four panels of judges with a minimum of four judges per event. One judge from each panel shall be assigned by the championship referee to be the chief judge for that event. The chief judge shall have the highest judge's rating of that panel.
- b. The fee shall be \$350 for the meet referee and \$300 for judges. Institutional mileage and per diem of \$15.00 shall also be paid to both judges and the meet referee. A hotel room shall be provided for the meet referee and judges if necessary. [Revised 7/6/10; 5/30/13]

### **2. Championship Referee**

The championship referee shall be responsible for the following:

- a. To handle all written inquiries concerning new move and vault rulings in a timely manner.
- b. To coordinate with the Championship Director a meeting with all assigned judges prior to the start of the championship for briefing purposes.
- c. To attend the coaches' meeting the evening preceding the championship.
- d. To contact the equipment manager for any modifications, or equipment failures and adjusting any warm-up time affected by equipment modifications or failures.

## Chapter XI - Men's Soccer

### A. Regular Season

#### 1. Competition Rules

All Conference competition (regular season and tournament) shall be governed by the soccer rules as specified in the NCAA Men's and Women's Soccer Rule book.

#### 2. Conduct

Coaches, athletes and spectators will be held to a high standard of conduct as dictated by the Conference Sportsmanlike Conduct policy. Officials and Administrators shall be responsible for enforcing that conduct.

#### 3. Coaches' Meeting (see appendix for meeting calendar)

A business meeting of all Conference coaches shall be conducted annually, on the Wednesday following the Men's College Cup (in December). This meeting will be conducted via teleconference unless otherwise specified.

#### 4. Scheduling

a. **Conference.** The conference regular season schedule shall consist of a single round-robin, weekend (Fri-Sat-Sun) scheduling format, leaving the last weekend (Sunday) prior to the Championship open for make-up games (i.e., games that could not be played due to extenuating circumstances; weather). All Conference weekend games shall be played on Saturdays unless it conflicts with football, or both institutions mutually agree to move the game with Conference approval (games should not be moved for competitive advantages).

Any team scheduled for a MAC contest on Sunday and no MAC contest on the Friday prior, must schedule a non-conference match on Friday prior to the match if the opposing MAC team has a scheduled MAC contest on the Friday prior.

b. **Non-conference.** Non-conference matches must be scheduled against Division I opponents only, except the one lower division opponent allowed by the NCAA. Any team scheduled for a MAC contest on Sunday and no MAC contest on the Friday prior, must schedule a non-conference match on Friday prior to the match if the opposing MAC team has a scheduled MAC contest on the Friday prior. [*Revised 12/17/08*]

c. **Cancelled/Rescheduled Games.** In the event that a game cannot be played on the scheduled date, the teams may reschedule the game IF both schools mutually agree and no financial loss or missed class time has occurred. Every effort shall be made by both institutions to reschedule the game. If the game cannot be rescheduled, the group will use winning percentage for seeding purposes.

#### 5. Artificial Noisemakers

There is no Conference policy regarding the use of artificial noisemakers during regular season competition in soccer. Please note, per NCAA rules, the referee has the discretionary power to suspend the game, stop the clock and direct game management personnel to remove artificial noisemakers, air horns, electric amplifiers and any other items that are not permitted from the spectator's area.

**6. Practice/Warm-ups**

The home team shall provide an equal amount of warm-up time (15-30 minutes minimum) on the competition field. The visiting team shall be notified one week prior to the match of the pre-match warm-up format. This is with the understanding that teams may have to utilize a practice field in some cases and that home teams will receive no greater access to the competition field than visiting teams.

**7. Pre-Game & Halftime**

Pre-game and/or halftime accommodations must be comparable for both home and visiting teams. [5/27/15]

**8. Special Event Presentations**

Special events (including senior recognition) shall be no longer than 5 minutes and shall immediately precede the introductions. If presentations are longer than 5 minutes, they should take place at the conclusion of the game. The visiting team should be notified well in advance (one week prior) if special presentations are to take place.

**9. Squad Size**

There is no travel squad size limit for regular season Conference play. Schools may travel as many student-athletes as they deem appropriate; schools shall be sure to provide a written list of the designated, NCAA permissible number of eligible participants to the opposing team prior to the start of the contest; further no substitutions or alterations in this list may be made subsequent to the start of the contest. [Adopted 12/26/08]

**10. Uniforms**

The home team will wear light-colored uniforms and the visiting team will wear dark-colored uniforms (socks must match shirts), unless mutually agreed upon between the participating teams.

**11. Field**

All contests shall be conducted on a field that meets the minimum field requirements according to NCAA rules and regulations.

**12. Match Protocol**

For conference regular season and tournament games, the NCAA pre-game protocol regulations will be followed. This format calls for a 60-minute countdown on the game clock followed by introductions and the National Anthem.

The following match protocol shall be adhered to for single games or the first game of a doubleheader. Team introductions shall be limited to the starting 11 players and coaching staff. The protocol can be amended for the second game of a doubleheader based on the mutual consent of the participating teams. Locker rooms for the visiting team shall be available 2 hours prior to the start of the match.

The game clock shall be set so that it reaches zero (0:00) at the scheduled start time with both teams clearing the field at the ten (10)-minute mark. At the ten (10)-minute mark on the clock, the:

- Officials meet with the captains;
- Teams clear the field;
- Introductions of officials and players;

Visiting team starters, Home Team starters and Officials line up and march to the infield international style for introductions.  
Introduce visiting team starters, home team starters and coaches.  
National Anthem

Kick-off shall take place at the scheduled game time.

**13. Regular-Season Champion**

The MAC regular-season champion shall be decided by point accumulation (i.e., 3 points for a win, 1 point for a tie and 0 points for a loss). If two or more teams have the same point total, they shall be considered co-champions.

**14. Scouting/Exchange of Information.**

- a. Due to NCAA legislative action, Division I coaches in all sports are prohibited from live scouting of future opponents. [*Revised 7/1/13*]
- b. It is NOT permissible for institutions to provide film, videotapes or scouting reports to non-conference teams on conference teams.
- c. Mid-American Conference Men's Soccer will operate under an open exchange policy through Prozone video server. All provisions herein apply to both Conference and Non-Conference games.
- d. All Member Institutions will make all game tape available (both Conference and Non-Conference) to all MAC Institutions Coaches, the assignor and the MAC Office at all times by uploading all completed games to Prozone.
- e. The host institution is responsible for uploading the game within 24-hours of completion; the visiting institution playing a non-conference game is responsible for uploading the game within 24-hours upon return to campus.
  - i. If there are extenuating circumstances that do not permit a game to be uploaded on-time or footage is unavailable (e.g., inclement weather, equipment failure, travel), then it is the Head Coach's responsibility to contact the other head coaches within the conference, Prozone and the MAC Office with an explanation of the failure to upload.
- f. Tape Exchange Guidelines
  - i. Conference Games: The MAC Home team is responsible for uploading Conference Game video on Prozone for each completed game by deadlines established above.
  - ii. Non-Conference Games: The MAC Institution team is responsible for uploading Non-Conference Game video on Prozone for each completed game by deadlines established above.
  - iii. Each game shall be placed in the appropriate folder within the Prozone video server and labeled by date, the posting institution's initials, "v" or "at", and the opponent's initials. (Example: 10/9/15 UAvUB ~or~ 10/9/15 UAatUB).

- g. Institutions are to videotape at the Midfield Center Touch Line on an elevated platform (e.g. scissor lift, press box). Zoom to be used at appropriate times. No obstructions in view of camera. [Revised 8/18/15; 1/29/13]

**15. Officials (see Officiating Manual)**

- a. Assignment. The Conference Coordinator of Officials in consultation with the Conference office shall assign, four (4) officials (one referee, two linesmen) for all conference games.

Payment. The host institution shall be responsible for payment of these officials.

Referees shall be paid \$350/ per game  
Linesmen shall receive \$275/ per game.  
Alternate (4<sup>th</sup>) shall receive \$100/ per game. [Approved  
1/29/13]

Referee's Jurisdiction. The referee's jurisdiction shall begin 30 minutes before the start of play and shall end when the officials leave the site of the competition. The site of competition is defined as the field, locker rooms, parking area and the surroundings generally associated with athletics facilities.

- b. Officials – Communication. At no point should a coach (or bench personnel) approach or communicate with game officials following the game. If there are unsportsmanlike conduct issues related to coach/official interaction, disciplinary action may be taken with the parties involved.

**B. Conference Championship**

**1. Tournament Dates**

The semi-finals and championship final of the tournament shall take place on Friday and Sunday at the site of the highest seed (#1), a week prior to the NCAA DI Championship -- First Round matches. [Revised 1/26/09]

**2. Tournament Site**

The MAC Tournament semi-finals and championship final shall take place at the site of the highest seed. [Revised 1/26/09]

**3. Tournament Format**

The top four (4) teams as determined by the conference regular season standings based on point accumulation (i.e., 3 points for a win, 1 point for a tie, and 0 points for a loss) will participate in the tournament. The team winning the MAC Men's Soccer Tournament will be the conference representative to the NCAA DI Men's Soccer Championships. [Revised 1/26/09]

**4. Tournament Seeding**

Seeding for the tournament will be determined by the conference regular-season standings based on point accumulation (i.e., 3 points for a win, 1 point for a tie and 0 points for a loss) with the highest winning percentage used in the event of a cancelled game.

Ties in the conference standings will be broken as follows:

Two Team Tiebreaker:

1. Head-to-head competition
2. Point accumulation vs. ranked conference teams
3. Goal differential (all conference games)
4. Goals allowed (all conference games)
5. Coin flip

Multiple (3 or more) Team Tiebreaker:

1. Combined head-to-head record among the tied teams\*\*
2. If or when two teams remain tied, the Two Team Tiebreaker goes into effect

*[Note: If a three-team tie is reduced to two teams, the two-team tie-breaker goes into effect.]*

\* Winning percentage is used instead of record because of situations where teams do not play each other the same number of times. Therefore, a team that is 1-0 (1.000) would win the tiebreaker over a team that is 1-1 (.500).

\*\* If the combined records of each tied team are different, the tiebreak is complete. Example: If Team A is 2-1, Team B is 1-1 and Team C is 1-2 then this is the order of the tiebreak.

Once only two teams remain tied, the Two Team Tiebreaker is used. Example: If Team A is 2-1, Team B is 1-2 and Team C is 1-2 then Team A is ahead of Teams B and C and Teams B and C revert to the Two Team Tiebreaker.

**5. Tournament Ball**

The tournament ball shall be determined and provided by the host institution.

**6. Tournament Ball Crew**

A minimum of four (4) qualified ball people (recommended age requirement is ten (10) years of age) should be available for each tournament game. It is recommended that the ball people wear colored jersey/vests that distinguish them from the field players.

**7. Official Travel Party & Squad Size**

For the MAC Tournament, each team is limited to a maximum of 33 persons in their Travel Party and in the bench areas (Student-athletes, Coaches, and Staff). Of those 33 persons, a maximum of 27 may be student-athletes (Travel Squad). Of those 27, 21 student-athletes are to be designated eligible for play and the official game roster must be submitted and exchanged 15 minutes prior to the start of each game in accordance with NCAA Championship rules and regulations.

*[Revised 10/15/2014; 5/2011; Adopted 12/17/2008;]*

**8. Designation of Home Team**

The higher seeded team in each match of the Tournament shall be designated as the home team. The home team shall wear its light uniforms and the visiting team shall wear its dark uniforms unless otherwise agreed to by the competing coaches.

**9. Practice/Warm-Up**

The host institution shall provide equal practice opportunities to each participating team the day before the tournament, along with equal warm-up opportunities on the day of their game.

**10. Game Times**

Game times shall be set by the Conference in conjunction with the host institution. Games times for the first round may be established to maximize attendance (i.e. host team in evening game).

**11. Schedule of Matches**

The suggested schedule of matches shall be as follows:

Friday	Semifinals	TBD	#1 Seed vs. #4 Seed
		TBD	#2 Seed vs. #3 Seed
Sunday	Championship	TBD	#1/#4 winner vs. #2/#3 winner

**12. Resolution of Tied Games**

Tournament games that are tied at the end of regulation play, shall be resolved utilizing the procedures outlined in the NCAA Men's and Women's Soccer rules.

**13. Halftimes**

Halftimes for semi-final matches shall be 15 minutes each. During the championship match, the length of halftime shall be fifteen (15) minutes, unless otherwise determined by mutual agreement of the participating coaches prior to the start of the match.

**14. Tape Exchange**

The Championship Host shall be responsible for filming all games and providing the semi-final winning teams with a copy of their match via flash drive at the conclusion of the semi-finals. [1/28/15]

**15. Tournament Officials**

The Conference Coordinator of Officials in consultation with the conference office shall assign all tournament games. The Coordinator of Officials shall select six (6) officials for the tournament. Four (4) officials shall be assigned to each contest [three (3) "on-field" and one (1) at the scorer's table].

- a. **Payment.** The host institution shall be responsible for payment of the officials as follows: Referees: \$375/per game; Linesmen: \$290/per game; Alternate: \$160/per game

Each official assigned to the tournament shall receive institutional mileage, per diem (\$15/day) and complimentary lodging [beginning the first night of competition, through the night of the officials' last game].  
[Revised 1/30/12]

- b. **Notification of Officials.** The participating institutions will be provided the officiating assignments one (1) hour prior to the start of their game. Notification will be provided to the official scorer's table, as well as the timesheets (bench and/or locker room areas).

**16. Facility**

The facility shall have a press box, video options, electronic score board, seating for a minimum of 500 people, minimum field size 65 yards by 110 yards, and maximum field size 80 yards by 120 yards.

## **17. Inclement Weather**

In the event of cancellation of the entire championship due to weather conditions, the No. 1 seed will receive the automatic berth in the NCAA Soccer Championship. In the event a match cannot be played during the tournament due to weather conditions, the highest-seeded team will advance in the tournament bracket. The higher-seeded team will continue to advance in the event of cancellation of additional matches due to weather conditions. If the No. 1 seed is defeated in its earlier match in the tournament and the championship game cannot be conducted, the highest remaining undefeated seed will receive the automatic berth in the NCAA Soccer Championship.

## **C. Awards (see MAC Bylaw V)**

### **1. Player of the Week**

During the course of the season, the MAC media relations department shall select a Player of the Week for Men's Soccer based on nominations submitted by member institutions.

### **2. All-Conference Team**

The 22-member All-MAC team will be coordinated by the MAC media relations department and selected by the coaches.

The conference office will generate and email a ballot (including complete statistics through that point in the season) to the coaches by the following Tuesday. Each coach must vote for 22 players and email his All-MAC selections to the MAC office by noon the following Wednesday. The first and second teams shall consist of 11 players each (including ties). Coaches may not vote for their own players. See MAC Bylaw 5.03 for procedure to break ties in the voting.

### **3. All-Tournament Team**

An eleven (11)-member all-tournament team will be selected by the head coaches. The coaches from the two teams losing in the semifinals will select two (2) players from their teams; the coach whose team loses in the championship match shall select three (3) players from his team, and the coach whose team wins the conference tournament shall select four (4) players from his team.

### **4. Coach of the Year, Freshman of the Year, Player of the Year**

The "Gary V. Palmisano" Coach of the Year, Newcomer of the Year, and Player of the Year will be selected by the coaches at the same time as the All-MAC team voting. Freshman of the Year nominees shall be limited to individuals in their first year of collegiate competition (true freshmen and/or red shirt freshmen – no non-qualifiers or transfers in their first year of eligibility) [Revised 12/18/13]. Nominations will be due the Monday prior to the conclusion of the regular season play.

## Chapter XII - Women's Soccer

### A. Regular Season

#### 1. Rules

All conference competition shall be governed by NCAA rules.

#### 2. Scheduling/Procedures

- a. The schedule format will continue with an 11-game round-robin model. The schedule will be based on a two-year rotation, with five home/six away and vice versa on alternating years. Conference matches shall be scheduled at least two years in advance. Non-conference matches shall only be scheduled against Division I opponents.
- b. Four ball persons are highly recommended for all regular-season games.
- c. All Sunday matches will begin between 11:00am and 2:00pm local time. *[Revised 1/29/14]*
- d. The final match of the regular season shall take place on the last Thursday prior to the Championship and shall begin at 3:00pm EST. *[Revised 1/29/14]*
- d. In cases of unplayable games, Friday matches will be rescheduled for Saturday. Every effort will be made to play the match on Friday (into the evening if the host institution has lights). Match time for games rescheduled for Saturday will be at the discretion of the host, but not earlier than 9 am and not later than 4 pm. If the match cannot be played on Saturday it is lost. Sunday matches will be rescheduled for no later than 4 pm on Sunday. If the match cannot begin by 4 pm on Sunday it will be lost. Weekday games shall be treated as Sunday games.
  - i. Exception to Sunday games: The last regular season conference match will be rescheduled and/or completed no later than Friday prior to the quarterfinal match.
- e. If at any point in the season a game is "lost", the total number of points will be divided by the number of games played.

#### 3. Travel Squad

The travel squad for MAC competition shall be 26 participants. This limitation applies to any team competition between two or more members or affiliate member institutions that counts in the MAC standings. The limitation applies to all institutional student-athletes who are included on the squad list, regardless if they dress for competition. Further, member institutions are bound to the travel squad limitations whenever MAC competition occurs within a road trip (e.g., if a MAC institution participates in a multiple-team contest or is coupled with non-conference competition on a single road trip).

#### 4. Facilities/Equipment

- a. For MAC play, the home team will wear light uniforms on Friday/Saturday and the visitor will wear dark. On Sunday, the home team will wear the dark uniforms and the visitors will wear the light uniforms.
- b. Minimum field requirements according to NCAA rules and regulations.
- c. A minimum of 4 official, "like" game balls shall be provided by the host university.

d. A public address system and game clock at the scorer's table are mandatory.

### 5. Pre-Game and Halftime

Pre-game and/or halftime accommodations must be comparable for both home and visiting teams. [5/27/15]

### 6. Match Protocol

The following match protocol shall be adhered to for single games or the first game of a doubleheader. Team introductions shall be limited to the starting 11 players and coaching staff. The visiting team should be notified one week in advance of the contest of any changes to the protocol for special occasions (e.g., senior day, special recognitions, etc.). The protocol can be amended for the second game of a doubleheader based on the mutual consent of the participating teams. Locker rooms for the visiting team shall be available 2 hours prior to the start of the match.

<u>Actual Clock</u>	<u>Activity</u>
60:00	Teams may begin warm-up
15:00	Game rosters exchanged
10:00	Captains and officials meet
	Team Clear field
	Introduction of officials, coaches and players.
	1. Officials
	2. Visiting Coaches and team
	3. Home coaches and team
	National Anthem
00:00	Match starts

### B. Regular-Season Champions

The MAC regular-season champion shall be decided by point accumulation (i.e., 3 points for a win, 1 point for a tie and 0 points for a loss). The team with the most points, regardless of division, shall be named MAC Regular Season Champion. If two or more teams have the same point total, they shall be considered co-champions. In addition, two divisional championships will be awarded to the team in each the East and West division with the highest point accumulation. [Revised 1/20/11]

### C. Scouting/Exchange of Information:

1. Due to NCAA legislative action, Division I coaches in all sports are prohibited from live scouting of future opponents. [Revised 7/1/13]
2. It is NOT permissible for institutions to provide film, videotapes or scouting reports to non-conference teams on conference teams.
3. Mid-American Conference Women's Soccer will operate under an open exchange policy through Prozone video server. All provisions herein apply to both Conference and Non-Conference games.
4. All Member Institutions will make all game tape available (both Conference and Non-Conference) to all MAC Institutions Coaches, the assignor and the MAC Office at all times by uploading all completed games to Prozone.
5. Games completed Monday through Sunday are to be uploaded to Prozone by 12:00 PM EST the following Monday. Thursday's Last Regular Season Game shall be uploaded by 12:00 PM EST Friday.
  - a. If there are extenuating circumstances that do not permit a game to be uploaded on-time or footage is unavailable (e.g., inclement weather,

equipment failure, travel), then it is the Head Coach's responsibility to contact the other head coaches within the conference, Prozone and the MAC Office with an explanation of the failure to upload.

## 6. Tape Exchange Guidelines

- a. Conference Games: The MAC Home team is responsible for uploading Conference Game video on Prozone for each completed game by deadlines established above.
  - b. Non-Conference Games: The MAC Institution team is responsible for uploading Non-Conference Game video on Prozone for each completed game by deadlines established above.
  - c. Each game shall be placed in the appropriate folder within the Prozone video server and labeled by date, the posting institution's initials, "v" or "at", and the opponent's initials. (Example: 9/25/15 EMUvBSU ~or~ 9/25/15 EMUatBSU).
7. Institutions are to videotape at the Midfield Center Touch Line on an elevated platform (e.g. scissor lift, press box). Zoom to be used at appropriate times. No obstructions in view of camera. [Revised 8/17/15]
8. Exhibition Games are not required to be uploaded to the Prozone video server.

## D. Officials

**Assignment.** The Conference Coordinator of Officials in consultation with the Conference office shall assign, four (4) officials (one referee, two linesmen) for all conference games.

**Payment.** The host institution shall be responsible for payment of these officials.

Referees shall be paid \$350/ per game

Linesmen shall receive \$275/ per game.

Alternate (4<sup>th</sup>) shall receive \$100/ per game. [1/28/15]

## E. Awards (see MAC Bylaw V)

### 1. Offensive/Defensive Players of the Week

During the course of the season, all twelve MAC Head Coaches shall select an Offensive Player of the Week and a Defensive Player of the Week based on nominations submitted by member institutions. Each institution may submit one nominee for Offensive Player of the Week and one nominee Defensive Player of the Week. Nominees will be placed on a ballot by the MAC Media Relations department that will be distributed to all head coaches for voting. Coaches shall rank their top three nominees, in order of preference. The MAC Media Relations department will assign three points to each #1 rank, two points to each #2 rank and one point to each #3 rank. Winners will accumulate the most points. Coaches may not vote for their own players.

### 2. All-MAC Team

The 22-member All-MAC team will be coordinated by the MAC media relations department and selected by the coaches. Nomination forms will be distributed to coaches on the Monday prior to the conclusion of regular-season play and are due back to the MAC Office by noon on the following Monday. Coaches shall nominate individuals from their team based on the following scale:

<b>Seeds</b>	<b>Number of Nominations</b>	<b>Total</b>
1-2	6	12
3-4	5	10
5-6	4	8
7-10	3	12
11-12	2	4

Additionally, all teams shall nominate a goalkeeper. The conference office will compile this information and submit it along with the All-MAC ballot. The conference office will prepare a ballot, including MAC statistics only and distributed to each coach by noon on the Tuesday of quarterfinal play. Coaches may not vote for their own players. Ballots shall be emailed to the MAC office by 5:00 p.m. on Wednesday. The first and second teams shall consist of 11 members each (including ties): three forwards, three midfielders, three defenders, the next highest vote-getter from all field players and 1 goalkeeper. See MAC Bylaw 5.03 for procedure to break ties in the voting. *[Revised 12/7/11]*

### **3. All-Freshman Team**

The 11-member All-Freshmen team will be coordinated by the MAC media relations department and selected by the coaches. Nomination forms will be distributed to coaches on the Monday prior to the conclusion of regular-season play. Coaches shall nominate individuals from their team, in rank order. Nominations (unlimited number) and coaches' comments must be submitted to the conference office by the Monday prior to the conclusion of the regular season. The conference office will generate and fax a ballot (including coaches' comments and complete statistics, through the end of the season, for each nominee) to the coaches. Ballots are due back to the MAC Office by noon on the following Monday. Only players with freshman eligibility may be nominated for the MAC All-Freshman Team. Transfer students are not eligible for the award. *[Revised 12/7/11]*

### **4. Coach, Offensive Player, Defensive Player and Freshman of the Year**

The Coach of the Year, Offensive Player of the Year, Defensive Player of the Year and Freshman of the Year will be selected by the coaches at the same time as the All-MAC Team voting. Coaches shall vote for two individuals, in rank order, for Coach of the Year, Offensive Player of the Year, Defensive Player of the Year and Freshmen of the Year honors. Only players with freshmen eligibility may be nominated for the Freshman of the Year Award. Transfer students are not eligible for the award. Points shall be assigned as follows: first choice (5 points) and second choice (1 point). The individual receiving the most votes will be named the respective award winner.

## **F. Coaches' Meeting (see appendix for meeting calendar)**

The annual business meeting of the women's soccer coaches shall be conducted the Tuesday following the NCAA DI Women's Soccer College Cup in December.

## **G. Championship Guidelines**

### **1. Tournament Awards**

As part of the awards listed in MAC Bylaw V and the sport operating codes, the 11 member all-tournament team will be selected by the coaches. The coaches from the two teams losing in the semifinals will select two players from their teams, the coach whose team loses in the championship match shall select three players from his team, and the coach whose team wins the conference tournament shall select four players from his team.

## 2. Tournament Ballpersons

It is recommended that the host institution provide two ballpersons on each side of the field to ensure continuity of the game.

## 3. Tournament Dates

The tournament quarterfinals will be played on the Sunday following completion of regular-season matches and the semifinals and finals on the Friday and Sunday prior to the NCAA Championship First Round matches.

## 4. Tournament Format

The eight teams with the highest point accumulation will participate in the tournament regardless of division. The team winning the MAC Women's Soccer Tournament will be the conference representative to the NCAA Women's Soccer Championship.

## 5. Tournament Seeding

Seeding for the tournament will be determined by the conference regular-season standings based on point accumulation (i.e., 3 points for a win, 1 point for a tie and 0 points for a loss). The total points accumulated in conference play, regardless of division, shall seed the teams accordingly. [Revised 1/20/11; 12/7/11] Ties in the conference standings will be broken as follows:

### Two Team Tiebreaker:

1. Head-to-head competition
2. Point accumulation vs. highest seeded teams
3. Goal differential (all conference games)
4. Goals allowed (all conference games)
5. Goals scored (all conference games)
6. Coin flip

### Multiple (3 or more) Team Tiebreaker:

1. Combined head-to-head record among the tied teams\*\*
2. If or when two teams remain tied, the Two Team Tiebreaker goes into effect

*[Note: If a three-team tie is reduced to two teams, the two-team tie-breaker goes into effect.]*

\* Winning percentage is used instead of record because of situations where teams do not play each other the same number of times. Therefore, a team that is 1-0 (1.000) would win the tiebreaker over a team that is 1-1 (.500).

\*\* If the combined records of each tied team are different, the tiebreak is complete. Example: If Team A is 2-1, Team B is 1-1 and Team C is 1-2 then this is the order of the tiebreak.

Once only two teams remain tied, the Two Team Tiebreaker is used. Example: If Team A is 2-1, Team B is 1-2 and Team C is 1-2 then Team A is ahead of Teams B and C and Teams B and C revert to the Two Team Tiebreaker.

## 6. Tournament Site

The top four seeds shall host quarterfinal matches on Sunday, with the semifinals and finals conducted the following Friday/Sunday at the highest remaining seed following the quarterfinal round. If the highest remaining seed is unable to host the tournament, the next highest remaining seed (and so on) shall be offered the opportunity to host the tournament.

## H. Rules

### 1. Travel Squad

The travel squad for the conference championship shall be 26 participants.

### 2. Ties

The NCAA tiebreaker rule shall be followed for all tournament games.

## I. Schedule/Procedures

### 1. Determination of Home Team and Benches

The higher seeded team shall in each match of the tournament shall be designated as the home team. The home team shall wear its light colored uniforms and the visiting team shall wear its dark colored uniforms. When facing the scorer's table, the home team bench shall be on the left and visiting team on the right.

### 2. Inclement Weather

In the event that quarterfinals matches cannot be conducted due to inclement weather, the matches shall be conducted on the following Monday. In the event that the semifinal and championship matches are not completed, the highest remaining seed in the tournament shall be the MAC's representative to the NCAA Tournament.

### 3. Practice/Warm-Up

The host institution shall provide equal practice opportunities to each participating team the day before the tournament, along with equal warm-up opportunities on the day of the game.

### 4. Schedule of Matches

The schedule of matches shall be as follows:

<b>Sunday</b> <i>(at campus sites)</i>	Quarterfinals	TBA	No. 8 Seed vs. No. 1 Seed No. 7 Seed vs. No. 2 Seed No. 6 Seed vs. No. 3 Seed No. 5 Seed vs. No. 4 Seed
<b>Friday</b> <i>(at highest remaining seed)</i>	Semifinals	TBA	No. 8/1 Winner vs. No. 5/4 Winner <b>OR</b> No. 7/2 Winner vs. No. 6/3 Winner
		TBA	No. 8/1 Winner vs. No. 5/4 Winner <b>OR</b> No. 7/2 Winner vs. No. 6/3 Winner <b>OR</b>
<b>Sunday</b> <i>(highest remaining seed after quarterfinal round)</i>	Championship	TBA	

### 5. Starting Times

Starting times for quarterfinal games will be played at 1:00 pm EST/12:00 pm CST.

Semifinals and Finals starting time will be set by the Conference in conjunction with the host institution.

## **J. Facilities/Equipment**

### **1. Ball**

The ball to be used for the conference tournament shall be determined by the host institution. A minimum of four game balls shall be available for participating teams.

### **2. Facility**

The field shall adhere to NCAA minimum field requirements.

## **K. Officials**

### **1. Quarterfinal Round**

The Soccer Assignor shall select four officials for each quarterfinal match (three "on-field" officials and one at scorer's table).

### **2. Semifinal and Championship Round**

The Soccer Assignor shall select six officials for the tournament. Four officials shall be assigned to each contest (three "on-field" officials and one at scorer's table).

3. Referee's shall be paid \$375 and linesmen shall be paid \$290 per game. Alternate officials shall be paid \$160 per game. In addition, each official should receive institutional mileage, per diem (\$15/day) and complimentary lodging.  
[Revised 1/29/14]

## Chapter XIII - Softball

### A. Regular Season

#### 1. Rules

- a. All conference competition shall be governed by NCAA rules and MAC policies.
- b. A regulation game shall be defined in the NCAA softball rules. The 8-run rule after five innings will be implemented.
- c. Forfeited games are governed by the NCAA rule book (recorded as a loss: see scoring options).
- d. Code of Ethics. The following code of ethics has been adopted by the MAC softball coaches as it relates to publicly and unduly criticizing a game official, conference office personnel, another member university, a student-athlete or personnel of another member university.
  1. Always know you are representing yourself as a professional, a member of the Mid-American Conference, NCAA, NFCA, and representative of your individual university.
  2. Study the rules of the game diligently, observe and attempt to improve at all times.
  3. Remember that while your work as a coach is important, you must conduct yourself in such a way that spectator attention is directed to those playing the game and not at you.
  4. Conduct yourself as to be a worthy example of those playing the game and to the fans.
  5. Cooperate and be professional in your associations with your fellow coaches and do nothing to cause them public embarrassment.
  6. Keep in mind the game is more important than the wishes of any individual player or coach, or the ambitions of any individual umpire.
  7. Umpires and/or officials shall be spoken to or referred to as "Blue" or "Umpire."

#### 2. Scheduling/Procedures

- a. Conference competition shall consist of a 24-game schedule versus eight (8) conference opponents, including all five (5) divisional opponents and three (3) cross-divisional opponents. Each team's cross-divisional opponents shall be determined on a rotating basis by the conference office. The conference schedule shall begin seven (7) weeks prior to the conference Tournament. *[Revised 5/27/15]*
- b. Weekend Opponents. Weekend opponents (7 weekends) shall include four (4) divisional opponents and three (3) cross-divisional opponents. Each weekend series will consist of three games versus a single opponent over a two-day period on Friday and Saturday (Sunday is available as a reschedule date in the event of weather or other delay).

Friday shall include a single game beginning at 3:00pm local time (this game may be move to as late at 6:00pm local time with mutual consent of the participating institutions and the conference office).

Saturday shall include two games (double header) with the first game beginning at 1:00pm local time.

*[Revised 10/14/15; 5/27/15]*

- c. Weekday Opponent (Travel Partner). Teams will play three games versus their designated travel partner over two separate weekdays as follows:

On Tuesday of the first week of April, teams will play two games (double header) versus their travel partner at one site (home or away) beginning at 1:00pm (this game may be move to as late at 6:00pm local time with mutual consent of the participating institutions and the conference office).

On Wednesday of the second week of April, teams will play a single game versus their travel partner at the opposite site beginning at 2:00pm (this game may be move to as late at 6:00pm local time with mutual consent of the participating institutions and the conference office). E.G., if Team A plays a double header vs. Team B on Team A's campus, then Team A will play a single game vs. Team B on Team B's campus.

[Revised 10/14/15; 5/27/15]

- d. A conference cycle schedule will be submitted by the conference office to the coaches and Joint Council, as part of its annual report. The schedule should be submitted a minimum of one year in advance of the start of each cycle. [Revised 5/27/15]
- e. Any scheduled conference game(s) not completed due to inclement weather, field conditions or other reasons shall not count in the conference standings. [Revised 5/27/15]
- f. No more than two games plus a halted game may be played on one day. [5/27/15]
- g. Tiebreaker Procedures. No tiebreaker procedure shall be utilized for Conference games. [Revised 1/25/11]
- h. Updated visitor information should be sent to conference institutions (e.g., directions, motels, restaurants, etc.) each year. This should also include pregame information with specified warm-up areas and available times.

#### **4. Weather / Lost Game Policy**

- a. Inclement Weather. If the 'Real Feel' temperature at the facility (field) per [accuweather.com](http://accuweather.com) is below 28 degrees, a Senior Level Administrator from the host institution must be consulted and will make the determination to play or delay the game. [2/26/16]
- b. Weekend Series
1. During a single opponent weekend series, games may be moved due to inclement weather or field conditions.
  2. Decisions to start or move games shall be at the discretion of the home team's administration with approval from the conference office.
  3. If a Friday game is not able to be played, two games may be played on Saturday in a doubleheader format and one game may be played on Sunday unless the Sunday forecast or projected field conditions indicate that the game WILL NOT be able to be played on Sunday.

4. If a single game on Saturday is not able to be played, that game may be moved to Sunday unless the Sunday forecast or projected field conditions indicate that the game WILL NOT be able to be played on Sunday.
5. If neither game on Saturday is able to be played, both games may be played on Sunday in a doubleheader format unless the Sunday forecast or projected field conditions indicate that the game WILL NOT be able to be played on Sunday.
6. If it appears that inclement weather or other field condition factors will make a Saturday game(s) unplayable, one Saturday game may be played Friday in a doubleheader format. The remaining Saturday game should be attempted on Saturday; if that game is not playable on Saturday it may be moved to Sunday unless the Sunday forecast or projected field conditions indicate that the game WILL NOT be able to be played on Sunday.
7. If a Friday game is not able to be played and only one Saturday game is able to be played, two games may be played on Sunday unless the Sunday forecast or projected field conditions indicate that the games WILL NOT be able to be played on Sunday.
8. Games may not be moved to Thursday or Monday.
9. No more than two (2) games plus any halted game may be played in one day.
10. If games cannot be completed within the guidelines herein, those games are lost and may not be made up or rescheduled.

[Revised 5/27/15]

c. Weekday Series (Travel Partner)

1. During a weekday series versus a travel partner, games may not be moved to an alternate date.
  - a. Exception: If a game(s) is unable to be played on the Tuesday doubleheader date, one game may be moved to the Wednesday single game date and be played in a doubleheader format starting at 1:00pm. The original Home team will remain the Home team for the rescheduled game (played first).
2. Game times may be adjusted if necessary due to inclement weather or field conditions.
3. Decisions to adjust game times shall be at the discretion of the home team's administration with approval from the conference office.

[Revised 5/27/15]

**4. Halted Game Rule**

The Halted Game Rule is in effect for all originally scheduled Friday and Saturday Conference Games. [Revised 5/27/15; 1/25/11]

If an originally scheduled Friday or Saturday game is halted and is tied, it shall be continued on the following day prior to the start of any regularly scheduled game, regardless of the inning in which the game is tied. [Revised 5/27/15; 1/25/11]

**5. Makeup Policy**

Procedures / Interpretations

- a. All halted games continued from the point of suspension maintain the originally designated home team, lineups and lineup cards.

- b. Darkness is considered a field condition and could be cause for a halted game, prior to the completion of the fifth inning.
- c. Games may be moved to another local (30 mile radius) skinned field at the discretion of home team's administration (not the coach). Home team administration and umpires will determine playability of the home field.

## **6. Travel Squad**

The travel squad for MAC competition (defined as competition scheduled by the MAC office and counted in conference standings) shall be 22 participants. This limitation applies to any team competition between two or more members or affiliate member institutions. The limitation applies to all institutional student-athletes who are included on the squad list, regardless if they dress for competition. [*Revised 6/1/16*]

## **7. Facilities/Equipment**

- a. During a weekend series, the home team will wear light uniforms (uniform top) Fridays and dark uniforms Saturdays. If any game is moved to Sunday, the home team will wear light uniforms. If weather necessitates a change in the color of uniforms, coaches must make a prior mutual agreement.

During a weekday series, the home team will wear light uniforms for all games.

[*Revised 5/27/15*]

- b. Field and bullpen tarps are mandatory at all softball diamonds and shall be in place on nights before home conference softball games, when deemed necessary. Tarps must be in working condition. The host university shall make every effort to have a playable field for the game and have Diamond Dry, Turface, or any similar substance available. [*Revised 1/29/14*]
- c. All member institutions are required to provide out-of-play fences parallel to the foul lines. Snow fences are not acceptable.
- d. The official MAC softball shall be the NCAA approved ball.
- e. Equivalent heaters are required for dugouts for home and visiting teams if the game temperature is below 40 degrees. [*1/29/14*]
- f. Both bullpen areas must be comparable and dirt is preferred. If not comparable, both teams shall share the superior bullpen. [*10/17/14*]

## **8. Bat Testing Policy**

Voluntary bat testing may take place at MAC host institutions in possession of a bat tester. It is not required that witnesses be present for testing as the honor code shall be in place. Bats that fail testing will be set aside during the game(s) and returned to the team's Head Coach at the conclusion of the game(s). Coaches are expected to discuss the disposition of bats that fail voluntary testing and the possible legal implications of their continued use with their athletic administration.

Teams in possession of a bat tester may choose, but are not required, to travel with the tester, if requested by the host institution. [*Revised 1/30/12*]

## **B. Scouting/Exchange of Information**

1. Due to legislative action, Division I coaches in all sports are prohibited from live scouting of future opponents. [*Revised 7/1/13*]
2. The visiting team shall provide the home coach a roster with year in school, bats/throws, hometown, and uniform numbers. Also, statistics to date with season record should be sent no later than one week prior to the competition.
3. Member institutions may not supply scouting information on MAC teams to anyone and may not supply information on any team representing our region in NCAA championship play. Information may be obtained from non-conference opponents.
4. To aid conference teams in NCAA appearances, any number of video requests may be made within the conference after the completion of the conference tournament.

## **C. Statistics**

1. Conference statistics, which are to be exchanged prior to play, should include:
  - a. Batting statistics: G/GS, BA, AB, R, H, 2B, 3B, HR, RBI, SB/SBA, BB,SO, HBP, Slug%, and OB%.
  - b. Fielding statistics: PO, A, E, DP, FLD%.
  - c. Pitching statistics: ERA, G/GS, W/L, PCT, Save, CG, Shutouts, IP, R, H, ER, SO, BB, IBB, HB, WP, 2B, 3B, HR, AB/AVG.
  - d. Catcher statistics: SBA/SB, Passed Balls.
  - e. Scores of previous games with winning pitchers.
2. NCAA Softball Committee Regional Poll selections require that each regional representative report on their respective teams weekly. Each university is responsible to report their scores, as instructed, to the appropriate regional representative.

## **D. Officials**

1. Three umpires for all conference and non-conference home games shall be assigned and approved by the commissioner or his designated representative. The host university shall be responsible for payment of these officials. [*Revised 10/14/15*]

Each official shall be paid \$175 per game (including non-conference). [*Revised 6/1/16; 10/14/15; 5/27/15; 5/14/14*]

2. Overnight lodging shall be provided to umpires travelling from 50 miles or more to the host institution. [*Revised 10/14/15*]
3. If an umpire has traveled to a site for a weekend series, the umpire shall receive a full weekend fee, regardless of the number of games played.

If an Umpire has travelled to a site for a weekday double header and both games are cancelled due to rain, the umpire shall receive a game fee for one game. If the second game of a doubleheader is started, the umpire shall receive two game fees.

If an umpire has travelled to a site for a weekday single game, the umpire shall receive a full game fee regardless of whether the game is played.

If an umpire is contacted about a cancellation prior to departing for campus, no game fee is paid.

[Revised 5/27/15]

## **E. Awards (see MAC Bylaw V)**

### **1. Pitcher/Player of the Week**

During the course of the season, the MAC media relations department shall select a Pitcher and Player of the Week from both East and West Divisions, based on nominations submitted by member institutions.

### **2. All-MAC Team**

The 30-member All-MAC team will be coordinated by the MAC media relations department and selected by the coaches via teleconference on the Monday prior to the start of the tournament. Nomination forms will be sent to the coaches two weeks prior to the end of the regular season. Coaches can nominate up to eight players for the all-conference ballot, but may only nominate a player at one position. All nominations and supporting MAC-only statistics must be emailed to the conference office by 10:00 a.m. the Friday prior to the last regularly-scheduled conference games. (Statistics should be for the entire MAC season.) [Revised 1/24/10]

The conference office will compile a ballot of all nominees (including only MAC statistics for the nominees through the end of the regular season), which should be available the Monday following the final weekend of regular season play by noon. In addition to the statistics listed in Section C of this code, the ballot should provide the following: offensive statistics for pitchers; positions and number of games played at each for utility players; space to assign point values for all selections (including item "c") as described in the voting procedures.

All-MAC voting will take place via e-mail exchange initiated by the MAC Office beginning at 5:00 p.m. on Monday prior to the championship.

A 15-member first team (1 Utility Pitcher, 1 Utility Non-Pitcher, 8 position players, 2 pitchers, 3 at-large players) and 15-member second team (same positions as first team) will be selected by separate vote in the following order: first team position players, first team at-large players, second team position players, second team at-large players. \*Note: Coaches shall utilize the NCAA criteria for the Utility positions when selecting this player

Voting Procedures:

- a. Coaches may not vote for their own players during first team or second team voting. [Revised 1/24/10]
- b. Coaches must vote for all positions.
- c. Coaches must cast a numerical vote for each position, assigning value as follows:
  - 1st choice - 5 points
  - 2nd choice - 3 points
  - 3rd choice - 1 point

Exception: For the position of outfield, the values should be assigned as 6, 5, 4, 3, 2, 1.

- d. Highest assigned value must be used for each position.

See MAC Bylaw 5.03 for procedure to break ties in the voting.

### **3. All-Freshman Team**

The 10-member All-Freshman team will be coordinated by the MAC media relations department and selected by the coaches via written ballot prior to the start of the tournament. The All-Freshman team is not selected by position. Nomination forms will be sent to the coaches two weeks prior to the end of the regular season. Coaches can nominate an unlimited number of players for the all-freshman ballot. All nominations and supporting MAC-only statistics must be emailed to the conference office by 10:00 a.m. the Friday prior to the last regularly-scheduled conference games. (Statistics should be for the entire MAC season.) [*Revised 1/24/10*]

The conference office will compile a ballot of all nominees (including only MAC statistics for the nominees through the end of the regular season), which should be available the Monday following the final weekend of regular season play by noon. In addition to the statistics listed in Section C of this code, the ballot should provide the following: offensive statistics for pitchers; positions and number of games played at each for utility players; space to assign votes.

Voting Procedures:

- a. Coaches may not vote for their own players.
- b. Coaches must vote for 10 players regardless of position.

### **4. Player, Pitcher, Freshman, Coach of the Year and Nan Harvey Award.**

The MAC Player of the Year, Pitcher of the Year, Freshman of the Year, Coach of the Year, and Nan Harvey Award will be selected by the coaches in conjunction with the All-MAC team selection process. Based on nominations received, the conference office will generate a ballot, which will include narrative on each player provided by the coaches. Coaches may vote for their own players and must use all votes. Votes will be cast with a 5, 3, 1 value for each of these selections. In regards to the Nan Harvey Award, coaches are not required to submit a nomination and one vote will be cast from each institution for one award recipient.

### **5. Announcement**

The announcement of these awards shall be made via press release on the Tuesday prior to the tournament. [*Revised 1/30/12*]

### **F. Coaches' Meeting (see appendix for meeting calendar)**

The annual business meeting of the softball coaches shall be conducted on the last Monday of August in Cleveland, Ohio. The spring meeting held in conjunction with the tournament will be for the sole purpose of tournament issues.

### **G. Divisional Champions/Regular-Season Champion**

1. To qualify as the MAC divisional champion, a team must play at least 16 conference games. [*Revised 5/27/15*]
2. The divisional championship will be decided on overall conference winning percentage. A tie game shall count as a half-game won and a half-game lost. If two teams are tied for the championship, they shall be considered co-champions.
3. The division champion with the best overall conference winning percentage shall be declared the MAC Champion. If two or more teams are tied for the championship, they shall be considered co-champions.

## **H. Conference Post-Season Tournament**

### **1. Tournament Awards**

As part of the awards listed in MAC Bylaw V and the sport operating codes, the All-tournament team will be selected by a selection committee comprised of the Coordinator of Umpires, the MAC office SID representative and a minimum of two nonparticipating coaches immediately following the conclusion of the tournament. All individuals participating in the voting process must be in attendance at all games. Each participating coach will nominate up to five players for consideration. The selection committee will rank players from 1-10, with points assigned as follows: first-place ranking = 10 points, second-place ranking = 9 points, etc. The conference office representative will conduct the voting.

### **2. Tournament Dates**

The tournament shall take place on the weekend prior to the NCAA Regional's and shall begin on a Wednesday. Sunday will be a rain day only.

### **3. Tournament Format**

The top eight (8) teams as determined by conference winning percentage (MAC play only), regardless of division, will participate in the post-season, double elimination tournament. In case of a percentage tie, the MAC tiebreaker procedure will be used. The team winning the MAC Softball Tournament will be the conference representative to the NCAA Softball Championship.

### **4. Tournament Personnel**

The following personnel shall be provided for the conference softball tournament:

- a. Tournament Director (Conference Office Liaison)
- b. Eight (8) umpires [*Revised 5/14/14*]

### **5. Tournament Qualifications**

- a. An institution shall schedule 24 conference games to qualify for the tournament. A team must play one-half of the scheduled conference games to be eligible for the tournament. [*Revised 5/27/15*]
- b. Any conference game(s) not completed (per NCAA rules) because of darkness, inclement weather or field conditions shall be cancelled and shall not be counted in the conference standings, unless made up according to MAC policies.
- c. Tie games shall be counted in the conference standings as one-half game won and one-half game lost.
- d. If a team is on suspension, it shall not be eligible to participate in the conference tournament. If a suspended team is among the top-two finishers in the division in the regular-season standings, then all teams within the division shall move up one place for the purpose of determining the participating teams in the conference tournament.

### **6. Tournament Site**

The tournament will be hosted at a neutral site which will be Firestone Stadium Akron, OH for the 2015-16 season. [*Revised 5/17/12; 1/25/11*]

## 7. Tournament Seeding

Teams will be seeded 1 through 8 based on conference winning percentage (MAC play only), regardless of division. Ties in the conference standings shall be broken as follows:

### Two Team Tiebreaker:

1. Head-to-head competition
2. Winning percentage\* vs. ranked conference teams (top to bottom, regardless of division; versus common opponents, regardless of the number of times played)
3. Overall winning percentage vs. common MAC opponents
4. If tied teams have played each other, average of runs scored against; if tied teams have not played each other, average of runs scored against vs. all common MAC opponents
5. Coin flip

### Multiple (3 or more) Team Tiebreaker:

1. Combined head-to-head record among the tied teams\*\*
2. If or when two teams remain tied, the Two Team Tiebreaker goes into effect

*[Note: If a three-team tie is reduced to two teams, the two-team tie-breaker goes into effect.]*

\* Winning percentage is used instead of record because of situations where teams do not play each other the same number of times. Therefore, a team that is 1-0 (1.000) would win the tiebreaker over a team that is 1-1 (.500).

\*\* If the combined records of each tied team are different, the tiebreak is complete. Example: If Team A is 2-1, Team B is 1-1 and Team C is 1-2 then this is the order of the tiebreak.

Once only two teams remain tied, the Two Team Tiebreaker is used. Example: If Team A is 2-1, Team B is 1-2 and Team C is 1-2 then Team A is ahead of Teams B and C and Teams B and C revert to the Two Team Tiebreaker.

## 8. Field Specifications

- a. Outfield portable fence will sit at 210' in left and right field and 220' in center field, as permitted by NCAA Championship Rules.
- b. Backstop, sideline and outfield fences must enclose the playing field.
- c. The infield must be skinned; the outfield must be natural grass.
- d. A minimum of 25 feet (maximum of 30 feet) from home plate to the backstop.
- e. A minimum seating capacity of at least 500.
- f. An athletics training facility must be available on site. If permanent facilities are not available, tents may be used to meet this requirement.
- g. Adequate restrooms on site (portable or permanent).
- h. An electronic scoreboard, public address system (including backup if possible) and telephone must be available.
- i. A warm-up area should be provided for the two non-playing teams with either batting cages or an area to hit.
- j. Adequate parking on site for teams, tournament personnel and umpires.
- k. A covered interview area is recommended.
- l. Field Cover. In order to avoid cancellations due to wet grounds, the host site shall provide a reliable rain cover for its entire infield. This cover shall be placed on the field the day before the tournament unless the condition of the field does not warrant this action.

- m. Dugouts must be covered and enclosed from spectators (a temporary cover is permissible).
- n. Both bullpen areas must be comparable and dirt is preferred. If not comparable, both teams shall share the superior bullpen area.
- o. Appropriate maintenance personnel must be on site during the tournament.
- p. Diamond Dry, Turface or any similar substance must be available for the tournament.

### **9. Alternate Field**

The use of an alternate field (if necessary) for championship competition shall be allowed ONLY if the alternate site meets the required field specifications and the site is within a 60-mile radius of the host site.

## **I. Tournament Rules**

### **1. Travel Squad & Travel Party**

The travel squad for the conference championship shall be 22 participants. The travel party shall be 30, inclusive of the travel squad. Each institution's roster shall be submitted to the official scorer and head umpire at the coaches' meeting the night prior to the tournament. All players on these rosters are to have been certified eligible and must have their names on file in the MAC office. Only these players shall be eligible to play in the tournament. [1/29/15]

### **2. Game Length**

All tournament games shall consist of seven innings and shall be played to completion if delayed or interrupted for any reason. If a game is stopped before seven innings are completed, the game shall be continued and completed the next day from the point of interruption prior to the regularly-scheduled games.

### **3. Three Games Per Day Per Team Limit**

Teams shall not be allowed to compete in more than three games per day. If a partial game is less than regulation, it shall be counted as a full game in terms of this limitation. If a partial game has at least five innings completed, the participating teams may play out the remainder of that game and three additional games on the following day.

### **4. Tiebreaker Procedures**

No tiebreaker procedure shall be utilized for Tournament games. Games shall be played to completion. [1/25/11]

### **5. Inclement Weather**

- a. The Tournament Director shall have the authority to cancel a game and start a game. Umpires may only halt play once the game has started. Continuation of the game shall be under the absolute jurisdiction of the umpires and the Tournament Director. The coaches shall not influence or interfere with these decisions.
- b. If possible, a game shall begin no later than one hour after its scheduled starting time.
- c. In the event that the tournament is not started, the conference standings at the end of the regular season shall determine the MAC's NCAA representative.
- d. If the tournament is started, the following procedures shall be followed in determining the MAC's representative to the NCAA Softball Championship.

0 games played	Highest Seed (No. 1 seed)
1 game played	Highest Seed (No. 1 seed)
2 games played	Highest Seed (No. 1 seed)
3 games played	Highest Seed (No. 1 seed)
4 games played	Highest Seed (without a loss)
5 games played	Highest Seed (without a loss)
6 games played	Highest Seed (without a loss)
7 games played	Highest Seed (without a loss)
8 games played	Highest Seed (without a loss)
9 games played	Highest Seed (without a loss)
10 games played	Highest Seed (without a loss)

## 6. Protests

There shall be a Protest Committee consisting of an off umpire, the Coordinator of Umpires, and the Tournament Director (who shall chair the committee). All protests will be decided by the Protest Committee and must be decided before play can continue. The procedure for protest will be as follows:

- a. The protest must be made to the home-plate umpire.
- b. The home-plate umpire shall confer with field umpires and, if necessary, shall take it to the Protest Committee.
- c. The Protest Committee, after discussion (and consultation with the NCAA Softball Secretary Rules Editor, if available), either upholds or denies the protest at that time. Their ruling is final.
- d. Protests must be made when the action happens. No protest can be made after a succeeding play or pitch, legal or illegal, is made.
- e. A game-ending protest can be made before the umpires leave the field. The offended team has one minute to voice its protest intentions therefore the umpires should remain on the field until the time limit has passed.

## 7. Bat Testing Policy

In order for any bat to be utilized during the MAC Tournament, the bat is required to pass mandatory tournament bat testing. Tournament bat testing will take place at the pre-tournament coaches meeting on Tuesday. Should the #1 and/or #2 Seed(s) arrive Wednesday, or otherwise after the pre-tournament coaches meeting, bat testing for those teams will be scheduled at the hotel or championship venue on Wednesday or Thursday. A testing schedule will be developed by the MAC Office and teams are required to appear at their assigned testing time with all team bats to be used in the tournament.

Bats that pass testing will be designated with a sticker provided by the MAC Office. Bats that fail testing will be removed from play and held in the custody of the MAC Office until the conclusion of the tournament or until the team that owns the bat is eliminated, whichever occurs first. At that time, bats will be returned to the team for disposition. *[Revised 1/30/12]*

## J. Tournament Schedule/Procedures

### 1. Schedule of Games

The suggested schedule of games shall be as follows. All tournament games shall consist of seven innings and shall be played to seven innings if delayed for any reason. If a game is halted before seven innings are played, the game shall be continued and completed the next day, prior to the regularly-scheduled games.

	<b>GAME</b>	<b>TIME</b>	<b>OPPONENTS</b>
Wednesday	1	10:30am	No. 4 Seed vs. No. 5 Seed
	2	1:00pm	No. 1 Seed vs. No. 8 Seed
	3	3:30pm	No. 2 Seed vs. No. 7 Seed
	4	6:00pm	No. 3 Seed vs. No. 6 Seed
Thursday	5	10:30am	Game 1 Loser vs. Game 2 Loser
	6	1:00pm	Game 1 Winner vs. Game 2 Winner
	7	3:30pm	Game 3 Winner vs. Game 4 Winner
	8	6:00pm	Game 3 Loser vs. Game 4 Loser
Friday	9	10:30am	Game 5 Winner vs. Game 7 Loser
	10	1:00pm	Game 8 Winner vs. Game 6 Loser
	11	3:30pm	Game 6 Winner vs. Game 7 Winner
	12	6:00pm	Game 9 Winner vs. Game 10 Winner
Saturday	13	10:30am	Game 12 Winner vs. Game 11 Loser
	14(Champ)	1:00pm	Game 13 Winner vs. Game 11 Winner
	15	3:30pm	Repeat Game #14 if necessary

[Revised 10/17/14; 1/29/14, 1/30/12, 1/24/10]

## 2. Determination of Home Team

The highest-seeded teams will be the home teams in the first round of the tournament. After the first round of play, the home team shall be determined by NCAA tournament procedure.

## 3. Practice Policies

All teams shall have an opportunity to practice on the official playing field one time prior to the opening of the tournament on Tuesday - 45 minutes infield practice, 45 minutes assigned practice field. The times for practice shall be assigned with regard to the distance that teams must travel to the site (closest team will have the earliest time, etc.). Academic considerations may alter this policy. In the event of wet grounds in the warm-up area, if mutually agreed upon by the participating teams, one team may warm-up in the outfield grassy area while the other team conducts on-field practice. In the event that the #1 and/or #2 Seed(s) decline the Tuesday practice opportunity, remaining scheduled practice times will be shifted later in the day. Practices are weather permitting.

- Participating teams may use assigned practice field for warm-up beginning 2 hours before game time.
- Teams will share infield time on game field beginning 30 minutes before game time. Teams must conclude infield time 15 minutes prior to the game.
- The grounds crew shall condition the infield 15 minutes before game time.
- The teams will be announced 5 minutes prior to the start of game.
- The Tournament Director will time all practices and notify teams of altered start times.

[Revised 1/30/12]

## 4. Starting Times

All games shall start at the scheduled time. If there is an extra-inning situation in the first game resulting in the succeeding game not being able to start at the scheduled time, at least 30 minutes must elapse before the next game starts. In the event of rain delays, all games shall begin at least 30 minutes following the conclusion of the previous game.

## **5. Use of Dugouts**

The third base dugout will be the home team dugout and the first base dugout will be the visiting team dugout.

## **K. Tournament Equipment**

### **1. Ball**

The softball designated for the NCAA College Women's World Series is the official ball of the tournament.

- a. The tournament director shall have a minimum of five dozen balls on hand to start the tournament.
- b. The games should start with five balls, at least two prepared by each team.
- c. The game balls can be picked up by a representative from each team 45 minutes prior to game time from the press box area.

### **2. Team Uniforms**

The visiting team shall wear a uniform of different color than the home team. The home team has the opportunity to choose the color it wishes to wear. (e.g., the home team wears white, the visitor must wear a contrasting color.)

## **L. Tournament Officials**

1. The Coordinator of Umpires shall select eight (8) umpires for the tournament based upon the nominations of the coaches (two four-person crews with three on and one off). [*Revised 5/14/14*]
2. The rotation for umpires working each game shall be determined by the Coordinator of Umpires.
3. The umpires are to be on the playing field 15 minutes before game time.
4. The Coordinator of Umpires shall be in attendance at all games.
5. Officials shall be paid a fee of \$1,000.00 for working the tournament, plus round-trip mileage and a \$15 per diem. The MAC Office shall issue the checks. [*Revised 5/14/14; 1/30/12*]

## **Chapter XIV- Swimming and Diving (men and women)**

### **A. Regular Season**

#### **1. Rules**

All conference competition shall be governed by NCAA rules.

#### **2. Scheduling/Procedures**

- a. Conference scheduling shall adhere to the approved two-year rotation and will be done at the annual coaches' meeting in the fall. Upon completion of the two-year rotation, scheduling will adhere to MAC Bylaw 6.01, unless approved otherwise.
- b. It is the discretion of the host institution to determine whether the meet is separate or combined.
- c. The visiting team shall be given access to the deck two hours before the meet and access to the water one hour prior to the meet.
- d. The visiting team may request, in writing at least thirty (30) days prior to the scheduled dual meet, pool practice time on the day prior to the meet. Times are subject to availability. The host institution is responsible for any associated costs. [1/29/14]
- e. It is strongly recommended the host institution have solo usage of the facility from the start of warm-ups until the completion of the competition when hosting a regular season meet. [10/15/14]

#### **3. Makeup Policy**

Subject to administrator approval, postponed dates can be made up at a later date, providing that the coaches involved mutually agree.

#### **4. Travel Squad**

The travel squad for MAC competition shall be 24 participants (men) or 24 participants (women), excluding university break-time and one invitational/relay meet (no limit). This limitation applies to any team competition between two-or-more members or affiliate member institutions that will count in MAC standings. The limitation applies to all institutional student-athletes who are included on the squad list, regardless if they dress for competition. Further, member institutions are bound to the travel squad limitations whenever MAC competition occurs within a road trip (e.g., if a MAC institution participates in a multiple-team contest or is coupled with non-conference competition on a single road trip).

### **B. Scouting/Exchange of Information**

1. Due to legislative action, Division I coaches in all sports are prohibited from live scouting of future opponents. [Revised 7/1/13]
2. Each university shall post all meet results (on institutional website) from the prior week by midnight on the Monday following weekend competition.

### **C. Officials (see Officiating Manual)**

The securing and payment of qualified and appropriate meet officials shall be the responsibility of the host university.

### **D. Coaches' Meeting (see appendix for meeting calendar)**

The annual business meeting of the swimming and diving coaches shall be conducted the fourth Tuesday in September

## **E. Championship Guidelines**

### **1. Championship Awards**

As part of the championship awards outlined in Bylaw V and the sport operating codes, the following awards shall be presented at the championship. Individual event and relay awards shall be presented immediately following the event (see competition schedule for complete order of awards presentation).

#### **a. Freshman of the Year Swimmer/Diver**

The Freshman of Year Swimmer/Diver is awarded at the MAC Championship based upon point totals, with bonus points awarded for a new MAC record and NCAA qualifying standards achieved. Shall be limited to individuals in their first year of eligibility.

Bonus Points shall be awarded as follows:

10 points for each NCAA "A" standard achieved

5 points for each NCAA "B" standard achieved

5 points for a new MAC Championship record

Note: Only individual swims are considered. Relay leadoffs are not considered. Points will be awarded for the best mark recorded during preliminaries or finals. Double points will not occur. The presentation of these awards shall occur at the conclusion of the meet by the recipient's respective coaches.

#### **b. Most Outstanding Swimmer/Diver**

The Most Outstanding Swimmer/Diver is awarded at the MAC Championship based upon point totals, with bonus points awarded for a new MAC record and NCAA qualifying standards achieved.

Bonus Points shall be awarded as follows:

10 points for each NCAA "A" standard achieved

5 points for each NCAA "B" standard achieved

5 points for a new MAC Championship record

Note: Only individual swims are considered. Relay leadoffs are not considered. Points will be awarded for the best mark recorded during preliminaries or finals. Double points will not occur. The presentation of these awards shall occur at the conclusion of the meet by the recipient's respective coaches.

#### **c. Coach of the Year/Diving Coach of the Year**

The Coach of the Year and Diving Coach of the Year shall be voted upon by the head coaches and diving coaches at the conference championship. All coaches are eligible for these awards. The host university shall prepare a ballot and distribute it with the MAC championship materials. Coaches may not vote for themselves and must list a first and second choice. The presentation of these awards shall occur at the conclusion of the meet.

#### **d. Most Outstanding Senior Swimmer Awards**

The women's award is selected by the head coaches. All graduating seniors are eligible for this award. Each institution has one nominee and one vote. No one may vote for a member of one's own team. The women's award is provided by Ohio University.

The men's award is selected by the seniors and head coaches participating in the championship. All seniors who have participated in the sport for four years at their current institution are eligible for this

award. Honoree must be in attendance and in their last year of eligibility. Each senior and head coach has a vote. No one may vote for a teammate or member of one's own team. The men's award is provided by Miami University Alumni Association.

All seniors shall be introduced on Saturday evening during the opening ceremonies and the Most Outstanding Senior Swimmer will be announced at that time.

**e. Traveling Relay Awards (men's)**

The traveling relay awards are presented at the same time as the relay awards. These awards are presented by the head coach of the institution which won the event the previous year.

**2. Championship Ceremonies**

Opening ceremonies should be held at the beginning of each evening and include the National Anthem and a general welcome. Closing ceremonies should begin immediately after the 400 Freestyle Finals and proceed with the 3 Meter Diving, 400 Freestyle Relay, Team awards, Swimmer and Coach of the Year, Diver and Diving Coach of the Year, and Freshman Swimmer and Diver of the Year awards are presented at the conclusion of the championship by the MAC and host institution.

**3. Championship Dates and Format**

Both Women's and Men's Championships shall be held over a three and half-day period on Wednesday-Saturday. The Women's Championship shall begin on the Wednesday one week prior to the NCAA Women's Swimming and Diving Committee Selections. The Men's Championship shall begin the following Wednesday. [Revised 5/14/14; 6/2/11; 10/25/09]

**4. Championship Location**

The 2017 Women's Championship will be held at Miami University.

The 2017 Men's Championship will be held at Southern Illinois University.

**5. Championship Information Packets**

**a. Pre-Meet Packet**

At least six weeks prior to the championship, the conference office, in conjunction with the host institution, will provide the coaches the following: schedule of meet, day-by-day event schedule, meet and pool information, motel and restaurant listing, campus maps, training information and entry blanks to be returned no later than one week prior to the championship (Tuesday).

**b. Registration Packet**

This packet is to be picked up at the coaches' meeting and should include: relay cards, scratch sheets, diving sheets, deck passes (one for everyone in the travel party), parking passes (3 per institution), list of presenters for event awards, team seating on deck diagram and conduct of athletes statement.

**c. Officials' Packet**

This packet shall include: one parking pass, memento and schedule of events.

## **6. Championship Meet Committee**

The meet committee for the men's and women's championships shall be comprised of the head referee and the head coach of each school represented at the meet. The championship director shall act as an ex-officio member and have no vote.

## **7. Championship Meeting**

A coaches' luncheon and registration meeting will be held on the day prior to competition for up to three coaches from each participating institution. Coaches will review the training and media information, relay cards, scratch cards and procedures, diving forms, and coaches award presentation order. In addition, coaches (in order of finish at the previous championship) will select team seating areas and be notified of their respective locker room areas.

## **8. Championship Personnel**

The following are recommended for the management of the championship: championship director, five officials (see Section J), public address announcer, training staff, doctor on call, security, program and ticket sellers, head timer, lane timers (24 per evening session; 18 per morning session), two timing system operators, official scorer and scoreboard personnel, and sports information personnel. *[Revised 6/2/11]*

## **9. Championship Seeding**

All seeding procedures will follow NCAA Rules. Seed times shall be the best times performed by the swimmer or relay team the season immediately preceding the championship, as verified by the coach. Times should be recorded to the 1/100th of a second. There shall be no changes in seed times on the entry blank after the entry deadline. Proof of times must be submitted for timed final events, including relays. Aggregate times will be accepted for relays. Proof of time should accompany entries. In Women's Swimming, 1650 times will be entered for seeding purposes.

## **10. Championship Expense Assistance (Men Only)**

Each year, the MAC Office will provide the men's championship host institution with up to five thousand dollars (\$5,000.00) to be used towards actual costs associated with the hosting of the men's championship. This amount will be funded by league affiliate membership fees and will continue so long as a minimum of three affiliate members remain. *[1/24/10]*

## **F. Awards (see MAC Bylaw V and Sport Operating Code Section E.1, above)**

### **1. Swimmer of the Week**

During the course of the season, the MAC sports information department shall select a Swimmer of the Week based on nominations submitted by member institutions.

### **2. All-MAC Team**

The 30-member All-MAC team shall consist of the 15 individual event winners at the MAC Championship, with the 15 remaining honorees selected from the remaining swimmers and divers based on total points (individual events only – "Bonus Points" do not apply). The first team shall be limited to 15 members (plus ties), with the remaining being named to the second team.

## **G. Rules**

### **1. Championship Travel Squad**

The men's and women's travel squads shall be limited to 18 participants, all of which shall be scorers (swimmers count as one entry; divers count as 1/3 entry). The 18 scoring student-athletes must be declared by the initial scratch deadline. Athletes participating in platform diving must be counted in the

previously-stated travel squad limitations. No exhibition swimming will be permitted. (Note: The MAC Championships Committee will monitor the number of divers participating in the women's championship.) [Revised 1/24/10; 1/23/12]

## **2. Championship Departure**

A team may not depart prior to the Tuesday before competition. [Revised 5/14/14]

## **3. Meet Results**

Each university shall post full meet results (institutional website) from the prior week by midnight on the Monday following weekend competition. The host coach is responsible for submitting meet results to the USA Swimming Data Base by the determined deadline.

## **4. Video Tape**

The use of videotape in the appeals process is permitted in accordance with NCAA rules.

## **5. Championship Rules**

The official NCAA Swimming and Diving rule book shall govern all technical rules, entries, event order and starting times unless otherwise noted in the MAC Championship Manual. Where both fail to address an issue, the championship committee shall rule on the issue. There shall only be finals in all relays.

## **6. Championship Deck Passes**

The entry form shall serve as the limitation for issuance of deck passes. Deck passes are to be used by participants to get into locker room and onto the deck area. In addition to student-athletes, deck passes should be provided to the appropriate trainers, SID personnel, officials and others as necessary. Only those with deck passes shall be admitted onto the deck or in the locker room. The deck pass should serve as a memento for the participants and should be of minimal cost.

## **7. Championship Trainer**

The head trainer shall be responsible for all decisions governing coverage at the championship and should be at the coaches' meeting. A certified trainer shall be present for all sessions and should be in the area of the boards during all diving events. Training information should be included in the coaches' meet packet. Rubdown areas are at the discretion of the host institution. Birth date and middle initial shall be included on all entry forms.

## **H. Schedule/Procedures**

### **1. Schedule of Events**

The men's and women's schedule of events will follow the NCAA Championship Format, with Preliminaries beginning at 11:00am local time and Finals beginning at 7:00pm local time. [Revised 10/18/11]

### **2. Clearing the Pool**

The competitive pool shall be cleared at the following times each day. Additional warm-up time will be limited to other warm-up areas or a designated section of the pool.

- a. 10 minutes prior to the start of preliminaries
- b. 15 minutes prior to the start of finals

### **3. Entry Procedures**

All entries must be submitted electronically via entry file forwarded by the host institution to each member institution. Entry file must be returned by the specified time, which is to be no later than one week from the start of the championship.

### **4. Program and Heat Sheets**

Heat sheets and programs are the responsibility of the host sports information department and should be sold during each evening session. Next day heat sheets should be provided on the evening prior to the competition. Complimentary programs and heat sheets should be provided to teams and officials as necessary.

### **5. Team Seating**

Team seating shall be around the perimeter of the pool, with spectators seating limited to seating off the main deck. Seating areas will be selected during the coaches' pre-meet meeting by order of finish at the preceding championship.

### **6. Time Trials**

Time trials shall be held, as needed, following either the last preliminary or the last finals event of each day. Coaches must complete a time trial form if they wish to schedule time trials. These forms shall be distributed to the coaches by the Meet Director.

### **7. Practice Times**

The host facility should be open for team practice on Tuesday through Saturday. The Meet Director shall develop a practice and warm-up schedule and send it to the coaches.

### **8. Scratch Procedures**

Scratches are due by 7:00 p.m. in the official scratch box. If none, coaches should sign one form so noted and place it in the official scratch box located on site. Scratches are to be made by the coach or official team representative prior to the official scratch deadline.

## **I. Facilities/Equipment**

- 1.** The men's and women's championships shall be held at separate facilities unless otherwise approved.
- 2.** Minimum standards for hosting a championship are eight competitive lanes, 25 yard pool with adjacent diving area, facility and pool that conforms to NCAA minimum standards, judging and timing system with a horn start, slanted starting blocks, two one-meter boards, two three-meter boards, a separate warm-up area, balcony seating for spectators, deck seating for teams and locker room or changing area for teams.
- 3.** Equipment necessary shall include 25 stop watches for official timers, 10 clipboards, pencils, lock for scratch box, tables and chairs, risers, standards to rope off ends of lanes, and highly recommend a primary and secondary copier on site. Note: Towels will not be provided by the host institution.
- 4. Hospitality**

Hospitality area shall be made available for the coaches and officials. Area should be available when the pool opens and stocked with coffee, doughnuts and fruit. Student-athletes shall not be permitted in this area.

## **5. Scoreboard**

The scoreboard shall be placed on the deck so that the results and points can be seen from the spectator area. The individual responsible for scoring at the officials' table shall be responsible for updating the scoreboard.

## **6. Meet Results**

The host SID shall be responsible for compiling and distributing the meet results. The results shall be compiled using the meet computer program available from the swimming/diving coach. The SID, along with the Championship Director, shall be responsible for opening the scratch box each evening and shall put together the heats for the next day's events.

## **7. Programs and Heat Sheets**

All aspects of the program and heat sheet are the responsibility of the host SID. It is suggested that 900 programs be produced and distributed as follows: 250 (teams, officials, meet management); 75 (for sale Thursday morning); 125 (for sale Thursday evening); 100 (for sale Friday morning); 125 (for sale Friday evening); 100 (for sale Saturday morning); 125 (for sale Saturday evening).

## **8. Swim Meet Announcer**

The announcer shall be one who is familiar with swimming events and shall be secured to work all seven swimming sessions.

## **9. Official University Photographer**

A photographer shall be allowed on the deck and his/her name shall be left at the deck door for admittance to the deck. This individual is responsible for a photo of all awards presentations and shall make available pictures for purchase by coaches and athletes. Official media representative photographers shall be allowed on the deck if space permits and shall enter through the deck door upon showing valid credentials. All other photographers shall not be allowed on the deck, but shall be required to shoot from the balcony area. Student photographers shall be required to obtain a pass from the SID office in the arena or they will be required to pay admission.

## **10. Parking Passes**

Each institution shall be provided with three parking passes, unless otherwise requested. These shall be included in the registration packets distributed at the coaches' meeting. Each contracted official shall be provided with one parking pass.

## **J. Officials**

1. The following officials shall be selected, secured and paid by the host institution. The availability of these officials shall be confirmed no less than 90 days prior to championship. The host institution shall select and train all other officials in accordance with NCAA men's and women's swimming rules.

- a. Swimming Head Referee (this individual must be a CSCAA-certified official)
- b. Starter
- c. Diving Head Referee
- d. Three Assistant Referees (one with diving knowledge)

## **2. Officials Fees**

Fees for championship officials are as follows and are to be paid by the host institution:

Swimming Head Referee	\$450.00 plus lodging and institutional mileage
Starter	\$400.00 plus lodging and institutional mileage
Diving Head Referee	\$250.00 plus lodging and institutional mileage
Assistant Referee	\$300.00 plus lodging and institutional mileage

*[Revised 5/19/11]*

## **3. Judging Panel**

The judging panel for diving will be determined according to the following guidelines: if nine coaches are present, the panel will consist of nine coaches and no official, with the three high and three low scores thrown out; if eight coaches are present, the panel will consist of eight coaches and one official, with the three high and three low scores thrown out; if seven coaches are present, the panel will consist of the seven coaches and no official, with the two high and two low scores thrown out; if six coaches are present, the panel will consist of the six coaches and one official, with the two high and two low scores thrown out; if five coaches are present, the panel will consist of the five coaches and no officials, with the single highest and lowest scores thrown out; if four coaches are present, the panel will consist of the four coaches and one official, with the single highest and lowest scores thrown out. Two officials tables with a scorekeeper shall be utilized to score diving. Each table would score separately.

Note: In the event there is an even number of coaches present, rather than adding an official, a coach maybe removed. This decision is within the Head Diving Referee's discretion only.

## **4. Lane Timers**

One timer shall be an experienced timer and be responsible for the overall conduct of the timers. He or she may be responsible for securing sufficient timers for all swimming sessions. There shall be at least two, if not three, timers per lane. Timers shall be volunteers but should have timed previously.

## Chapter XV - Men's Tennis

### A. Regular Season

#### 1. Rules

- a. All conference competition shall be governed by ITA rules.  
[Revised 1/28/15]
- b. All MAC dual matches will be played in a 3-6 format (doubles first, then singles), with doubles counting one point (7-point scoring system).
- c. Each match shall be played in its entirety, regardless of inclement weather or darkness.
- d. Singles shall be played to completion. Doubles matches shall be played to clinch.  
[Revised 10/17/14]

#### 2. Scheduling/Procedures

- a. Each member university shall schedule one match each other member institution during the regular season. The starting time for all matches is 1:00 p.m., unless agreed otherwise by the coaches (indoor court time may alter start times). MAC Men's matches must be scheduled a minimum of four (4) hour before or after any scheduled MAC Women's match start time. [Revised 1/28/15; 1/29/14]
- b. In addition to scheduling one match with each member institution, each member institution will play a rotating pod weekend tournament of three member institutions during the regular season as scheduled by the Conference Office. [1/28/15]
- c. The host university shall be responsible for securing, and payment of, indoor court space.
- d. One conference match may be scheduled in either January/February, with the remaining matches scheduled during March and April. Dates of competition shall be determined by mutual consent of the participating institutions.
- e. Regular Season Line-ups: Each week team line-ups must be presented to the MAC Office in rank order for both singles and doubles by 10:00 a.m. EST. MAC Office will distribute line-up to opposing coaches for that week. By 12:00 p.m. noon on Tuesday coaches will email coach of opposing team and MAC Office with an approval or denial of line-up.

If a line-up is denied a challenge may be made to the Committee (three coaches not involved in the challenge). A teleconference will be scheduled for Wednesday at 10:00 a.m. with the Committee for the challenge to be presented. In case of a challenge, the following procedures will be followed:

1. The coach issuing the challenge will present the rationale for the challenge to the Committee.
2. The coach whose line-up has been challenged will present justification for the line-up to this Committee.
3. The Committee, after reviewing the statements, may question either coach.
4. In closed session at the conclusion of the call, the Committee will discuss the issue and make the

decision(s). Teams will be notified of final decisions via e-mail from the MAC Office. [*Adopted 1/29/13*]

### **3. Travel Squad**

The travel squad for MAC competition shall be nine (9) participants, excluding a spring trip (no limit). The travel squad for three (3) unscored tournaments each season shall be 10 participants. This limitation applies to any team competition between two or more members or affiliate member institutions that will count in MAC standings. The limitation applies to all institutional student-athletes who are included on the squad list, regardless if they dress for competition.

### **4. Facilities/Equipment**

- a. Optic yellow USTA-approved balls shall be used.
- b. Three new balls will be furnished at the start of each set to match the NCAA Championship protocol, Host institutions will provide balls for all scheduled matches.
- c. It is recommended that host institutions rent all courts (indoor or outdoor) during match play to ensure that the side courts are not used during MAC competition. [*Supported 10/17/14*]

### **B. Regular-Season Champion**

The team with the best overall conference winning percentage shall be declared the MAC Champion. If two or more teams are tied for the championship, they shall be considered co-champions.

### **C. Officials (see Officiating Manual)**

The securing and payment of a minimum of three USTA-certified officials to arbitrate disputes shall be the responsibility of the host university.

### **D. Awards (see MAC Bylaw V)**

#### **1. Player of the Week**

During the course of the season, the MAC head coaches shall select a Singles Player of the Week and a Doubles Team of the Week based on nominations submitted by member institutions.

Each institution may submit one nominee for the Singles Player of the Week and one nominee for the Doubles Team of the Week. Nominees will be placed on a ballot by the MAC media relations department that will be distributed to all head coaches for voting. Coaches shall rank their top two nominees, in order of preference. The MAC media relations department will assign two points to each #1 Rank and one point to each #2 Rank. Winners will accumulate the most points. Coaches may vote for their own players. Men's Player of the Week selections shall begin the third week in January. [*Revised 1/29/14*]

#### **2. All-MAC Team**

The 12-member All-MAC team will be coordinated by the MAC media relations department and selected by the coaches based on seasonal performances. Coaches may nominate up to four players from their team. The nominations are due to the conference office by Monday following the completion of MAC play. The MAC media relations department will distribute ballots to the coaches at the pre-championship meeting on Wednesday.

Each coach must vote for the top 12 players on the ballot, in rank order (1=best, 12=last). Coaches may vote for their own players. Ballots are due from each coach by 5:00pm on Monday following the completion of the championship. The

top six (6) vote-getters (including ties) will be named to the first team, with the remaining honorees being named to the second team. See MAC Bylaw 5.03 for procedure to break ties in the voting.

### **3. All-Tournament Team**

A six (6) member All-Tournament Team will be selected following the MAC Championship. The team will consist of one student-athlete from each semi-finals team and two student-athletes from each team that reaches the finals. The members of the All-Tournament Team will be selected by the student-athlete's respective coach. The Tournament Most Outstanding Player will be selected by the Tournament Championship Coach.

### **4. Sportsmanship Award**

The "Jack Vredevelt" Sportsmanship Award shall be selected by the coaches at the conclusion of the championship. This award is limited to a senior student-athlete who is in their final year of eligibility who has displayed outstanding sportsmanship in MAC competition. The conference office shall prepare a ballot to be distributed to the coaches.

### **5. Newcomer, Player and Coach of the Year**

Newcomer of the Year, Player of the Year and Coach of the Year shall be selected by the coaches at the conclusion of the championship. Based on the nominations received, the MAC media relations department will generate a ballot to be distributed at the pre-championship coaches meeting Wednesday. Coaches may nominate one player for each award. Newcomer of the Year is limited to student-athletes in their first year of collegiate participation. Coaches may not vote for themselves for Coach of the Year.

Ballots are due from each coach by 5:00 p.m. on the Monday following the MAC Championship. Coaches shall rank order all nominees based on the number of nominees for each award and may vote for their own players. The recipients of these awards will be announced on the Tuesday following the championship.

## **E. Coaches' Meeting**

The annual business meeting of the men's tennis coaches shall be conducted the first Thursday in September.

## **F. Championship Guidelines**

### **1. Championship Committee**

The committee will consist of the past, present and next year's host coaches. The Championship Administrator, Conference Office Representative and Head Referee shall be nonvoting members. This group shall rule on appeals, protests and default situations. Two alternates shall be selected, in case one of the three appointed coaches is involved in the protest.

### **2. Championship Dates**

The men's championship shall be held two weeks prior to the NCAA Regional, beginning on Friday. [Revised 1/23/12; 1/24/10]

### **3. Championship Location**

The Tournament shall be conducted at the campus of the previous year's Regular Season Champion. (Previous year's No. 1 Seed)

For example, if Institution A wins the 2017 Regular Season Championship, Institution A will host the 2018 Tournament. [Revised 5/17/12]

The Tournament host for 2017 will be Western Michigan University.

#### **4. Championship Format**

The top four teams based on overall regular season conference winning percentage will participate in the two-day single elimination championship. The championship shall be conducted as a team event utilizing a 3-6 format (three 6-game doubles pro sets followed by six singles matches, doubles counts one point). The team winning the MAC Men's Tennis Tournament will be the conference representative to the NCAA Men's Tennis Championship. The Championship Match shall take place on Saturday. [Revised 1/23/12]

#### **5. Championship Meeting**

There shall be a coaches' meeting on the night prior to the championship to address championship issues and procedures.

#### **6. Championship Personnel**

The host institution shall determine what staff will be necessary for the conduct of the championship in addition to the following personnel.

- a. Championship Administrator
- b. Officials as designated in Item C

#### **7. Championship Seeding**

Team seeds shall be determined based upon MAC dual-match play. All teams will be seeded with all flights played out. In the event of a tie, the MAC tiebreaker procedure shall be used.

##### Two Team Tiebreaker:

1. Head-to-Head Competition
2. Combine the scores for each individual dual match and compare matches won versus matches lost of each team involved in the tie until an advantage is gained.
3. If it is a three-way tie, once the tie is broken using #1, #2 or #3 you go back to head-to-head competition.
4. Coin flip

##### Multiple (3 or more) Team Tiebreaker:

1. Combined head-to-head record among the tied teams\*\*
2. If or when two teams remain tied, the Two Team Tiebreaker goes into effect.

*[Note: If a three-team tie is reduced to two teams, the two-team tie-breaker goes into effect.]*

\* Winning percentage is used instead of record because of situations where teams do not play each other the same number of times. Therefore, a team that is 1-0 (1.000) would win the tiebreaker over a team that is 1-1 (.500).

\*\* If the combined records of each tied team are different, the tiebreak is complete. Example: If Team A is 2-1, Team B is 1-1 and Team C is 1-2 then this is the order of the tiebreak.

Once only two teams remain tied, the Two Team Tiebreaker is used. Example: If Team A is 2-1, Team B is 1-2 and Team C is 1-2 then Team A is ahead of Teams B and C and Teams B and C revert to the Two Team Tiebreaker.

#### **G. Rules**

1. ITA rules shall govern the championship unless otherwise noted in the MAC Championship Manual.

2. The 12-point tiebreaker shall be used.
3. Match play will be suspended when one team reaches four (4) points.
4. In all singles matches, singles sticks shall be used.

#### **5. Travel Squad**

The travel squad for the championship meet shall be nine (9) participants.

#### **6. Protests**

The Championship Committee shall address all protests raised during the championship. All decisions of match officials are final.

### **H. Schedule/Procedures**

#### **1. Schedule of Events**

The order of play and start times for the championship shall be determined annually depending on the number of courts available and number of teams participating. It is recommended that the times are set at 10 am/2pm, 9 am - 1 pm. Higher seed team will play the earlier match.

<b>Friday</b>	<b>Semifinals</b>	No. 1 Seed vs. No. 4 Seed No. 2 Seed vs. No. 3 Seed
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<b>Saturday</b>	<b>Championship</b>
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#### **2. Entry Procedures**

Team entries for the championship and all results should be received by the Championship Director by 9:00am EST on or before the Monday prior to the championship. It is the responsibility of each institution to assure that only eligible student-athletes compete in championships. Each competing student athlete shall be listed on a certified eligibility list on file in the MAC office.

#### **3. Line-ups**

The team line-up must be presented to the MAC Office in rank order for both singles and doubles by the entry deadline date (9:00am EST on or before the Monday prior to the championship). Players must be included in rank order in singles and doubles line-up. Changes in the line-up (as submitted on the entry form) due to illness, injury or other extenuating circumstances may be made on the coaches' call.

Challenges may be made to the Championship Committee and a coach or their representative must verify their team line-up if a challenge is presented. If a coach wishes to challenge the ranking presented by any other coach, such challenge must occur during the seeding process. In case of a challenge, the following procedures will be followed:

- a. The coach issuing the challenge will present the rationale for the challenge to the Championship Committee.
- b. The coach whose line-up has been challenged will present justification for the line-up to this Committee.
- c. The Committee, after reviewing the statements, may question either coach.
- d. In closed session at the conclusion of the call, the Championship Committee will discuss the issue and make the decision(s). Teams will be notified of final decisions via e-mail from the MAC Office.

[Revised 1/24/12]

The line-up submitted and approved during the seeding process, must remain in the same order throughout the championship. Substitutions may be made; however, the team line-up must be played in rank order. If a substitute is not available and a default is necessary, the default must occur at the No. 6 singles position and other players must move up in the line-up. If injury or illness occurs early in the championship and the team is able to win its match, if the player recovers, he may be reinstated into his original line-up position for subsequent matches.

**The tournament referee shall be notified of changes in the line-up before singles play and as soon as possible before doubles play.**

The championship administrator shall be notified of these changes 15 minutes prior to each match.

If a substitution is made, an additional five (5) minutes will be added prior to the start of the doubles and singles play.

#### **4. Practice Schedule**

Practice times for teams prior to the championship shall be arranged by the host institutions championship administrator.

#### **5. Inclement Weather**

The championship shall be played outdoors if the weather permits. In the event of rain or other inclement weather, Head Coaches and the Head Referee will first discuss with one another to make any decision to move play indoors. If the Head Coaches are not in agreement then they will go to the "weather committee" which would consist of MAC Office liaison, the Host Institution Championship Administrator and the Head Referee to make any decision to move indoors. This would apply to each match individually. Head Coaches and Weather Committee will meet at the outdoor courts one (1)-hour prior to match to make final determination. The order of play indoors shall be determined by the Championship Referee. [*Revised 1/25/11*]

- a. If it starts to rain during match play and the championship referee stops play, resume outdoors play within one hour of the delay. If this is not possible, matches are to be moved indoors. Players should collect the tennis balls and note the following:

1. Who is serving?
2. The score of the game and the match.
3. Who is on what side of the net?

- b. In the event the conference tournament cannot be completed in its entirety, the No. 1 seed in the tournament shall receive the league's automatic bid into the NCAA Tournament.

### **I. Championship Facilities/Equipment**

#### **1. Ball**

The NCAA Championship ball shall be used at the MAC championship. One can of tennis balls shall be given to each match for each set. The host institution is responsible for purchasing adequate tennis balls for the championship.

#### **2. Facilities**

It is recommended that the following facilities be provided throughout the championship:

- a. A minimum of six outdoor courts (preferably 12) are required.
- b. A minimum of six indoor courts available and reserved
- c. Adequate locker rooms
- d. Courtside bleachers for fans
- e. Courtside chairs for players
- f. Athletic training staff
- g. Drinking supplies
- h. Stringing service
- i. Championship program with rosters
- j. Large board with drawsheet and results
- k. Championship desk and staff
- l. Championship tennis balls
- m. Concessions and restroom facilities
- n. Umpire chairs
- o. Public address to accommodate introductions, the national anthem, and warm-up music

### **3. Indoor Court Costs**

Indoor courts shall be secured and paid for by the host institution.

### **4. Uniforms**

Only team uniform clothing shall be worn for the championship. If necessary, plain white shirts may be substituted. NCAA rules regarding advertising or manufacturer's logos on team uniforms shall be strictly enforced.

## **J. Officials**

The host institution shall select and arrange for at least one USTA/ITA certified referee and two USTA/ITA umpires. The championship referee shall oversee the championship and act as the match referee. Officials shall patrol all courts. For each dual match, a minimum of two roving umpires must be available at the championship. Whenever possible and available, all matches should have a chair umpire.

## Chapter XVI- Women's Tennis

### A. Regular Season

#### 1. Rules

- a. All conference competition shall be governed by ITA rules.  
[Revised 1/28/15; 1/15/15; 10/17/14]

#### 2. Scheduling/Procedures

- a. Conference play shall consist of an 8-match league schedule over a five-week period. Scheduling shall be done by the conference office. Standard days of competition will be Friday and Sunday, with the exception of weekends in which a team faces only one opponent. In weekends in which a team faces one opponent, that match will be scheduled for Saturday. The starting time for all matches is 1:00 p.m., unless agreed otherwise by the coaches (indoor court time may alter start times).
- b. Once scheduled, MAC Women's matches shall not be moved or rescheduled to accommodate MAC Men's match scheduling. Men's matches shall be scheduled to begin a minimum of four (4) hours before or after any scheduled Women's match time. [1/29/14]
- c. The host university shall be responsible for securing, and payment of, indoor court space.

#### 3. Protest/Appeals Process

- a. MAC Women's Tennis appeals will be acted upon by a review committee that shall consist of the following members: commissioner, MAC staff liaison, sport chair.
- b. All appeals must be in writing (e-mail is acceptable) from a campus administrator (i.e. director of athletics, senior administrator, associate or assistant athletics director).
- c. Written appeals must be received by 5 pm on Monday, immediately following the match/event in question. Appeals should be submitted to the MAC office (attention of the staff liaison) and the sport chair.
- d. A written response may be requested from a campus administrator of the opposing institution should one be necessary.
- e. The review committee will review and investigate appeals and issue a response by 5 pm on Wednesday following receipt of the appeal.

#### 4. Travel Squad

The travel squad for MAC competition shall be nine participants, excluding a spring trip (no limit). This limitation applies to any team competition between two or more members or affiliate member institutions that will count in the MAC standings. The limitation applies to all institutional student-athletes who are included on the squad list, regardless if they dress for competition. ~~Further, member institutions are bound to the travel squad limitations whenever MAC competition occurs within a road trip (e.g., if a MAC institution participates in a multiple-team contest or is coupled with non-conference competition on a single road trip).~~ [Portion Waived for 2015-16 Season]

## **5. Facilities/Equipment**

- a. Governed by ITA rules.
- b. A minimum of three new yellow tennis balls will be provided for each match. For doubles matches, a minimum of four new yellow tennis balls will be provided for each match. The balls will be changed at the end of the second set. Host institutions will provide balls for all scheduled matches.
- c. The host institution is responsible for music during warm-up. If the host does not provide music, there will be no music.
- d. For indoor matches, spectator seating is permitted at the ends of the indoor facility between the service lines and against the walls. This spectator seating area must be set up prior to the beginning of the match. [1/24/10]

## **B. Regular-Season Champion**

The team with the best overall conference winning percentage shall be declared the MAC Champion. If two or more teams are tied for the championship, they shall be considered co-champions.

## **C. Officials (see Officiating Manual)**

The securing and payment of a minimum of two USTA-certified officials to arbitrate disputes shall be the responsibility of the host university. It is recommended that three officials be utilized, if possible. [Revised 9/7/11]

## **D. Awards (see MAC Bylaw V)**

### **1. Player of the Week**

During the course of the season, the MAC head coaches shall select a Singles Player of the Week and a Doubles Team of the Week based on nominations submitted by member institutions. Each institution may submit one nominee for the Singles Player of the Week and one nominee for the Doubles Team of the Week. Nominees will be placed on a ballot by the MAC Media Relations department that will be distributed to all head coaches for voting. Coaches shall rank their top two nominees, in order of preference. The MAC Media Relations department will then assign two points to each #1 Rank and one point to each #2 Rank. Winners will accumulate the most points. Coaches may vote for their own players. [Revised 1/29/14]

### **2. All-MAC Team**

The 12-member All-MAC team will be coordinated by the MAC media relations department and selected by the coaches based on seasonal performances. Coaches may nominate up to four players from their team. The nominations are due to the conference office by Monday following the completion of MAC play. The MAC media relations department will distribute ballots to the coaches by 5 pm that day.

Each coach must vote for 12 players on the ballot, in rank order (1=best, 12=last). Coaches may not vote for their own players. Ballots are due from each coach by Noon on Tuesday of the championship week. The top six vote-getters (including ties) will be named to the first team, with the remaining honorees being named to the second team. See MAC Bylaw 5.03 for procedure to break ties in the voting. [Revised 5/19/11]

### **3. Freshman, Player and Coach of the Year**

The Freshman of the Year, Player of the Year and Coach of the Year will also be selected by the coaches in conjunction with the All-MAC team selection process. Based on nominations received, the conference office will generate a

ballot to be distributed to the coaches. Coaches may nominate their players, but may not vote for their own players. Coaches are to rank the top-two candidates in each award, with the top choice receiving two points and the second choice receiving one point. [Revised 5/19/11]

#### **4. Sportsmanship Award**

The Leann Grimes Davidge Sportsmanship Award shall be selected by the participants prior to the championship. This award is presented to the women's tennis player who has displayed outstanding sportsmanship in MAC competition. The conference office shall prepare a ballot to be distributed to the coaches. Each coach shall cast one vote based on discussions with their players. [Revised 5/19/11]

#### **5. All-Tournament Team**

A six-member all-tournament team will be selected following the MAC Championship. The team will consist of one student-athlete from each semi-finals team and two student-athletes from each team that reaches the finals. The members of the All-Tournament Team will be selected by the student-athlete's respective coach. The Tournament Most Valuable Player will be selected by the Tournament Champion Coach and shall be one of the six members of the all-tournament team.

### **E. Coaches' Meeting**

The annual business meeting of the women's tennis coaches shall be conducted the first Wednesday in September.

### **F. Championship Guidelines**

#### **1. Tournament Committee**

The coaches not involved in the matter at hand and on the opposite side of the bracket shall serve on the Tournament Committee as needed. The Championship Director, conference office representative and head referee shall be nonvoting members. This group shall rule on appeals, protests and default situations.

#### **2. Championship Dates**

The women's championship shall be held two weeks prior to the NCAA Regional, beginning on Friday. [Revised 1/23/12]

#### **3. Championship Location**

The Tournament shall be conducted at the campus of the previous year's regular season Champion. (Previous year's No. 1 Seed)

For example, if Institution A wins the 2012 Regular Season Championship, Institution A will host the 2013 Tournament. [5/17/12]

#### **4. Championship Format**

The top six teams based on overall regular season conference winning percentage will participate in the three-day, single-elimination championship. The championship shall be conducted as a team event utilizing a 3-6 format (doubles first, then singles) with doubles counting one point (7-point scoring system). The team winning the MAC Women's Tennis Tournament will be the conference representative to the NCAA Women's Tennis Championship.

The #1 and #2 Seeds in the Tournament shall receive a first round bye and shall compete against the winners of the #3/#6 Seeds and #4/#5 Seeds on Saturday.

The Championship Match shall take place on Sunday. [Revised 1/23/12]

## 5. Championship Call

A conference call will be held prior to the start of the championship. On the call, the referee and coaches will approve line-ups and review all championship issues and procedures. Line-ups will be reviewed and approved by the three (3) head coaches not participating in the Championship.  
*Revised 1/29/14*

## 6. Championship Personnel

The host institution shall determine what staff will be necessary for the conduct of the championship in addition to the following personnel.

- a. Championship Director
- b. Officials as designated in Item J

## 7. Championship Seeding

Seeds shall be determined on MAC dual-match play. All teams will be seeded with all places played out. In the event of a tie, the following tiebreaker procedure shall be followed.

### Two Team Tiebreaker:

1. Head-to-head competition
2. Winning percentage\* vs. ranked conference teams (top to bottom, regardless of division; versus common opponents, regardless of the number of times played)
3. Team points against tied teams
4. Total team points against all conference opponents
5. Coin flip

### Multiple (3 or more) Team Tiebreaker:

1. Combined head-to-head record among the tied teams\*\*
2. If or when two teams remain tied, the Two Team Tiebreaker goes into effect

*[Note: If a three-team tie is reduced to two teams, the two-team tie-breaker goes into effect.]*

\* Winning percentage is used instead of record because of situations where teams do not play each other the same number of times. Therefore, a team that is 1-0 (1.000) would win the tiebreaker over a team that is 1-1 (.500).

\*\* If the combined records of each tied team are different, the tiebreak is complete. Example: If Team A is 2-1, Team B is 1-1 and Team C is 1-2 then this is the order of the tiebreak.

Once only two teams remain tied, the Two Team Tiebreaker is used. Example: If Team A is 2-1, Team B is 1-2 and Team C is 1-2 then Team A is ahead of Teams B and C and Teams B and C revert to the Two Team Tiebreaker.

## G. Championship Rules

1. ITA rules shall govern the championship unless otherwise noted in the MAC Championship Manual.
2. The 12-point tiebreaker shall be used.
3. Match play will be suspended when one team reaches four (4) points.
4. In all singles matches, singles sticks shall be used.

## 5. Travel Squad

The travel squad for the championship meet shall be nine participants.

## 6. Protests

The Tournament Committee shall address all protests raised during the championship. All decisions of match officials are final.

## H. Championship Schedule/Procedures

### 1. Schedule of Events

The order of play and start times for the championship shall be determined annually depending on the number of courts available and number of teams participating.

<b>Friday</b>	<b>Quarterfinals</b>	No. 4 Seed vs. No. 5 Seed No. 3 Seed vs. No. 6 Seed
<b>Saturday</b>	<b>Semifinals</b>	No. 1 Seed vs. No. 5/4 Winner No. 2 Seed vs. No. 6/3 Winner
<b>Sunday</b>	<b>Championship</b>	

[Revised 1/23/12]

### 2. Entry Procedures

Team entries for the championship and all results should be received by the Championship Director by 12:00noon EST on or before the Monday prior to the championship. It is the responsibility of each institution to assure that only eligible student-athletes compete in championships. Each competing student-athlete shall be listed on a certified eligibility list on file in the MAC office.

### 3. Line-ups

The team line-up must be presented to the MAC Office in rank order for both singles and doubles by the entry deadline date (12:00noon EST on or before the Monday prior to the championship). Players must be included in rank order in singles and doubles line-up. Changes in the line-up (as submitted on the entry form) due to illness, injury or other extenuating circumstances may be made on the coaches' call.

Challenges may be made to the Championship Committee (MAC Sport Liaison, Host Championship Director, Head Official & head coaches not participating in the Championship) and a coach or their representative must verify their team line-up if a challenge is presented. If a coach wishes to challenge the ranking presented by any other coach, such challenge must occur during the seeding process. In case of a challenge, the following procedures will be followed:

- The coach issuing the challenge will present the rationale for the challenge to the Championship Committee.
- The coach whose line-up has been challenged will present justification for the line-up to this Committee.
- The Committee, after reviewing the statements, may question either coach.
- In closed session at the conclusion of the call, the Championship Committee will discuss the issue and make the decision(s). Teams will be notified of final decisions via e-mail from the MAC Office.

Current ITA tennis rules shall apply to any and all Line-Up changes.

### 4. Inclement Weather

The championship shall be played outdoors if the weather permits. In the event of rain or other inclement weather, the MAC Tennis Liaison, Host Institution Administrator, and Head Referee will make any decision to move

play indoors. This group will meet at the outdoor courts ninety (90) minutes prior to match time to make a final determination. The order of play will remain the same. [Revised 1/25/11, 1/23/12]

- a. If it starts to rain during match play and the championship referee stops play, players and coaches should report to the championship desk for instructions. In case of rain, players should collect the tennis balls and note the following:
  1. Who is serving
  2. The score of the game and the match
  3. Who is on what side of the net
- b. All rounds will be played to completion.
- c. In the event the conference tournament cannot be completed in its entirety, the No. 1 seed in the tournament shall receive the league's automatic bid into the NCAA Tournament.

## **5. Practice Schedule**

Practice times for teams prior to the championship shall be arranged by the Championship Director.

### **I. Championship Facilities/Equipment**

#### **1. Ball**

The championship ball shall be declared by the host institution at the coaches' annual business meeting. The declared ball type is subject to majority approval by the coaches. One can of tennis balls shall be given to each match for the first and second sets. Three additional balls shall be provided to the third set at the discretion of the head referee. The host institution is responsible for purchasing adequate tennis balls for the championship.

#### **2. Facilities**

It is recommended that the following facilities be provided throughout the championship:

- a. A minimum of six outdoor courts is required. This is with the understanding that the courts may be at different sites.
- b. A minimum of six indoor courts available and reserved
- c. Adequate locker rooms
- d. Courtside bleachers for fans
- e. Courtside chairs for players
- f. Athletic training staff
- g. Drinking supplies
- h. Stringing service
- i. Championship program with rosters
- j. Large board with drawsheet and results
- k. Championship Desk and staff
- l. Championship tennis balls
- m. Concessions and restroom facilities

#### **3. Indoor Court Costs**

Indoor courts shall be secured and paid for by the host institution.

#### **4. Uniforms**

Only team uniform clothing shall be worn for the championship. If necessary, plain white shirts may be substituted. NCAA rules regarding advertising or manufacturer's logos on team uniforms shall be strictly enforced.

**J. Officials**

The host institution shall select and arrange for at least three on-court officials for each first round and quarterfinal match. The championship referee shall oversee the championship and act as the match referee. Officials shall patrol all courts. A qualified USTA official chair must be used for the semi-final and championship to arbitrate disputes.

## Chapter XVII - Men's/Women's Indoor/Outdoor Track & Field

### A. Regular Season

#### 1. Competition Rules

All conference competition shall be governed by NCAA rules. Scoring for all meets shall be in accordance with the provisions of the NCAA Track and Field Handbook.

- a. **Regular Season.** For all member universities, the MAC indoor and outdoor seasons shall conclude with the end of the NCAA
- b. Division I Track and Field Championships.
- c. **Scored Meet Participation.** Club, postgraduates, ineligible student-athletes and ineligible transfers are prohibited from competing during MAC scored meets.

#### 2. Scheduling/Procedures

- a. **Event Schedule.** The event and time schedule shall follow recommended schedules in the NCAA Track and Field Rules Book. Member universities may agree to adjusted time schedules.
- b. **Event Participation.** In all events except relay races, as many participants as there are scoring places may be allowed to compete for each team. In relays, a university may be represented by only one team (unless agreed to by opposing coaches).
- c. **Cancellation/Forfeiture.** A contracted contest, which is not held on the scheduled date and is cancelled without the mutual agreement of the athletics directors of the competing universities, shall be recorded as a forfeit by the cancelling university.

#### 3. Weekly Performance List

All marks shall be converted in accordance with NCAA policy (including track size and hand time) via TFFRS. The performance lists shall be available to view each week via the MAC website.

### B. Meet Officials

The securing and payment of qualified and appropriate meet officials shall be the responsibility of the host university.

### C. Awards – Indoor and Outdoor

#### 1. Athlete of the Week

During the course of the season, the MAC TF/XC Executive Committee shall select a Track athlete and a Field athlete of the week based on nominations submitted by member institutions. The Conference office will begin soliciting nominations in January (2nd week) for Indoor, and in March (3rd week) for Outdoor. When reporting results to the MAC Office, all results should already be converted using the NCAA Manual for the conversions. Executive Committee members shall rank their top three nominees, in preference order. The MAC media relations department will assign 3 points to each #1 rank, 2 points to each #2 rank, and one point to each #3 rank. The student-athlete with the most points will be awarded the Athlete of the Week honor for their speciality.

#### 2. Most Valuable Performer

The Championship Most Valuable Performer (MVP) award is awarded to the student-athlete who accumulates the most points at the conference championship. All individual and relay events shall count towards this award

(relay points shall be divided 4 ways, with an equal number of points awarded to each participating team member).

### **3. Most Outstanding Track and Most Outstanding Field Performance**

The award, which is based on the best performance at the championship, shall be selected by the coaches at the post-championship coaches' meeting. Coaches shall nominate individuals from their respective team and each coach shall have one vote. The award shall be presented to the individual receiving the most votes. In the event of a tie, coaches shall re-vote on the tied athletes.

### **4. Freshman of the Year**

The Freshman of the Year Male and Female Track and Field student-athletes shall be selected by the coaches at the post-championship coaches' meeting. Coaches shall nominate individuals from their respective team and each coach shall have one vote. The award shall be presented to the individual receiving the most votes. In the event of a tie, coaches shall re-vote on the tied athletes.

### **5. Coach of the Year**

The Coach of the Year shall be selected by the coaches at the conclusion of the championship.

### **6. All-Conference Team**

**Indoor** -- The 46-member All-MAC team shall consist of the first two finishers in each individual event and relays at the MAC championships. The first team shall be limited to 23 members (including ties) and awarded to those individuals finishing first in each of the events, with the remaining honorees being named to the second team. Multiple event winners shall only be counted once. [Revised 1/24/11]

**Outdoor** -- The 54-member All-MAC team shall consist of the first two finishers in each individual event and relays at the MAC championships. The first team shall be limited to 27 members (including ties) and awarded to those individuals finishing first in each of the events, with the remaining honorees being named to the second team. Multiple event winners shall only be counted once. [Revised 1/24/11]

## **D. Coaches' Meeting.**

A business meeting of all head cross country/track and field coaches shall be conducted the first Monday in August each year, alternating via teleconference (even years) and in-person (odd years).

### **1. Executive Committee**

The Executive Committee shall be comprised of an athletic administrator as chairperson and three (3) head coaches, as selected by their peers and shall serve for staggered three-year terms. The three head coaches must be from different institutions and shall represent cross country, men's track and field and women's track and field. The Cross Country/Track and Field executive committee effective for 2016-17 is as follows:

John Goodridge, EMU (8/2017), Dennis Mitchell, Akron (8/2018), TBD (8/2019)

The Cross Country/Track and Field executive committee shall serve in an advisory capacity for the coaches and the conference office regarding matters pertinent to Cross Country, Indoor and Outdoor Track and Field. This committee has the authority to act for the coaches association on emergency items which may arise.

## E. Conference Championship Guidelines

### 1. Championship Dates

Both the Indoor and Outdoor Track and Field Championships are to be conducted two weeks prior NCAA competition. The Indoor championship will begin on the last Friday in February. The Outdoor championship will begin on Thursday, two weeks prior to the NCAA Regional meets.

### 3. Championship Format

All teams will participate in the two-day for the Indoor and the three-day Outdoor Track and Field championship events.

### 4. Championship Games Committee

The Games Committee, as appointed by the Conference office, in consultation with the league coaches at the conclusion of the Cross Country Championships, shall conduct the competition and oversee the responsibilities of all meet officials. The Games Committee shall provide specialized assistance and guidance to the championship administrator and conference office representative when questions and problems arise during the conduct of the championship, which are not explicitly covered in either the conference or NCAA policies.

The Games Committee shall consist of a representative cross-section of expert individuals. The committee shall consist of five (5) voting members as follows:

Games Committee Chair / Head Referee/ Running referee.  
Jumps Event referee.  
Throws referee.  
Combined Event referee.  
Meet Entries and Meet Set-Up Coordinator.

Nonvoting members shall include the Championship Administrator and MAC representative.

**Payment-Indoor.** Payment of the Games Committee shall be the responsibility of host institution as follows [*Adopted 1/25/2011*]:

\$650 flat fee for the: Games Committee Chair/ Head Referee/ Running Events referee  
\$500 flat fee/each for the: Combined Event referee  
Jumps Event referee  
Throws Event referee  
\$200 flat fee: Meet Entries and Meet Set-Up Coordinator

**Payment-Outdoor.** Payment of the Games Committee shall be the responsibility of host institution as follows [*Adopted 1/25/2011*]:

\$950 flat fee for the: Games Committee Chair/ Head Referee/ Running Events referee  
\$750 flat fee/each for the: Combined Event referee  
Jumps Event referee  
Throws Event referee  
\$300 flat fee: Meet Entries and Meet Set-Up Coordinator

The host institution is also responsible for securing hotel rooms for the Games Committee.

## **5. Meet Officials**

The securing and payment of appropriate number of meet officials shall be the responsibility of the host institution. The host institution is responsible for securing hotel rooms for the officials if needed.

Payment – Indoor and Outdoor. Payment of the Championship meet officials shall be the responsibility of the institution. \$100 / day of competition (recommended, but not limited to) for the following meet officials: Starters (2), Clerks of Course (2), Head Judge – Throws (2, includes the Inspector of Implements), Head Judge – Horizontal Jumps (1), and Head Judge- Vertical Jumps (2)

Every effort shall be made to secure meet officials from the local or regional areas. Additional volunteers shall be secured to assist and assure adequate support staffing of the events.

## **6. Championship Coaches Meeting**

All head coaches are required to attend a meeting prior to the Indoor and Outdoor Track and Field Championships, the night prior to competition to discuss pertinent championship-related matters.

## **7. Team Seating**

The Championship Administrator shall identify seating for student-athletes and coaches. Ideally, this area should be separate from the spectator section.

## **F. Rules**

### **1. Athlete Conduct**

Unsportsmanlike conduct may result in disqualification at the time of infraction without warning by the meet referees. The head coach is to be notified about such disqualification.

### **2. Protest**

There shall be a designated protest table/area for coaches to pick up and/or submit their protest forms during the championship. Protest forms shall be made available to the coaches via the coaches' packet or at designated protest table/area. All protests must be made in writing to the referee, and shall be entered and managed as codified in the NCAA Track and Field Rule Book. Official pictures/video footage under protest may be viewed only by the fully automatic timing device official and the head referee. The games committee and the coach involved in the protest may view the pictures with the referee's consent. As part of the protest process, the decision of the referee may be appealed through the Games Committee in writing not later than 30 minutes after the decision of the referee has been announced.

### **3. Ties**

Ties in team and individual competition at the championship shall stand, with the exception of ties in the field events. Championship management shall refer to the NCAA Track and Field Rule Book for the method of separating ties in the field events. Duplicate awards will be ordered by the MAC office to accommodate all ties. The Championship Administrator shall inform the MAC office of any additional awards needed.

### **4. Squad Size Limit**

For the Indoor and Outdoor track and field championships, each team shall be limited to thirty (30) athletes.

## 5. Credentials – Coaches

For the Indoor and Outdoor track and field championships credentials shall be distributed as follows:

Combined Gender programs: Six (6) Head/Assistant Coaches and up to six (6) volunteer coaches (maximum)

Single Gender programs: Three (3) Head/Assistant Coaches and up to three (3) volunteer coaches (maximum)

Credentialed coaches are permitted in designated coaching boxes/areas where they have a student-athlete(s) competing.

## G. Championship Qualifying Standards and Entry Procedures

Athletes may qualify for the MAC Indoor and Outdoor Track and Field Championships by either meeting the “automatic” performance standard and/or fall within the descending-order list to fill the field. *[Adopted 2/2012]*

### 1. Automatic Performance Standard.

Automatic performance standards shall be determined from the 5-year average, 8<sup>th</sup> best performance mark for the women and the 6<sup>th</sup> best performance mark for the men, in each event, from the final Conference ranking/performance list (through the MAC Championships) and approved by the Track and Field coaches committee each year. Qualifying standards shall be on a two-year cycle.

### 2. Event Field Size

a. Women (Indoor and Outdoor). Event fields for the women’s indoor and outdoor track and field championships will be limited to 20 athletes per event, unless the number of declared athletes exceeds 20. If the number of declared automatic qualifiers does not exceed 20 in an event, the field will be filled out to a total of 20 athletes per event based on the descending order list\* of remaining declared athletes.

b. Men (Indoor). Event fields for the men’s indoor track and field championship will be limited to 14 athletes per event, unless the number of declared automatic qualifiers exceeds 14. If the number of declared automatic qualifiers does not exceed 14 in an event, the field will be filled out to a total of 14 athletes per event based on the descending order list of the remaining declared athletes.

c. Men (Outdoor). Event fields for the men’s outdoor track and field championship will be limited to 16 athletes per event, unless the number of declared automatic qualifiers exceeds 16. If the number of declared automatic qualifiers does not exceed 16 in an event, the field will be filled out to a total of 16 athletes per event based on the descending order list of the remaining declared athletes.

Note: In the event the number of automatic qualifiers exceeds the abovementioned field size limits, all declared athletes may be entered, and shall compete in that event.

3. **Tie-Breaker Procedure – Performance Marks** Any descending-order list ties, by mark, to be accepted, will be resolved by the examining of those tied, the second best valid qualifying meet performance submitted during the season, and so on until there is no basis for a mark comparison.

For a tie not resolved after all available mark comparisons, acceptance will be awarded to the competitor who achieved the original tying mark later in the season.

For a tie still not resolved, acceptance will be awarded to the competitor who achieved the second best valid qualifying meet performance later in the season, and so on until there is no basis for date comparison. As a last resort, the tie for the last qualifying position will be decided by the toss of a coin.

## **H. Conference Championship Entry Procedures / Schedule**

### **1. Entry Procedures**

- a. Teams may submit entries beginning on Thursday, prior to the week of the championship week. Final declarations shall be submitted via Direct Athletics by 12:00 noon (local time of the host site) on Monday (Indoor and Outdoor), the week of the championship. Teams must notify Conference office and the Games Committee chair, no later than 10:00 a.m. (local time of the host site) Tuesday morning, if a student-athlete may not be able to compete due to injury, illness or change in eligibility status. Declarations will be forwarded to the head coaches by the Conference office via email and will be made available for teams to view on the MAC website after the deadline on Tuesday. Coaches shall be notified as soon as the information is available for review.
- b. The Games Committee Chair in consultation with the Conference office and Championship Administrator shall be responsible for setting up the meet. Heats and flights will be drawn in accordance with NCAA rules unless otherwise noted in the MAC Championship Manual. Performances shall be listed on the official MAC weekly listing. Those not listed shall be noted as no performance.
- c. The final entries will be put in order by event, with the best performance first, etc. Like performances will be drawn by lot and returned to the proper place in order. All hand times will be converted to automated times by adding 0.24 for all events. All performances shall be converted by using the NCAA qualifying standards. All field entries must be in metric. First-round heats shall be seeded according to the MAC performance lists.
- e. Each team's Official Travel Party roster (limit 30), MUST be submitted directly to the conference office via fax or email at this time as well.
- f. After the declaration has closed, a copy of the final declaration and heating will be made available for review by the MAC coaches.
- g. All marks in the 100m, 200m, 110H; Long Jump and Triple Jump must include the wind readings, and no marks over 4.0 mps are eligible for NCAA and MAC rankings, or seed times for the MAC championships. Coaches shall have documented evidence of performance from official meet results if challenged. Times from relay leg splits shall not be considered for seeding purposes.
- h. Entries are limited to three (3) participants per event. Each university is limited to only one relay team per relay event.

### **3. Scratch Procedures**

Athletes legally entered and declared in all events must run and give an honest effort or be disqualified from all remaining competition. Points scored prior to the infraction stand. If a runner scratches from an event, that athlete is scratched from the entire championship. However, an athlete barred for scratching or dropped out because of an injury or illness may return to the competition if the meet physician substantiates the ailment and subsequent recovery. This must be reported to the Referee.

#### 4. Honest Effort Rule Clarification

The honest effort rules as prescribed by the NCAA Track and Field Rules manual shall be in effect, unless otherwise modified per MAC regulations. Note: The removal of an athlete from the list of competitors without scratching the athlete from the entire meet is permissible, when a physician certifies the athlete is physically fit to compete in certain events, but not others. The physician's certification must occur after declarations have been made, prior to the start of the event.

#### 5. Multiple Competitors

If a competitor in the field events is competing in another event, permission may be granted to take preliminary trials out of the official order. In the finals, competitors must compete in order. A competitor missing his or her turn forfeits that turn.

#### 6. Order of Events

In Indoor and Outdoor track and field, the order of contesting men's and women's events shall reverse each year. Each year the order of the men's and women's field events shall switch dates and times -- in even years for Indoor and in odd years for Outdoor. The schedule may vary due to facility restrictions. As the NCAA Indoor Championship adds events, the same shall be added to the MAC Championship.

#### 7. Event Schedule – Indoor

The Indoor track and field championships shall be a two-day meet with events held as described in Supplement A. Preliminary rounds shall be run on Friday, with some finals on Friday. Remaining finals should be run on Saturday. A time schedule shall be provided by the host university and should be in accordance with the same format each year. All changes to this schedule must be approved by Games Committee, in conjunction with the Track and Field executive committee and the Conference liaison.

**Combined Events.** The event order shall be in accordance with the NCAA Order of Events. The Heptathlon / Pentathlon shall be conducted as follows:

	<b>Day One</b>	<b>Day Two</b>
<b>Heptathlon:</b>	60-Meter Dash Long Jump Shot Put High Jump	60-Meter High Hurdles Pole Vault 1,000 Meters
<b>Pentathlon:</b>	60-Meter Hurdles High Jump Shot Put Long Jump 800 Meters	

#### 8. Event Schedule – Outdoor

The Outdoor track and field championships shall be a three-day meet with events held as described in Supplement B. A time schedule shall be provided by the host university and should be in accordance with the same format each year. All changes to this schedule must be approved by the Games Committee, in conjunction with the Track and Field executive committee and the Conference liaison.

**Combined Events.** The event order shall be in accordance with the NCAA Order of Events. The Heptathlon / Decathlon shall be conducted as follows:

	<b>Day One</b>	<b>Day Two</b>
<b>Heptathlon:</b>	100 Meters Hurdles High Jump Shot Put 200 Meter	Long Jump Javelin 800 Meters
<b>Decathlon:</b>	100 Meters Long Jump High Jump Shot Put 400 Meters	110-Meter Hurdles Discus Pole Vault Javelin 1,500 Meters

The time interval between events will be determined by the Games Committee. A minimum of 30 minutes is permitted each competitor between events.

#### **9. In-Field Area**

Coaches will not be permitted on the in-field of the track during the MAC Indoor/Outdoor Track and Field championships, except during multi-event competition and in designated coach's boxes, unless otherwise noted.

#### **10. Championship Meet Set-Up: Event Heats, Flights and Qualifying Procedures**

Qualifying procedures shall follow the rules prescribed by the NCAA Track and Field rules manual unless otherwise noted in the MAC regulations.

Wind Direction (Outdoor). Every effort shall be made by the host institution to conduct the following event with the wind (based on facility restrictions): combined events, 200 meter, high hurdles, 100-meter hurdles, 100 meter, horizontal jumps and the pole vault. The direction of all other running events and field events will be determined by the Games Committee at least 30 minutes prior to the beginning of competition and once determined, will stand for that event.

#### **11. Heat and Lane Assignments**

Heat and lane assignments will be established using the NCAA Track and Field Guide. If heats or sections scratch down with less than the number required to advance to the next round, they shall be redrawn. In the preliminary trials, the heats will fall as drawn without consideration for teammates in the same heat.

#### **12. Qualifying**

Whenever possible, not less than two (2) qualifiers shall advance from each heat when qualifying by place. When qualifying by time, all places will be timed.

#### **13. Direct Final Events**

In races with direct finals (mile, 3000, 3000 steeple chase, 5,000 and 10,000), hip number and starting position assignments shall be made according to seed marks. The top twelve (12) seed marks shall be guaranteed a front-line starting position, but may be separated into different alleys. *[Adopted 8/9/2010]*

#### 14. Results

During the competition, meet results shall be posted after each event and in a place or places where results may easily be viewed by the coaches, student-athletes and spectators. Adequate staff shall be provided in the press area to allow for expedient preparation of the championship results. Copies of the results shall be made available to the coaches and any media as soon as possible after the championship.

#### 15. Scoring

Per NCAA rules, the championship shall be scored the following:

Indoor: Women 10-8-6-5-4-3-2-1 Men 10-8-6-4-2-1

Outdoor: Women 10-8-6-5-4-3-2-1 Men 10-8-6-4-2-1

Scoring shall be the same for individual and relay events.

### H. Facilities/Equipment

#### 1. Facilities

- a. The running track, competitive area and competitive equipment at the championship site shall meet NCAA specifications.
- b. In the head coaches' preliminary information packet, the Championship Administrator shall include the lengths of the long jump runway, the triple jump runway, the high jump runway (from both sides), and the pole vault runway.
- c. The facility shall be available for practice by 3 pm on the Thursday prior to the start of the championship.
- d. Provide access to a varsity weight room facility shall be made available for participating teams.
- e. The following equipment shall be provided by the host university:

#### **Facility and Championship Provisions**

1. At least two fully automatic timing (FAT) systems, independent of one another.

An Additional [third] camera (1) must be dedicated to the running events as an "official" camera at the championship to back up calls made by umpires. [This camera cannot be used to DQ an individual] [Approved 8/2012]

2. Two (2) pits (preferred), standards and cross bars for pole vault and high jump that meet NCAA specifications.
3. Field event performance indicator boards
4. Race equipment for all teams and all lanes (i.e., starting blocks, hurdles)
5. Three-level awards platform (prefer 8)
6. Measuring instrument for determining high jump and pole vault heights, as well as a stepladder for or measuring instrument that can measure from the runway

7. Visual lap counter
8. Scoreboard to display the scores of all universities
9. Visible clock to display race times (may be portable)
10. Timing lights or stop watches for field events
11. Minimum of two (2) wind gauges (Outdoor)

### **Judges and Officials' Equipment**

1. Sufficient stop watches
2. Two 100-meter, 50-meter and 30-meter measuring tapes (must show feet and metric)
3. Fifteen (15) Flags for umpires and field event judges
4. Adequate platforms (judges' stand, timers' stand, FAT timers, starter's platform)
5. Protest table with accompanying official
6. Headquarters area for championship referee
7. Site for weigh-ins and essential equipment to conduct weighing and checking of implements for the shot put
8. Ten (10) for Indoor; Twenty (20) for outdoor -- Clipboards for officials
9. Three (3) starting pistols and shells, unless provided by starter
10. Walkie-talkies for championship officials

## **2. Timing Systems**

- a. Fully automatic timing (FAT) will provide the official results for all track events. A backup fully automatic timing system must be utilized during the Championship. Times shall be recorded officially to the 1/100th of a second. There shall be one fully automatic timing camera. (Note: Equipment may be borrowed if the host university does not own one).
- b. Official pictures under protest may be viewed only by the fully automatic timing device official and the head referee. The games committee and the coach involved in the protest may view the pictures with the referee's consent.
- c. If there are multiple equipment failures, the manual timing and judging will then be official.
  - i. When FAT is used, the results must be recorded in 1/100 seconds.
  - ii. When manual timing is used, times must be rounded to the slower 1/10 of a second. It is recommended that manual timing be accomplished with watches which record only the 1/10 second (1/100 manual watches are not recommended).

- iii. Final results must indicate the method of timing and should indicate the wind velocity after each recorded race. These results should indicate wind velocity in miles per hour or in meters.
- iv. If manual time is used for one heat (against time), it must be used for all heats in that event. If there is a tie with the manual times and there are electronic times (FAT) for those involved, it shall be used to determine the athlete to advance in the competition.
- v. The host university shall be required to have two-inch black squares at the intersections of the lane lines and finish lines to aid in the use of the electronic timing system.

### 3. Inclement Weather Policy – Outdoor

The following policy shall be adhered to should inclement weather delay or interrupt competition.

- a. Games Committee will make the initial decision to delay the start of competition by two (2) hours. After a two-hour delay, a decision is made whether to delay again or move entire meet to Friday, Saturday and Sunday. If moved to Friday, Saturday and Sunday, the meet schedule will remain as originally scheduled.
- b. If weather presents no problems on Thursday and is a problem on Friday of the championship, the Games Committee will make the initial decision to delay the start of competition by two (2) hours. After a two-hour delay, a decision is made whether to delay again or move the remainder of the meet to Saturday and Sunday.
- c. On Saturday of the championship (Thursday and Friday competition completed as scheduled), if weather presents a problem, all remaining events will be moved to Sunday.
- d. If weather conditions persist, as a last resort, a condensed meet will be conducted on Sunday with finals against time and field events contested based on a schedule created by the Games Committee at the site on Saturday night. A situation necessitating the cancellation of the meet will be the sole responsibility of the Games Committee.

### 4. Uniforms

Athletes shall wear school-issued team uniforms. If an athlete violates this rule, the referee shall give one warning to both the head coach and the student-athlete. If the correction is not made, the championship referee shall disqualify the student-athlete in violation and the athlete will be disqualified from all remaining events. Any points scored by the athlete prior to his or her disqualification shall stand. The following numbering system has been assigned to each team.

<b>Team</b>	<b>Women's Numbers</b>	<b>Men's Numbers</b>
Akron	1 - 50	1001-1050
Ball State	51 - 100	NA
Bowling Green	101 - 150	NA
Buffalo	151 - 200	1051-1100
Central Michigan	201 - 250	1101-1150
Eastern Michigan	251 - 300	1151-1200
Kent	301 - 350	1201-1250
Miami	351 - 400	1251-1300 (Outdoor)
Northern Illinois	401 - 450	NA
Ohio	451 - 500	NA

## I. Officials

1. The Championship Administrator and host coach shall be responsible for securing a sufficient number of qualified officials to adequately staff the championship. These officials shall include a head starter, assistant starter, two (2) Clerk of Course, two (2) finish line judges, (1-2) runners (volunteers to run the meet results), four (4) umpires, a field judge for each event and separate combined event crews (one for men and one for women). It is recommended that a minimum of four additional assistants be secured for each measured field event, and four (4) additional assistants be secured for the high jump and pole vault. (Duties of the event management staff are outlined in the NCAA Track and Field Rule Book.)
  - a. The host university is responsible for the quality and appropriate training of officials. Coaches and eligible or ineligible members of the host's track & field teams who serve as meet volunteers at the championship shall be prohibited from holding positions of authority (e.g., determine marks or places). It is recommended that a training meeting be held prior to the first day of competition.
  - b. The host university is responsible for providing a list of the meet officials (starters, clerk of course, finish judges, head umpires, and field judges).
  - c. The host university shall be responsible for compensating any officials it deems appropriate (i.e., starter, referee) in accordance with the MAC regulations where applicable.
  - d. All volunteers shall report 60 minutes prior to the start of the championship to the head official of their respective event for final instructions.
  - e. Any questions or concerns regarding the officials shall be directed to the Games Committee, not the coaches. The referee's decisions will be final. If there is a protest, the referee's decision may be appealed to the Games Committee, which may overrule the referee's decision

## Chapter XVIII - Volleyball

### A. Regular Season

#### 1. Rules

- a. All conference competition shall be governed by NCAA rules.
- b. The host university shall provide sixty (60) complimentary reserved tickets for the visiting team. [Revised 1/29/14]

#### 2. Scheduling/Procedures

- a. Conference play shall consist of a 16-match league schedule over an eight-week period. Scheduling shall be done by the conference office. Standard days of competition will be Friday and Saturday, with the exception of weekends in which a team faces its travel partner. In weekends in which a team faces its travel partner, standard days of competition will be Thursday and Saturday, however, competition may be scheduled for Friday and Saturday upon mutual agreement.
- b. Member institutions may schedule only NCAA Division I opponents for official 3-out-of-5 matches. All tournaments in which MAC teams participate must be hosted by an NCAA Division I team (excluding exempted events).
- c. Once scheduled, dates for conference matches may not be changed, except for unavoidable circumstances. Any change in a playing date must be mutually agreed to by both institutions, and forwarded to the conference office for review and approval.
- d. Changes in match times, once set, must be communicated to the opposing team's head coach and sports information director, and the conference office.
- e. No Saturday MAC matches may begin prior to 3:00 p.m.
- f. On Court Promotions: No on-court promotions will occur, except between sets 2 and 3, and the location of hitting between sets will follow current NCAA rules. A 10-minute intermission will be provided between sets 2 and 3 in all conference matches to allow for on-court promotions. *Practice balls and carts must be available on the court with 3 minutes remaining in the intermission.*
- g. Bands: Home Team Bands may not be seated directly behind or next to the visiting team bench. A buffer zone must exist between bands and team benches (e.g., court, etc.). [6/2/11]
- h. Team Introductions. Introductions shall be limited to the starters for conference matches.
- i. Team Practices: The visiting team's coach shall request in writing, one month prior to the scheduled match, a minimum one-hour block of time for practice. On match day, both home and visiting practices will be closed.

For Friday matches, the visiting team practice will be scheduled on the main competition court beginning at 9am and ending at 3pm on the day of the match and either 5pm - 5:30pm or 5:30 pm - 6:00pm based upon a 7pm start.

For Saturday matches, the visiting team practice will be scheduled on the main competition court beginning at 10am and ending at 3pm on the day of the match and either 5pm - 5:30pm or 5:30 pm - 6:00pm based upon a 7pm start. [Revised 1/29/13]

Standardized items for practice include 50 balls, properly inflated, of the same brand and type as being used in the match to the best of the institution's ability and a minimum of 3 ball carts.

Each team will be allowed 1/2 hour for a closed team pass and serve practice between 5:00pm and 6:00pm (based on a 7:00pm start). The home team will have the right to select the order of practice.

Floor conditions and lighting for all practices, including match warm-up, shall reflect floor conditions and lighting to be used during actual match conditions. (i.e., Basketball Hoops may not be raised) [Revised 1/29/14]

- j. Athletic trainer(s) should make contact with cohorts at host/incoming institutions to discuss specific needs for both the event and any visitor practices, particularly if there is a special need. Should a visiting team be practicing at the site of a contest, a host (student or staff) should be on site.

### 3. Travel Squad

The travel squad for MAC competition shall be 16 participants (student-athletes). This limitation applies to any team competition between two or more members or affiliate member institutions that will count in MAC standings. The limitation applies to all institutional student-athletes who are included on the squad list, regardless if they dress for competition. [Revised 6/1/16]

### 4. Facilities/Equipment

The host university may select any ball approved by the NCAA/NAGWS for regular-season matches. The MAC recommends Molten Volleyballs for league play. Each school shall exchange facility contacts via e-mail by August 1 in order to make practice arrangements.

### 5. Match Protocol

The following match protocol shall be adhered to for all conference matches.

Time Allotted	Actual Time	Visible Clock	Protocol
:41	6:00 - 6:41	:60 - :19	Court available for shared warm-up
	6:30	:30	Coin toss
:04	6:41 - 6:45	:19 - :15	Visiting team court
:04	6:45 - 6:49	:15 - :11	Home team court
:05	6:49 - 6:54	:11 - :06	Visiting team court
:05	6:54 - 6:59	:06 - :01	Home team court
:01	6:59 - 7:00	:01 - :00	Team huddle / Announcements
:03	7:00 - 7:03	:00	National Anthem
:03	7:03 - 7:06	:00	Prematch Promotions & Team Introductions
	7:06	:00	Match Begins

[Revised 1/29/14]

## **6. Time Outs**

All timeouts during conference Regular Season and MAC Tournament matches shall be 90-seconds in length. [*Revised 1/27/16; 1/24/10*]

## **B. Divisional Champions / Regular-Season Champion**

1. The divisional championship shall be decided on overall conference winning percentage. If two or more teams are tied for the championship, they shall be considered co-champions.
2. The team with the best overall conference winning percentage shall be declared the MAC Champion. If two or more teams are tied for the championship, they shall be considered co-champions.

## **C. Scouting/Exchange of Information**

1. Due to legislative action, Division I coaches in all sports are prohibited from live scouting of future opponents. [*Revised 7/1/13*]
2. Mid-American Conference Volleyball will operate under an open exchange policy through VolleyMetrics. All provisions herein apply to both Conference and Non-Conference matches.
3. All Member Institutions will make all match tape available (both Conference and Non-Conference) to all MAC Institutions at all times.
4. Home Non-Conference Matches will be uploaded by VolleyMetrics at the conclusion of the match. The home team must upload scoresheets, individual set box scores, match box score (final totals), and match play-by-play immediately after the conclusion of the match (same day).

Visiting Non-Conference Matches completed Thursday through Sunday are to be uploaded (video and scoresheet) by 1:00 PM EST the following Monday. Visiting non-conference matches completed Monday through Wednesday are to be uploaded (video and scoresheet) by 1:00 PM EST the following day (e.g. a Wednesday match must be uploaded by 1:00 PM EST Thursday). The visiting team must upload scoresheets, individual set box scores, match box score (final totals), and match play-by-play immediately after the conclusion of the match (same day).

- a. Exception. In the event that Monday is a National Holiday, uploading of matches shall be completed by 1:00 PM EST the next day (Tuesday) (e.g. Labor Day).

Home Conference Matches will be uploaded by VolleyMetrics at the conclusion of the match. The home team must upload scoresheets, individual set box scores, match box score (final totals), and match play-by-play immediately after the conclusion of the match (same day). Additionally, the home team must record a backup video that must be uploaded to VolleyMetrics by 2:00pm EST the following day in the event that the primary video (managed by VolleyMetrics) fails. The visiting team is not required to tape or post video.

All Matches (conference and non-conference) completed Thursday through Saturday will be available for download at 1:00pm EST on Sunday. All Matches completed Sunday through Wednesday will be available for download at 1:00pm EST the following day.

[*Revised 8/5/15; 8/28/14*]

## 5. Tape Exchange Video Guidelines

a. Each match locker shall contain the following:

1. Match Videotape
2. ScoreSheets
3. Individual Set Box Scores
4. Match Box Score (Final Totals)
5. Match play-by-play

d. Match Videotape shall be posted in MP4 Format and shall be kept in a digital format throughout the video upload process, from camera to posting. [*Revised 8/5/15; 8/28/14; 1/23/12*]

6. Institutions are to videotape from an end line view (home team endline if possible) with players' numbers clearly visible (zoom in as much as possible) and with the opposite end line visible through the net. Best efforts should be made to ensure the net is in the center of the screen and that the near end line and top of the set are visible. [*Revised 8/5/15*]
7. Uploaded videotape must include all sets of a match and should not include sound. Additionally, matches are to be unedited, without pause for timeouts, and all screen items are to be removed. [*Revised 8/5/15; 1/25/11*]
8. Releasing scouting information on member institutions to non-conference institutions is prohibited at any time.

Exception: Conference Matches may be released to non-conference opponents after the conclusion of the MAC Tournament, so long as permission is granted by the MAC opponent. [*1/25/11*]

### D. Officials (see Officiating Manual)

1. Two officials for all conference and home non-conference matches (including tournaments) shall be assigned and approved by the commissioner or his designated representative. The host university shall be responsible for payment of these officials. Officials shall receive \$340 per match (conference and non-conference). For additional matches worked on the same day, the fee shall be \$240 per additional same-day match. [*Revised 10/14/15; 1/29/13; 2/10/10*]
2. Game operations personnel of the host university are responsible for supplying two line judges, a PAVO trained scorer (annual training) and a scoreboard operator. The three-ball system will be used. It is strongly recommended that line judges wear some type of uniform (e.g., white polo/golf shirt and dark or khaki pants) and that the two line judges should be in 'like' clothing. [Note: Jeans and t-shirts are not permissible.]
3. All Line Judges will be PAVO Line Judge certified for all matches and may not be undergraduate students or affiliated with the institution's volleyball program. Line Judges shall receive a minimum of \$50 per match. [*Revised 1/28/15; 10/1/11*]

[Note: For purposes of this rule the term "affiliated" shall apply to any person that is a staff member within the department of athletics.]

4. Scorers shall be certified, trained and approved by an official selected by the supervisor of officials at the earliest opportunity prior to the start of the MAC season. Certified scorers shall receive a minimum of \$50 per match.

5. Officials should be on site one hour prior to the match and on court 45 minutes prior to the match. The first referee shall lead a debriefing following each match that shall include both referees, the scorer, assistant and line judges in a non-public area.
6. Each university shall submit area motel listings to the coordinator of officials, who will in turn submit this information to referees assigned to the respective university. Officials are to make their own reservations. Each university will annually designate a contact person should the official be unavailable to secure a room.

[Note: The membership will not be expected to attempt to secure rooms due to the lack of advance planning by referees.]

## **7. Officials Services**

One meal and beverages are to be provided to all Match Officials, including Line Judges. [5/19/11]

## **E. Protest Procedure**

### **1. Conference Matches**

Protests must be made prior to the whistle for the next serve. A protest of the last point of a set must be lodged within the first 60-seconds of the timed interval between sets, if there is another set to be played. A protest of the final point of the match must be lodged before the referees leave the playing area.

- a. Officials must accept protests unless there is no question that the decision is based on judgment. If there is any doubt, officials should accept the protest.
- b. A protest is normally entered by the captain. If the coach wants to enter the protest, this is also allowed.
- c. After the protest is entered, a call must be made to Marcia Alterman (316-721-2866). The final resolution of the protest will be made at this time. If the protest is upheld, the match will recommence at the point of the protest with the appropriate call. If it is not possible to contact Marcia Alterman, the match will be played to completion. If a protest is upheld after the completion of a match, the Conference Office will determine whether to replay the match. If the protesting team loses the set in which the protest was lodged but still wins the match, and the NCAA rules interpreter upholds the protest, the sets won and lost will be adjusted as if that set had not been played. [Revised 1/28/15]
- d. The first official should contact Marcia Alterman as soon as possible after the match and explain the circumstances of the protest.

### **2. Non-Conference Matches**

Points 1 through 3 above should be followed.

After the protest is entered, the match is completed. If the coach still wants to follow the protest procedure, a copy of the score sheet with the write-up of the protest must be sent to Anne Pufahl, NCAA Secretary-Rules Editor (email: rules.director@pavo.org). The decision to replay a match in which a protest is upheld falls to the two schools that are involved. No protests are allowed over scoring errors.

## **F. Awards (see MAC Bylaw V)**

### **1. Pre-Season All-MAC Team**

A 12-member Pre-Season All-MAC Team (6 members from the East Division & 6 members from the West Division) will be coordinated by the MAC sports information department prior to the beginning of the season.

### **2. Offensive/Defensive Players of the Week**

During the course of the season, the MAC Head Coaches (all 12) shall select an Offensive and Defensive Player of the Week from both the East Division and West Division (four award winners per week) based on nominations submitted by member institutions. Ballots will be sent to Head Coaches by the MAC Office no later than 12noonEST each Monday, and Ballots (with votes) will be due back to the MAC Office Monday afternoon at 3pmEST. *[Revised 1/29/13]*

### **3. All-MAC Team**

The 14-member All-MAC 1st Team and 6-member All-MAC Honorable Mention Team selection will be coordinated by the MAC Media Relations department and selected by the coaches. To qualify for All-MAC consideration, a player must compete in a minimum of 50% of a team's sets. Coaches shall nominate players from their team, in rank order. Nominations (unlimited number) must be submitted to the conference office by the Tuesday preceding the final matches of the season. The conference office will generate and fax a ballot (including complete conference-only statistics, through the end of the season, for each nominee) to the coaches. Non-conference matches will not be included on the All-MAC Ballot. *[Revised 5/27/15]*

The ballot shall be faxed to the coaches by 12 Noon on Tuesday of tournament week and coaches shall return their ballots by Noon on Wednesday of tournament week. Each coach must vote for twenty-four players and coaches may not vote for their own players. The top eighteen vote-getters (including ties) will be named to the first team and the next six will be named to the second team. In the event of a tie, each student-athlete will receive that respective award. *[Note: Final vote tabulations will be distributed to the coaches on the Thursday of tournament week, after Awards announcements]. [Revised 1/25/11]*

### **4. All-Freshman Team**

The All-Freshman Team will consist of at least six (6) persons and will be coordinated by the MAC Media Relations department and selected by the coaches.

#### **a. Initial Selection Process**

Any Freshman named to the All-MAC 1<sup>st</sup> or 2<sup>nd</sup> Team will automatically be placed on the All-Freshman Team. If more than six (6) Freshman are named to the All-MAC 1<sup>st</sup> and 2<sup>nd</sup> Teams, then All-Freshman Team slots will be added to ensure that any Freshman on the All-MAC Team also appears on the All-Freshman Team. (I.E., if seven Freshman appear on the All-MAC 1<sup>st</sup> and 2<sup>nd</sup> Teams, then the All-Freshman Team will consist of those seven Freshmen)

If less than six (6) Freshman appear on the All-MAC 1<sup>st</sup> and 2<sup>nd</sup> Teams, then the remaining All-Freshman Team slots (up to six total team members, maximum excluding ties) will be filled by selecting the highest remaining vote getters from the All-Freshman Team Ballot (separate Ballot, described below).

b. **Separate All-Freshman Ballot (back-up)**

MAC Coaches shall nominate players from their team, in rank order. Nominations (unlimited number) must be submitted to the conference office by the Tuesday preceding the final matches of the season. The conference office will generate and fax a ballot (including complete statistics, through the end of the season, for each nominee) to the coaches.

The ballot shall be faxed to the coaches by 12 Noon on Tuesday of tournament week and coaches shall return their ballots by Noon on Wednesday of tournament week. Each coach must vote for 6 players and coaches may not vote for their own players. This Ballot will be used to fill slots unfilled by All-MAC voting (Section 4.a., above).

[Revised 1/29/13]

**5. Freshman of the Year**

The Freshman receiving the highest number of votes on the All-MAC Team Ballot will be named Freshman of the Year. If no freshman receives votes on the All-MAC Ballot, then the Freshman of the Year will be the freshman receiving the highest number of votes on the All-Freshman Ballot. [Revised 1/29/13]

**6. Player and Setter of the Year**

The Player of the Year, and Setter of the Year shall be the top vote getters when the all-MAC teams are chosen. [Revised 1/25/11]

**7. Coach and Defensive Player of the Year**

The Coach of the Year and Defensive Player of the Year shall be selected on a separate ballot. Ballots for Defensive Player of the Year are to be received by the Conference Office by 12 Noon the Tuesday of the MAC Tournament week. Ballots for Coach of the Year are to be received by the Conference Office by 12 Noon the Monday following MAC Tournament week. [Revised 1/25/11]

**8. Announcements**

The All-MAC team, All-Freshman team, Freshman of the Year, Setter of the Year, Defensive Player of the Year, and Player of the Year shall be announced on Wednesday of the MAC Tournament week. Coach of the Year, shall be announced on Wednesday following MAC Tournament week. [Revised 1/25/11]

**G. Coaches' Meeting (see appendix for meeting calendar)**

The annual business meeting of the volleyball coaches shall be conducted the first or second Wednesday of January.

**H. Championship Guidelines**

**1. Tournament Awards**

As part of the championship awards listed in MAC Bylaw V and the sport operating codes, a six-player, all-tournament team will be selected with one of the six being named MVP of the tournament. The coaches from the two teams losing in the semifinals will select one player from their team on Friday night after the semifinal matches. The coaches whose teams advance to the finals will select two of their players for the all-tournament team following the final match. The winning coach will select the tournament's Most Valuable Player.

## 2. Tournament Dates

The tournament shall be held the week/weekend prior to Thanksgiving. The Host Institution will have the option to select whether to hold the tournament Thursday through Sunday or Friday through Monday. [Revised 4/10/14]

## 3. Tournament Site

The Host for all rounds shall be the Institution that wins the previous year's MAC Regular Season Championship (previous year MAC Champion). Should that Institution be unable to host due to facility conflicts, the Host shall be the team seeded #2 in the previous year's MAC Tournament. [Revised 4/10/14; 1/29/13; 3/29/11]

## 4. Tournament Format

The top eight (8) teams as determined by conference winning percentage (MAC play only), regardless of division, will participate in the four day, double bye, tournament. The team winning the MAC Women's Volleyball Tournament will be the conference representative to the NCAA Women's Volleyball Championship. [Revised 4/10/14; 3/29/11]

## 5. Tournament Seeding

Teams will be seeded 1 through 8 based on conference winning percentage (MAC play only), regardless of division. Ties in the conference standings shall be broken as follows:

### Two Team Tiebreaker:

1. Head-to-Head Winning Percentage
2. Division Winning Percentage
3. Winning percentage\* vs. ranked conference teams (top to bottom, regardless of division; versus common opponents regardless of the number of times played)
4. Conference set winning percentage (i.e., sets won vs. sets lost) of tied teams in MAC competition
5. Coin flip

### Multiple (3 or more) Team Tiebreaker:

1. Total won-lost record of matches played among the tied teams (winning percentage)
2. Division Winning Percentage
3. Winning percentage\* vs. ranked conference teams (top to bottom, regardless of division; versus common opponents regardless of the number of times played)
4. Conference set winning percentage (i.e., sets won vs. sets lost) of tied teams in MAC competition
5. Coin flip

*[Note: If a three-team tie is reduced to two teams, the two-team tie-breaker goes into effect.]*

\* Winning percentage is used instead of record because of situations where teams do not play each other the same number of times. Therefore, a team that is 1-0 (1.000) would win the tiebreaker over a team that is 1-1 (.500).

\*\* If the combined records of each tied team are different, the tiebreak is complete. Example: If Team A is 2-1, Team B is 1-1 and Team C is 1-2 then this is the order of the tiebreak.

Once only two teams remain tied, the Two Team Tiebreaker is used. Example: If Team A is 2-1, Team B is 1-2 and Team C is 1-2 then Team A is ahead of Teams B and C and Teams B and C revert to the Two Team Tiebreaker.

## I. Rules

### 1. Travel Squad/Party

The travel squad for the conference championship shall be 16 participants. The official travel party shall be limited to 22 members.

## J. Schedule/Procedures

### 1. Schedule of Matches

The host institution shall select match times from one of the following options (all times local):

Option #1:	Thursday – Saturday Matches:	4:30pm & 7:00pm
	Sunday Championship:	4:30pm
Option #2:	Thursday – Saturday Matches:	5:00pm & 7:30pm
	Sunday Championship:	5:00pm

The #1 Seed in the Tournament shall select whether to play on the 4:30/5:00pm line or the 7:00/7:30pm line)

#### **Thursday or Friday (Host selects start day):**

Match 1 (1 <sup>st</sup> Round) -	No. 5 Seed vs. No. 8 Seed, 4:30/5:00pm
Match 2 (1 <sup>st</sup> Round) -	No. 6 Seed vs. No. 7 Seed, 7:00/7:30pm

#### **Friday or Saturday:**

Match 3 (Quarterfinal) -	No. 4 Seed vs. Match 1 Winner, 4:30/5:00pm
Match 4 (Quarterfinal) -	No. 3 Seed vs. Match 2 Winner, 7:00/7:30pm

#### **Saturday or Sunday:**

Match 5 (Semifinal) -	No. 1 Seed vs. Match 3 Winner, 4:30/5:00pm
Match 6 (Semifinal) -	No. 2 Seed vs. Match 4 Winner, 7:00/7:30pm

#### **Sunday or Monday:**

Match 7 (Championship) -	Semifinal Winners, 4:30/5:00pm
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[Revised 1/27/16; 4/10/14; 1/29/13; 3/29/11]

### 2. Participant Passes

Members of each official travel party will be provided with participant passes, which will allow them entrance into the arena for all tournament matches. Twenty-two (22) such passes will be given to each team prior to the beginning of competition, and are nontransferable. These passes will be distributed to participating teams at the coaches' meeting prior to the start of the tournament.

### 3. Post-Match Press Conferences

After a 10-minute cooling off period (10 minutes after a competing team first enters its locker room), a post-match press conference will be held at a designated area for all certified members of the media. Locker rooms will not be open to the public or media.

### 4. Practice Times

- Practices shall begin the morning of Day 1 of the MAC Tournament (Thursday or Friday) and shall be assigned by the Conference Office in

advance. Practice times will be provided to all institutions on the pre-tournament operations conference call, based on matchup. All practices will be scheduled with equal opportunity (i.e., if one team must practice off site so must its opponent).

- b. For all practices, the higher seeded team will have the choice of taking either the first or second pre-match practice time slot.

[Revised 4/10/14]

### 5. Operations Conference Call

A mandatory tournament operations conference call is scheduled for the Monday of Tournament Week at 9:00am and will last approximately 90 minutes. The individuals that must take part in the call include:

- a. Head Volleyball Coach (or representative)
- b. Sports Information Contact
- c. Band Director (if there is a band presence)
- d. Cheerleader/Dance Sponsor (if there is a cheerleader presence)
- e. TV Network Representative
- f. MAC Coordinator of Volleyball Officials
- g. Tournament Operations Staff
- h. SPIRE Academy Personnel (Event Manager, Security Chief, etc.)
- i. Medical Services Contract

[Revised 3/29/11]

### 6. Home/Visitor Team Designation

The higher seed team will be designated the home team.

### 7. Benches

Only players in uniforms and persons issued bench credentials shall be permitted on team benches. One hour before the start of the match, the home team will identify their team bench for the first set of the match.

### 8. Uniforms

For each tournament match, the higher seed of the two competing teams, shall wear light uniforms and the lower seed team shall wear dark uniforms. Teams should have both light and dark uniforms available for the tournament.

### 9. Pre-Match Protocol

The NCAA pre-match protocol shall be followed for the tournament (start visible countdown clock one hour prior to match time):

Time Allotted	Actual	Visible Time	Clock Protocol
:41	6:30 - 7:11	:60 - :19	Court available/shared warm-up
	7:00	:30	Coin toss
:04	7:11 - 7:15	:19 - :15	Visiting team court
:04	7:15 - 7:19	:15 - :11	Home team court
:05	7:19 - 7:24	:11 - :06	Visiting team court
:05	7:24 - 7:29	:06 - :01	Home team court
:01	7:29 - 7:30	:01 - :00	Team huddle / Announcements
	7:30	:00	Match begins with National Anthem and team introductions

## **10. Team Introductions**

All players for each team shall be on the end line to be introduced. Teams shall be introduced in a like manner. Each team member will be introduced at the Quarterfinal Matches (non-starters and starters). Starters only will be introduced at the Semifinal and Championship Matches.

## **K. Facilities/Equipment**

### **1. Ball**

The official ball for the tournament shall be provided by Molten.

### **2. Banners and Noisemakers**

Banners deemed objectionable by tournament management will be removed. The use of artificial noisemakers, portable amplifiers or public address systems by fans or cheerleaders is prohibited during the tournament matches.

### **3. Benches**

Only players in uniform and persons issued bench credentials shall be permitted on team benches. The higher seeded team will be designated the home team. One hour before the start of the match, the home team will identify their team bench for the first set of the match.

### **4. Locker Rooms**

Locker rooms will be assigned to teams by the Tournament Director. Each locker room will have refreshments. Team names will be posted on the appropriate locker room doors.

## **L. Officials**

1. Three officials shall be assigned to the Championship. [*Revised 5/27/15; 11/1/13, 3/29/11*]
2. The Coordinator of Officials shall assign officials and line judges for all matches. Officials shall be secured as far in advance as possible. Officials shall be on site one hour prior to the tournament and on the court 45 minutes prior to each match.
3. The Coordinator of Officials, or her designee, shall be in attendance at the tournament.
4. Officials shall be paid \$315 per match worked during the Tournament. Alternate Officials shall be paid \$50 per match. In addition, each official shall receive round-trip mileage or airfare reimbursement, a \$15 per diem and complimentary lodging. [*Revised 1/29/16, 1/30/12, 7/6/10*]
5. Line Judges shall be paid \$50 per match worked and shall receive round-trip mileage or airfare reimbursement and complimentary lodging. [*Revised 5/27/15; 1/30/12*]

## Chapter XIX - Wrestling

### A. Regular Season

#### 1. Rules

- a. All conference competition shall be governed by NCAA rules.
- b. Weight classes shall be the same for dual and championship meets as defined by NCAA rules.

#### 2. Scheduling/Procedures

Each member university shall compete annually with each other member university (head-to-head, dual meets).

#### 3. Travel Squad

The travel squad for MAC competition shall be 15 participants. Double duals, triple duals, quads, and tournaments shall be limited to 20. No travel squad limitations shall apply to matches held during an official winter vacation period. These limitations apply to any team competition between two or more members or affiliate member institutions that will count in MAC standings. The limitation applies to all institutional student-athletes who are included on the squad list, regardless if they dress for competition. Further, member institutions are bound to the travel squad limitations whenever MAC competition occurs within a road trip (e.g., if a MAC institution participates in a multiple-team contest or is coupled with non-conference competition on a single road trip).

#### 4. Replay

Mat side replay will be utilized at all home conference dual meets per NCAA Regulations. [1/29/13]

#### 5. Scales

Scales are required at all competition sites by at least one (1) hour prior to any competition. [1/29/16]

### B. Regular-Season Champion

The team with the best overall conference winning percentage shall be declared the MAC Champion. If two or more teams are tied for the championship, they shall be considered co-champions. The MAC Champion trophy will be presented at the awards ceremony following the Conference Tournament.

### C. Officials

A Referee shall be assigned by the MAC Coordinator of Officials and a part of the Wrestling Officiating Consortium comprised of the MAC, Big Ten and Big 12. All assignments shall be made via Blue Zebra ([www.wrestlingofficiating.com](http://www.wrestlingofficiating.com)).

Assistant Referees may be requested by the host institution, but are not required.

The payment of meet officials shall be the responsibility of the host university. Officials shall be paid as follows for both non-conference and conference dual meets:

Referee: \$300 (Dual Meet) plus \$15 per day per diem, mileage or airfare reimbursement and lodging (Tri Meet Fee = \$400)

Assistant Referee (if requested): \$150 Flat Fee

NOTE: Institutions assigned officials from nearby Big Ten Institutions are required to provide transportation, rental car reimbursement or other transportation costs to that official for travel from the Big Ten site and back to an airport (if necessary) but are not required to share in the costs of the Big Ten. [Revised 1/30/12, 10/18/11]

## **D. Awards (see MAC Bylaw V)**

### **1. Wrestler of the Week**

During the course of the season, the MAC sports information department shall select a Wrestler of the Week based on nominations submitted by member institutions.

### **2. All-MAC Team**

The 20-member All-MAC team shall be selected following the conclusion of the conference championship. The individual weight class winners at the conference championship will be named to the first team (maximum of 10 honorees) and the individual weight class runners-up will be named to the honorable mention team (maximum of 10 honorees). All-MAC Awards will be shipped or distributed to campuses and will not be presented during the post-championship awards ceremony. See MAC Bylaw 5.03 for procedures to break ties in the voting. [*Revised 3/8/10*]

### **3. Wrestler, Freshman and Coach of the Year**

The Wrestler of the Year, Freshman of the Year and Coach of the Year (regular season) shall be coordinated by the conference office representative and selected by the coaches at the conclusion of the NCAA Championships. An announcement will be made thereafter. A ballot will be prepared and distributed by the conference office consisting of three lines for write-in votes. Coaches will rank three individuals, with points assigned as follows: 1st ranking - 3 points; 2nd ranking - 2 points; 3rd ranking - 1 point. Coaches may vote for their own wrestlers. In the event of a tie in the voting, co-Wrestlers of the Year will be named. [*Revised 1/24/10*]

## **E. Coaches' Meeting (see appendix for meeting calendar)**

The annual business meeting of the wrestling coaches shall be conducted the fourth Wednesday in September.

## **F. Championship Guidelines**

### **1. Championship Awards**

As part of the championship awards listed in MAC Bylaw V and the sport operating codes, the announcement of the All-MAC Team and Tournament Most Outstanding Wrestler shall occur following the conclusion of the championship. During the post-championship awards ceremony, award recipients shall be in appropriate team uniform (official uniform or team warm-up).

The Tournament Most Outstanding Wrestler shall be coordinated by the conference office representative and selected by the coaches immediately following the conclusion of the conference championship. A ballot will be prepared by the conference office consisting of three lines for write-in votes. Coaches will rank three individuals, with points assigned as follows: 1st ranking - 3 points; 2nd ranking - 2 points; 3rd ranking - 1 point. Coaches may vote for their own wrestlers. In the event of a tie in the voting, co-recipients will be named.

### **2. Championship Committee**

The six-member Championship Committee shall be appointed by the Championship Director. Committee members shall include the Championship Director, Conference Liaison, Head Referee, and the head coach from the prior, present and next Championship Host institution (three head coaches). The primary purpose of the Championship Committee is to handle protest and complaints during the championship.

### **3. Championship Date and Format**

The championship tournament shall be held over a two day period on the Saturday and Sunday two weeks prior to the NCAA finals. NCAA qualifiers from the championship will be selected in accordance with NCAA requirements. *[Revised 1/29/13, 7/11/11]*

### **4. Championship Hosts**

UNI (2016-17), CMU (2017-18), ODU (2018-19), NIU (2019-20), OU (2020-21), Buffalo (2021-22), KSU (2022-23), Missouri (2023-24), EMU (2024-15)

### **5. Championship Personnel**

The host institution may determine what organizing committees will be necessary for the conduct of the championship. The following personnel are required for the conduct of the championship:

- a. Eight championship referees (assigned by MAC Coordinator of Officials)
- b. Three bench officials per mat (Head Timer, Assistant Timer, Scorer and one alternate)
- c. One mat attendant per mat (clock, run errands, etc.)
- d. A minimum of one trainer per mat
- e. Head Table Personnel:
  1. Championship Director
  2. Conference Liaison
  3. Official scorer
  4. Several runners to take match cards to and from the head table to mat scoring table, etc.
  5. The official scorer will be a paid position.

## **G. Rules**

### **1. Physical Examinations**

All competing athletes must pass the physical examination prior to participation in the championship. The examination shall be held in conjunction with the weigh-in at a location determined by the host institution.

### **2. Protests**

All protests shall be handled by the Championship Committee, in accordance with NCAA rules. Decisions of the meet officials are final.

### **3. Trainers**

The student trainer and/or ATC will accompany the team to the championship. The present and future ATC of the host institution will be present at the championship.

### **4. Travel Squad**

The travel squad for the conference championship shall be 20 participants.

## **H. Schedule/Procedures**

### **1. Entry Procedures**

- a. An official team entry form shall be provided by the host institution. It will be the host institution's responsibility to distribute a copy of each official team entry form to each member institution in the tournament.

- b. It is the responsibility of each institution to assure that only eligible student-athletes compete in conference championships.
- c. Final entries in each weight division must be presented at the time of registration prior to weigh-ins.
- d. Only one athlete per institution may be entered in each weight division.
- e. A wrestler may only compete in one weight division at the championship.
- f. Teams are required to ensure that starters are appropriately designated on the NWCA website, prior to the championship. Appropriate copies will be provided by the host institution.

## **2. Practice Facilities**

Practice facilities shall be made available to the competing teams the day prior to the championship. Preferred practice times are 3pm to 9pm, however teams will be permitted access to mats as soon as they are down and available.

## **3. Seeding**

- a. Championship Seeding shall take place via teleconference at 10:00am EST on the Tuesday prior to the Championship, in accordance with the NCAA Rule Book and MAC policies. The coaches will seed six wrestlers in each weight class with the understanding that the provisions listed below are the guidelines in order of priority:
  - 1. Head-to-Head Results. If tied or not applicable,
  - 2. Earned a qualifying spot. If tied or not applicable,
  - 3. National Rankings (NWCA Rankings). If tied or not applicable,
  - 4. Wins vs. Top 16 (NWCA). If tied or not applicable,
  - 5. Wins vs. Top 33 (NWCA). If tied or not applicable,
  - 6. Record vs. Common Opponents. If Tied or not applicable,
  - 7. Coaches Vote.
- b. Initial Seeds will be based on the final MAC Coaches Rankings.
- c. The MAC Office Sport Administrator shall conduct the seeding teleconference. All conference institutions shall be represented by the head coach or his designee. Assistant coaches may participate, along with the head coach.
- d. Championship referees shall not participate on the seeding teleconference.
- e. Championship Seeds will be released Tuesday afternoon. Final Brackets will not be released until after the pre-tournament coaches meeting, Saturday evening.

*[Revised 10/25/12]*

## **4. Weigh-In Procedure**

Weigh-Ins shall be conducted in accordance with the NCAA Rule Book.

## **5. Scoring**

Scoring shall be according to NCAA rules. In each weight division, scoring shall be 12-10-9-7-6-4 points for places one through six, respectively.

## **I. Facilities/Equipment**

### **1. Banners and Noisemakers**

Banners deemed objectionable by tournament management will be removed. The use of artificial noisemakers, portable amplifiers or public address systems by fans or cheerleaders is prohibited during the tournament.

## **J. Officials**

1. Eight (8) referees shall be provided for the championship, with one appointed as the head referee. These referees shall be assigned by the MAC Coordinator of Officials based upon the recommendation of the coaches.  
*[Revised 5/14/14; 10/16/12; 7/11/11; 8/4/10]*
2. Payment of the officials shall be the responsibility of the host institution. Officials shall be paid a fee of \$600.00 (\$750.00 for the designated Head Referee) for the weekend plus travel (the cheaper of round trip mileage at institutional rates or airfare) and lodging.
3. There shall be a meeting of the championship officials prior to the first day of competition, for the purpose of reviewing championship procedures.

# **Championships Manual**

## **Chapter I – Preface**

In accordance with the Constitution and Bylaws of the Mid-American Conference, the MAC Office shall administer the conference championships in all men's and women's conference-sponsored sports.

This manual is provided as an overview of the men's and women's championships program of the Mid-American Conference. This material, in conjunction with the MAC Championship Host Manual(s), is designed to assist the appropriate MAC Office personnel, member institutions and Championship hosts in understanding the functions of the conference championships program. The purpose of these regulations is to establish proper and consistent administration of conference championships.

The policies and procedures contained in this manual shall be implemented for all championships (where applicable). These policies are to govern each sport and must be exclusively followed in the conduct of MAC championships. These policies may not be altered at the site of a conference championship. If there is no stated conference policy relative to a specific item or question covered in this manual, a practice shall not be permissible unless that practice or policy has been approved by the appropriate conference body.

## **Chapter II – Championship Philosophy**

The Mid-American Conference will provide a quality student-athlete experience in a competitive format that affords the best opportunities for NCAA post-season advancement, while simultaneously rewarding regular season success. Further, MAC Championships will provide opportunities to showcase campus facilities and afford neutral site championship experiences where appropriate. Moreover, all MAC Championships shall be conducted in a fiscally responsible manner.

## **Chapter III - Championship Corporate Policies**

### **A. Sponsorship Rights**

1. All Corporate Rights to MAC Championship events are under the exclusive management and control of MAC Properties, jointly managed by the IMG College and the Mid-American Conference. Any sponsorship or promotion of MAC Championship events must be approved by MAC Properties.
2. Host venues agree that there exist no exclusive site agreements prohibiting the placement of temporary corporate and/or promotional signage for MAC Championship Events.
3. Host venues agree that the placement of temporary corporate and/or promotional signage for any designated MAC Corporate Partner at MAC Championship events not be prohibited. Additionally, promotional rights for designated MAC Corporate Partners at MAC Championship events shall not be prohibited by the host venue.
4. Corporate rights shall include, but not be limited to, the following:
  - a. Event signage (on field or in arena)
  - b. Program advertisements
  - c. Ticket backs
  - d. Public address, scoreboard and video board messages
  - e. Promotional rights
  - f. Product rights (excluding food concessions)
  - g. All on-site MAC activities including, but not limited to, such areas as team locker rooms, officials locker rooms, media room, hospitality suites, sidelines, banquets and receptions.
  - h. Championship Outreach Clinics

- i. Outer mutually agreed upon opportunities
5. Existing permanent signage at host venues shall not be covered. Existing temporary signage shall be removed.

**B. Local Host Programs**

With the advance written approval of the Mid-American Conference and MAC Properties, local host groups may administer a local sales and marketing plan for MAC Championship events. Such plan must be approved no later than 45 days prior to the Championship Event. Product trade-out agreements shall be considered a component of a local sales and marketing plan. Other elements typically include the following:

- a. Non-competing product categories from Official MAC Corporate Partners
- b. Tournament program advertising (provided artwork is available at time of press)
- c. Ticket backs
- d. Public address and scoreboard messaging
- e. Promotional rights
- f. Product rights
- g. Non-TV view or off-field signage
- h. Championship event advertising (print, radio, TV, outdoor)

**C. Merchandise Rights**

The Mid-American Conference retains the exclusive event merchandising rights for MAC Championship events. Those rights are licensed to the MAC's Official Merchandise Concessionaire, Box Seat Clothing and Your Image Works.

Host venues agree not to sell, nor authorize outside vendors to sell, general souvenir or event-specific merchandise on-site. Additionally, host venues agree not to distribute promotional premium items or any catalogs without prior written permission from the Mid-American Conference. On-site territory is to be defined at each venue, but at a minimum shall include surrounding parking and stadium access areas in addition to the primary venue.

Host venues interested in selling institutional merchandise in addition to MAC Championship merchandise may do so only by purchasing all MAC Championship merchandise direct from the MAC at reduced cost. Hosts must commit to the entire inventory and may not reduce inventory in any way. Hosts are permitted to increase inventory and/or adjust inventory sizing as desired. Hosts interested in electing this option must obtain written approval from the MAC.

Host venues agree to provide the following for merchandise concessions:

- a. An appropriate number of sales locations
- b. Sufficient security for merchandise inventory
- c. Dry sales locations
- d. Sufficient vending labor
- e. Adequate storage, electricity and phone lines

## Chapter IV - General Regulations

### A. Championship Host Commitment

Hosting a conference championship requires a commitment on the part of the host institution to ensure that each participating student-athlete is allowed to perform at his or her peak. Full cooperation in achieving this goal is expected. Each host shall bear in mind that participating in a conference championship is the culmination of the competitive season for most student-athletes. A Mid-American Conference championship represents the ultimate competition among one's peers.

### B. Americans with Disabilities Act

The Americans with Disabilities Act, which went into effect on January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The Mid-American Conference will rely on host organizations to comply with the Act at the various host facilities. The host is responsible for ensuring that its facility will be in compliance as of the dates of the Championship and to advise the MAC Office if it will not be in compliance.

### C. Administration

#### 1. Mid-American Conference Championships

Conference championships shall be conducted in the name of the Mid-American Conference, which is a nonprofit organization. Championships shall be conducted at member institutions, unless otherwise approved.

#### 2. Administration

The administration and conduct of Mid-American Conference championships shall be under the direction and supervision of the Commissioner's office, with the assistance of institutional personnel of the member institutions.

#### 3. Championship Sports

Conference championships shall be conducted in those sports in which institutions compete in a MAC regular season. These shall be:

#### Men's Championships (11)

Baseball  
Basketball  
Cross Country  
Football  
Golf  
Soccer  
Swimming & Diving  
Tennis  
Track & Field - Indoor  
Track & Field - Outdoor  
Wrestling

#### Women's Championships (12)

Basketball  
Cross Country  
Field Hockey  
Golf  
Gymnastics  
Soccer  
Softball  
Swimming & Diving  
Tennis  
Track & Field - Indoor  
Track & Field - Outdoor  
Volleyball

#### 4. Participation

For all sports, if an institution sponsors a sport at the varsity level, it must compete in the championship for that sport as outlined in the respective championship guidelines.

#### 5. Regulations

Regulations for conduct of all conference championships shall be those policies set forth in the MAC Championships Manual, the NCAA Manual, and the conference rules and agreements. Governing rules shall be those of the NCAA,

Mid-American Conference, and the appropriate governing body for a particular sport.

### C. Championship Sites

#### 1. Site Selections

Unless noted otherwise, Mid-American Conference championships will be held at the following sites for the 2016-17 season:

<b>Date</b>	<b>Sport</b>	<b>Location</b>	<b>Host</b>
Oct. 29	Men's & Women's Cross Country	Kent, OH	Kent State
Nov. 4-5	Field Hockey	Kent, OH	Kent State
Oct. 30	Women's Soccer - Quarterfinals	Campus sites	highest seeds
Nov. 4&6	Women's Soccer - Semis/Champ.	Campus site	highest seed
Nov. 11&13	Men's Soccer	Campus site	highest seed
Nov. 17-20	Volleyball	DeKalb, IL	Northern Illinois
Dec. 2	Football Championship	Detroit, MI <i>Ford Field</i>	MAC
Feb. 22-25	Women's Swimming & Diving	Miami, OH	Miami
Feb. 24-25	M/W Indoor Track & Field	Ypsilanti, MI	Eastern Michigan
March 1-4	Men's Swimming & Diving	Carbondale, IL.	Southern Illinois
March 4-5	Wrestling	Cedar Falls, IA	Northern Iowa
March 6	Basketball Tournament – 1 <sup>st</sup> Round	Campus Sites	highest seeds
March 8-11	Basketball Tournament	Cleveland, OH <i>Quicken Loans Arena</i>	MAC
March 18	Gymnastics	Bowling Green, OH	Bowling Green
April 21-23	Women's Golf	Silver Lake, OH <i>Silver Lake Country Club</i>	Kent State
April 28-29	Men's Tennis	Kalamazoo, MI	Western Mich.
April 28-30	Women's Tennis	Muncie, IN	Ball State
April 28-30	Men's Golf	Nashport, OH <i>Virtues Golf Club</i>	Eastern Michigan
May 10-13	Softball	Akron, OH <i>Firestone Stadium</i>	MAC
May 11-13	M/W Outdoor Track & Field	Kalamazoo, MI	Western Mich.
May 24-28	Baseball	Avon, OH <i>All Pro Freight Stadium</i>	MAC

#### 2. Rotational Host Sites

The following Championships will be held at the Campus of each Member Institution sponsoring that sport on a rotational basis: Cross Country, Indoor Track & Field, Women's Swimming & Diving, Men's Swimming & Diving, Wrestling, Gymnastics, Women's Golf, Men's Golf, and Outdoor Track & Field.

A conference member institution may not host the same predetermined rotational host site championship for two consecutive years unless otherwise approved. Once an institution has hosted a sport's championship, it is ineligible to host until all remaining institutions have had an opportunity to host.

### 3. Previous Year's Regular Season Champion Host Sites

The following Championships will be held at the Campus of the previous year's Regular Season Champion: Field Hockey, Men's Tennis, and Women's Tennis.

### 4. High Seed Host Sites

The following Championships will be held at the Campus of the team seeded #1 in the Championship: Women's Soccer and Men's Soccer. Women's Soccer Quarterfinals will take place on each of the top 4 seeds campuses with the highest remaining seed hosting the semifinals and championship.

5. Institutions unable to host a championship should notify the MAC Office by January 1 of the preceding academic year. The institution scheduled for the following year shall then have the next opportunity to host in that year.

## D. Future Sites

Mid-American Conference institutions shall rotate hosts in the sports listed below. Each sport has a rotation listed. These hosts are subject to change.

Sport	2016-17	2017-18	2018-19	2019-20
M/W Cross Country	Kent State	Miami	Toledo	NIU
Field Hockey	Kent State	Pre. Yr. Champ	Pre. Yr. Champ	Pre. Yr. Champ
Men's Soccer	Highest Seed	Highest Seed	Highest Seed	Highest Seed
Women's Soccer	Highest Seed	Highest Seed	Highest Seed	Highest Seed
Volleyball	NIU	Pre. Yr. Champ	Pre. Yr. Champ	Pre. Yr. Champ
M/W Indoor Track & Field	EMU	BGSU	Kent State	CMU
Women's Swimming & Diving	Miami	Ohio	Akron	Buffalo
Men's Swimming & Diving	SIU	Miami	Buffalo	EMU
Wrestling	Northern Iowa	CMU	Old Dominion	NIU
Gymnastics	BGSU	CMU	NIU	WMU
Women's Tennis	Ball State	Pre. Yr. Champ	Pre. Yr. Champ	Pre. Yr. Champ
Men's Tennis	WMU	Pre. Yr. Champ	Pre. Yr. Champ	Pre. Yr. Champ
Golf (men)	EMU	Ball State	Kent State	Miami
Golf (women)	Kent State	NIU	CMU	Akron
Softball	MAC	tbd	tbd	tbd
M/W Outdoor Track & Field	WMU	EMU	BGSU	Akron
Baseball	MAC	MAC	MAC	MAC

## E. Awards

### 1. Ceremony

Unless otherwise indicated, there shall be an awards ceremony immediately following the completion of the championship. All championship-related awards shall be presented at the ceremony by MAC Office personnel. See MAC Bylaw V for a complete listing of the regular-season/championship awards available for each sport.

### 2. Awards Provided

The purpose of the conference post-season championships award system is to recognize and honor competitive excellence at the conference level in all conference-sponsored sports. All trophies and awards shall be ordered and paid for by the MAC Office and shipped or delivered to the host institution. The host

institution of a MAC championship is not permitted to fund and/or present any additional awards.

**3. All-Tournament Teams and Conference Honors**

All-Tournament teams and conference honors (e.g., Player of the Year, Coach of the Year, Freshman of the Year) shall be announced by the MAC Office in the weekly press release. However, these individuals shall be recognized at the conclusion of the championship or alternate event as designated by each sport's Sport Operating Code. See respective sport operating codes for selection procedures.

**4. Protocol**

In awards ceremonies, every effort shall be made for an individual to come forward and accept the award. If this is not possible, another team member or the coach of the team receiving the award may be sent.

**F. Bands**

**1. Complimentary Admissions**

Institutions sending a band to a conference event will receive a maximum of 40 complimentary admissions for band members. Bands will sit in areas designated by the championship director. Whenever possible, bands will be placed in the area nearest its institution's team.

**2. Official Band Designation**

Bands in attendance will be limited to those officially-designated bands of the participating institutions. No band (or any component thereof) shall play during live competition situations.

**3. Notification**

Institutions shall notify the host of its intention to bring its band to a conference championship a minimum of three days prior to the start of the event.

**G. Cheerleaders, Mascots, and Dance Teams**

**1. Travel Squads**

A maximum of 12 cheerleaders, one mascot, and 15 dance team members shall be admitted free for visiting teams to championship events. The cheerleading and dance team coaches shall be admitted free of charge to their team's contest(s).

**2. Purpose**

The purpose of cheerleaders is to create fan support and enthusiasm. Cheerleaders shall follow the guidelines set forth in the MAC Handbook.

**3. Injuries**

All injuries sustained to a cheerleader, dancer, or a mascot at a practice, contest, or any activity where they are representing the institution at a championship must be reported and diagnosed by an athletic trainer.

**H. Banners**

All sites should be neutral in look and décor. The Conference Office will provide a comprehensive signage kit to be utilized by the Host. Any temporary facility signage or conflicting conference corporate sponsor signage must be removed by the Host.

**1. Televised Events**

At televised championships, no banner other than approved television, radio, corporate sponsor and conference banners may be posted.

## **2. Radio/Television Stations**

Only one television or radio banner per station is permitted.

## **3. Approval**

All banners must be approved by the MAC championship representative.

## **4. Championship Banners**

The Mid-American Conference will provide championship and corporate sponsorship banners at all conference championships. Banners must be set prior to the beginning of any team practices. The host institution is responsible for any lost, stolen, or damaged banners.

# **I. Personnel**

Event personnel shall be assigned by the host institution. Required personnel include, but are not limited to the following:

## **1. Championship Director**

### **a. Selection**

Each championship host shall appoint a Championship Director to manage, organize, and coordinate all aspects of the championship. He/she may not be the athletics director or head coach of the sport for which the championship is being conducted.

### **b. Duties**

The duties of the Championship Director include:

1. Serve as administrator and supervisor for all facets of the championship in conjunction with the MAC Office sport liaison.
2. Appoint and coordinate a local management committee of key institutional personnel (sports information, athletic training, event management, promotion, concessions, facility management) to aid in managing the event;
3. Study the following sections of the Mid-American Conference Handbook and cultivate a detailed knowledge of its regulations. These sections include:
  - Constitution and Bylaws
  - Sport Operating Codes
  - Championship Manual
  - Awards and Honors
  - Sport Regulations for that Sport
4. Prepare a Participant Guide under the direction of the MAC Office. A template Guide will be provided to the Championship Director for completion and return to the MAC Office. The MAC Office will send a completed Guide to all conference coaches and sport administrators no less than 30 days prior to the event. The contents of this Guide will be reviewed with the MAC Office sport liaison prior to distribution. (For specific Guide contents, refer to the MAC Championship Manual General Regulations);
5. Appoint any championship committees specified for on-site rules interpretations;

6. If requested by the MAC Office, inventory championship awards upon their arrival and inform the MAC Office of any problems concerning their timely receipt or condition upon arrival. After the championship, assist the MAC Office in determining if any additional awards need to be ordered to accommodate ties in the final results;
  7. Copy MAC Office sport liaison on all correspondence regarding the championship;
  8. In concert with the MAC Office, conduct whatever administrative procedures are necessary to properly nominate, select, and present any conference honors;
  9. Assure that the competition area/practice area is prepared appropriately prior to the championship.
  10. Supervise the implementation of all policies set forth in this manual;
  11. Arrange for personnel including, but not limited to, scorer's table, ushers, maintenance, ticketing, sports medicine, athletic communications, merchandise sales, marketing, and minor officials.
- 2. Public Address Announcer**
- The host is responsible for acquiring a professional announcer with experience announcing the sport. He/she is responsible to the MAC Liaison and must remain neutral at all times. The announcer shall adhere to MAC policies and procedures. If possible, the announcer should be assisted prior to the competition by a host institution designee who shall provide typed information on statistics and pronunciations. The MAC Liaison will work with the host institution to provide a script for all competition that will include approved announcements. No announcements may be made or added without prior approval by the MAC Liaison.
- 3. Photographer**
- The host institution must provide an official photographer at the championship and its awards ceremony, and submit photographs to the MAC Office if requested.
- 4. Medical and Training Services**
- a. Training Room  
The host institution shall coordinate all athletic training facilities for the championship and shall provide qualified athletic trainers to administer care to student-athletes. The training room shall be open at least two hours before competition and one hour before practice times.
  - b. Modalities  
Ice, whirlpools, hydro collator packs, ultrasound and muscle stimulation modalities shall be made available to all visiting athletic trainers.
  - c. Day of Competition  
On the day of competition, the host training room shall provide sufficient staff, a Team Physician, water and cups (in any locker rooms and at the competition), ice bags, ice cups, and wraps.

d. Traveling Without a Trainer

Teams are requested to provide a written request for treatment of a student-athlete if a team is traveling without a certified athletic trainer.

5. **Media Services**

a. Host SID

The host Sports Information Director shall provide **ALL** necessary items and facilities for the media covering the championship, and shall work with the MAC Office.

b. Press Conferences

Where appropriate, the host SID shall arrange for pre-championship and post-championship press conferences featuring selected coaches and student-athletes.

c. Advance Publicity

The host institution is encouraged to provide advance publicity and promotion for the championship. The following methods are recommended:

1. Early press releases relating to the planning and progress of the championship
2. Invitations sent out to high school coaches within the area
3. Public service spots in local papers, on local radio, and television stations
4. Inclusion of the championship date on all institutional calendars and releases
5. Advance mention of the championship at other events throughout the season

6. **Sports Information**

The sports information department of the host institution shall have the following responsibilities:

- a. Arrange for the press needs of all teams.

**Note:** All contracts for radio and television rights for conference tournament games are administered by the MAC Office only.

- b. Issue and monitor the use of credentials of all media personnel at the championship.
- c. Provide press room facilities, if needed.
- d. Provide the official scorer and statistical crew, if needed.
- e. Coordinate the distribution of championship results and statistics to all appropriate local, regional and national media outlets.
- f. Any additional responsibilities as deemed necessary (e.g., circulate/tabulate the ballots for the all-tournament team; supervise all press box operations, such as coordination of media, statistical

compilation, public address announcements and scoreboard operation; provide heat sheets for coaches and spectators, etc.)

**J. Facilities**

All sites must feature appropriate facilities and staff for competition, practice, seating, media work space, dressing rooms, hospitality, parking (VIP, media, public) and concession areas.

**1. Dressing Facilities**

Where applicable, dressing facilities shall be provided for championship teams and officials. Dressing rooms shall be provided with towels and drinking supplies.

**2. Hospitality**

**a. Hospitality Areas**

A hospitality area for coaches, administrators, media, referees and officials shall be available at the site of competition.

**b. Officials**

A separate hospitality room for championship referees and officials is preferable. [Revised 10/17/14]

**3. Scoreboards**

A visible scoreboard showing team scores (and individual scores, if applicable) shall be utilized at each championship site so that participants and spectators may follow the progress of the event.

**4. Press Box**

The Host Venue shall include a press box, or other enclosed structure, with a working public address system, music/audio system, and scoreboard operations. [10/17/14]

**K. Championship Headquarters**

**1. Team Hotels**

The host institution may designate a single hotel as its championship team headquarters. Every effort shall be made to obtain a reduced rate for participating teams. Teams are strongly encouraged to utilize the championship headquarters for their hotel accommodations. If the host does not wish to designate a single hotel as its championship headquarters, then all participating teams shall obtain their own hotel accommodations.

**2. Team Accommodations**

Unless otherwise notified, each participating team shall be responsible for reserving and paying for its team accommodations.

**3. Officials and Staff Accommodations**

The host institution shall designate a hotel for all championship officials and staff. This hotel must be separate from the team hotel(s). Officials and Staff reservations shall be made by the host institution.

**L. Participant Guide**

**1. Sent from MAC Office**

No less than 30 days prior to a predetermined site championship, the MAC Office shall provide all member institutions with a Participant Guide. Within 7-10 days of the championship, the MAC Office shall distribute any revisions, appropriate forms, ballots, etc. No less than three days prior to a championship at a No. 1 seed, the MAC Office shall provide (by fax if necessary) all member institutions

with a Participant Guide. Template Participant Guides shall be provided by the MAC Office to the host institution for completion and return to the MAC Office.

## 2. Contents

It is suggested that the contents of the Participant Guide include, but not be limited to:

- a. Directory of host management staff and phone numbers
- b. **Championship Information**
  1. Location
  2. Team accommodations and reservation procedures
  3. Any hospitality provided
  4. Map of the area and pertinent directions
  5. Meal arrangements (any planned banquets)
- c. **Championship Site**
  1. Description of facility and equipment to be provided
  2. Team parking
  3. Entrances for athletes, spectators, and officials
  4. Locker rooms and provisions
  5. Medical and training services, training room information
  6. Other services available (e.g., stringing, proof of performance cards)
- d. **Coaches Meetings**
  1. Pre-championship meeting
  2. Time, date, and site
  3. Any meals or hospitality available
- e. **Championship Format**
  1. Complete schedule of events (e.g., warm-up, practice)
  2. Competition format — bracket, event schedule
  3. Official sport rules to be followed
  4. Benches, dugouts, and uniforms assignments
  5. Names of officials (if available)
  6. Entry procedures
- f. **Spectator Information**
  1. Parking
  2. Ticket costs and packages
  3. No complimentary tickets
- g. **Media Arrangements**
  1. Host sports information director, phone and fax numbers
  2. Press seating
  3. Any credential procedures
  4. Media services to be provided
  5. Photography guidelines
  6. Any radio or television broadcast rights
- h. **Championship Awards**
  1. Awards to be presented at championship
  2. Selection procedures (if any) at championship site
  3. Presentation protocol

## **M. Championship Program**

### **1. Contents**

Each host is required to prepare an official championship program for spectators.

- a. This program should include (as applicable):
  - Team Rosters
  - Information on each competing team (quick facts, championship outlook)
  - Schedule of events
  - Results from last year's conference championship
  - All-time championship team results
  - Season-best performances
  - Conference, NCAA and national records
  - Any sport-specific material deemed appropriate (e.g., heat sheets)
  - A MAC Properties Salute ad will be supplied by the MAC Office.
- b. All championship programs shall be printed with a color front and back. Black and white interior pages are permissible.
- c. All championship programs shall be designed with a neutral, championship look.
- d. All championship program pictures shall have a minimum resolution of 300 DPI.
- e. All Draft Programs shall be delivered to the MAC Office Media Liaison for review. The MAC Media Liaison shall send the Draft Program to the Sports Information Directors (SID's) at each competing campus for review and approval of institutional pages and information. The MAC Media Liaison shall then approve all other aspects of the Championship Program and return the Draft Program and any edits to the Host SID. Finally, the Host SID and Host Championship Director shall each approve prior to printing.

*[Revised 10/17/14]*

### **2. Advertising**

All program advertising shall meet the highest standards of good taste and shall exclude those advertisements that do not appear to be in the best interests of the member institutions of the Mid-American Conference. Institutions should contact MAC Properties for approval.

## **N. Media Services**

### **1. Credentials – Travel Party**

Credentials shall be provided by the host institution for members of the travel party, officials, staff, administrators, and other institutional personnel as required by Conference policy.

#### **a. Travel Party Limits**

The Mid-American Conference will follow NCAA Championship Travel Party Limits for all MAC Olympic Sports, as specified by each Sport Operating Code, with the addition of three (3) Wild Card spots for personnel of an institutions choice.

**b. Family Members**

All family members must be included on an institutional purchase/pass list. No credentials will be issued to family members of coaches or institutional personnel.

**c. Non-Participating Student-Athletes**

Any student-athletes not listed on the Travel Squad that choose to attend a MAC Championship are required to be included on an institutional purchase/pass list and will not be issued credentials for any purpose.

**d. Travel Party Verifications**

All Travel Party Lists must be signed and approved by the institutional sport administrator.

[Revised 10/17/14]

**2. Interviews**

All head coaches and players must be available to speak with the media after all contests, following a 10-minute cooling-off period. The visiting coach will be interviewed first; however, if time becomes excessive, it is the host SID's decision as to what format will be used for postgame interviews.

**3. Results**

The host sports information office shall be responsible for tabulating and distributing the official results from all rounds of the championship event.

**a. E-Mail / Faxing Results**

Each day of competition, the MAC Office and each participating institution's sports information office shall send electronically or via fax, results of the championship.

**b. MAC Office Copy**

At the conclusion of the championship, the MAC representative shall be provided with the following items from the championship:

1. One copy of the official results (all days)
2. One championship program
3. A summary of all promotional efforts
4. Reports of any incidents

**Note:** If for some reason a MAC representative is not at a championship, the above items shall be sent to the MAC Office immediately following the completion of the championship.

**O. On-Line Streaming**

All MAC Campus-Hosted Championships shall be streamed on line by the host institution via the conference website, so long as the championship venue/facility is capable of supporting on line streaming. [10/17/14]

**P. Coaches' Meeting**

1. There shall be a coaches' meeting, co-chaired by the MAC Office Sport Liaison and the Championship Director, the night preceding (or morning of) each conference championship. The purpose of this meeting is to review the final details regarding the championship (e.g., seeding, contest schedule, practice schedule, tee and pin placements, etc.). All necessary materials/schedules shall be distributed at this meeting.

2. If pertinent, the contest officials shall be in attendance at the coaches' meeting.

**Q. Equipment**

The host institution shall furnish all facilities, equipment and other essentials, which shall meet all applicable rules for hosting a championship.

**R. Financial Regulations**

1. The host institution will pay all expenses associated with administering a MAC championship. The host institution will retain all revenue (e.g., gate receipts, concession, program, and local sponsorship) generated during a championship.
2. The host institution shall submit a budget to the MAC Office based on the budget form established by the MAC Office. If a championship is held at a predetermined campus site, the host institution must submit a budget 90 days in advance of the event. If a championship is held at a campus site based on seeding, the contending host institutions must submit a budget 10 days in advance of the championship.
3. The budget should include all projected expenses (officials, game management personnel, programs, posters, advertising, banquet, gifts, etc.) as well as projected revenues (ticket sales, program sales, advertising, sponsorships, etc.).
4. Within 90 days of the conclusion of the championship, the host institution shall submit a profit/loss statement to the MAC Office.

**5. Guarantees**

No guarantees will be provided for any championship event. Each team shall pay its own travel expenses, unless otherwise noted.

**6. Championship Shared Costs**

All MAC Olympic Sport Championships will operate under a Championship Shared Cost Model wherein each institution will be invoiced an advance assessment for each sport sponsored by the institution. Collected assessments will be redistributed to the Championship Host for each sport that year. This fund is intended to assist with known and required costs of hosting and operating a MAC Championship and is not intended to cover all costs or expenses.

The Championship Shared Cost fund will increase each year based on the Federal Cost Of Living Adjustment (COLA) plus any increased officials fees.  
[10/17/14]

**S. Merchandise (see Chapter III, Section C, above)**

**1. Sold at Championship**

All merchandise items to be sold at a championship shall be coordinated through the MAC Office and the conference's merchandising agent. The MAC official concessionaire has the option of staffing the championship or asking the host institution to staff the event.

**2. Contact Before Championship**

Prior to the championship, a representative from the merchandising agent will contact the Championship Director to review the specific details.

**T. National Anthem**

The National Anthem shall be played or sung at an appropriate point at each championship.

## **U. Officials**

### **1. Securing Officials**

Unless indicated otherwise, the host institution is responsible for securing and payment of qualified and appropriate contest officials, making the necessary housing arrangements and assuring that officials are familiar with conference policies. Officials will be assigned by the MAC Coordinator of Officials, if applicable. The host management shall inform the officials of the following championship information:

- a. Date(s) of the championship
- b. Starting times of contest(s)
- c. Remuneration
- d. Lodging information
- e. Dressing quarters

### **2. Protest of Officials**

Decisions of the officials are final, except in sports where a games committee has final authority. Protests arising from the decisions of the officials or any inadvertent misinterpretation of the rules will not be considered by the MAC Office.

## **V. Playing Conditions and Rules**

### **1. Inclement Weather**

In the event of inclement weather, the Championship Director of the host institution and MAC representative shall have the authority to postpone the starting time and/or date of the championship, unless otherwise noted in the MAC Championship manual. Once underway, a championship shall be under the absolute jurisdiction of officials, umpires, etc.

### **2. Rules and Regulations**

NCAA rules shall govern all championships, unless the sport is governed by another body (e.g., USGA, USA Gymnastics, ITA, ASA) or as noted in the MAC Championship Manual.

## **W. Practice Times**

Prior to the beginning of a championship, the appropriate facility shall be made available to the participating teams for a period to be determined by the Championship Director. Practice times shall be assigned by the Championship Director in consultation with the MAC Office. Teams travelling from the furthest distance shall be provided with the latest practice times. Each team shall be offered an equal amount of practice time.

## **X. Spectator Control**

### **1. Institutional Responsibility**

Crowd control is a cooperative effort among the MAC Office, the institution's administration, coaches, players, student body and fans. Each institution should appeal to students, cheerleaders, bands and others to stress sportsmanship and respect for the visiting team. The responsibility of spectator control is vested with the athletics director of the host institution where the championship is being held. The athletics director shall be responsible for adequate policing, announcements over the public address system, and other measures necessary to prevent any exhibition of unsporting conduct.

### **2. Crowd Control Statement (to be read at all championships).**

"The Mid-American Conference and [institution] promotes good sportsmanship by its student-athletes, coaches, and fans. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or

sexist comments, or other intimidating actions directed at officials, players, coaches, or team representatives will not be tolerated and are grounds for removal from this facility. Also, the throwing of any objects onto the playing floor is prohibited.”

#### **Y. Emergency/Evacuation Plans**

The host institution shall prepare an emergency/evacuation plan to be reviewed by the Conference Office.

#### **Z. Tiebreaker Procedure (Championship Qualification & Seeding)**

The following tiebreaker procedure will apply to all sports, unless noted otherwise within the individual sport operating codes/championship guidelines. All ties will be broken in the order in which they occur, from top to bottom, in the standings. When comparing tied teams against positions lower in the standings, which are also tied, those lower-tied positions will be considered as a single position for purposes of comparison. (Example: Team A and Team B, who tied for second place, would compare against Team X and Team Y, who tied for 6th as follows: Team A would compare its combined record against both X and Y against Team B's combined record against both X and Y.)

##### Two Team Tiebreaker:

1. Head-to-head competition
2. Winning percentage\* vs. ranked conference teams (top to bottom, regardless of division; vs. common opponents, regardless of the number of times played)
3. Sport specific component (if applicable)
4. Coin flip

##### Multiple (3 or more) Team Tiebreaker:

1. Combined head-to-head record among the tied teams\*\*
2. If or when two teams remain tied, the Two Team Tiebreaker goes into effect

*[Note: If a three-team tie is reduced to two teams, the two-team tiebreaker goes into effect.]*

\* Winning percentage is used instead of record because of situations where teams do not play each other the same number of times. Therefore, a team that is 1-0 (1.000) would win the tiebreaker over a team that is 1-1 (.500).

\*\* If the combined records of each tied team are different, the tiebreak is complete. Example: If Team A is 2-1, Team B is 1-1 and Team C is 1-2 then this is the order of the tiebreak.

Once only two teams remain tied, the Two Team Tiebreaker is used. Example: If Team A is 2-1, Team B is 1-2 and Team C is 1-2 then Team A is ahead of Teams B and C and Teams B and C revert to the Two Team Tiebreaker.

#### **AA. Ticket Policies**

##### **1. Ticket Prices**

The host institution shall determine championship ticket prices, sales distribution, and refund policies at campus sites. It shall also be responsible for the printing of such tickets.

2. Credentials are distributed at the discretion of the host institution. Other than the administrators named above, no complimentary admissions shall be issued for any portion of a championship unless otherwise notified.

- a. If tickets are sold, there will be no complimentary admissions at conference championships for nonparticipants.
- b. Championship event management, MAC representatives, media, corporate sponsors and official traveling parties are exempt from this restriction.

**BB. Tobacco Products**

Per NCAA and Mid-American Conference regulations, a student-athlete who uses tobacco products during practice or competition in any sport shall be disqualified for the remainder of that practice or competition.

**CC. Videotape**

All videotaping of a championship must be coordinated through the Championship Director of the host institution. The cost of all such filming is the responsibility of the requesting institution.



# Appendix

## Conference Councils and Committees

### Executive Council

*(reports to Joint Committee and Council of Presidents)*

<u>Member (term expires)</u>	<u>University</u>
Kathy Beauregard (6/30/19), AD chair	Western Michigan University
Karin Lee (6/30/18), SA chair	Ball State University
Kathy Wilson (6/30/19), FAR chair	Kent State University

This committee shall have the primary responsibilities of ensuring that the MAC governance structure operates in an effective/efficient manner, serving as an integrating and coordinating committee to assure that all other committees are fulfilling their functions. It shall serve as the liaison between the Joint Committee and the Council of Presidents.

The committee shall appoint all committee members and sport chairs and shall be encouraged to rotate membership on committees among member institutions insofar as practical. The Executive Council shall appoint committee chairs, preferably from among members who have served previously on the committee to assure continuity.

The committee shall act independently of the Joint Committee between meetings to direct emergency issues to the appropriate Administrative Committee for further resolution. The committee shall review all sport group minutes and either endorse/not endorse action items as presented or direct them to the appropriate Subcommittee for further examination. All action taken between meetings by the Executive Council is subject to the review of the Joint Committee and Council of Presidents, with ratification required on those matters within their purview.

The Executive Council shall be comprised of the chair from each of the three bodies (Athletic Directors, Senior Administrators, and Faculty Representatives). The Commissioner shall serve as an ex-officio member of this committee.

### Infractions Committee

*(reports to Joint Committee)*

This committee shall determine whether specific violations have occurred in NCAA and/or MAC rules. The committee shall determine whether the violations were inadvertent or willful; whether the violations involved individuals (who are either specific student-athletes or institutional staff members), or a member institution, or both individuals and a member institution; determine penalties and corrective action; determine whether the violations were self-reported; and determine whether the action taken should be public or private.

Specific procedural information relative to this committee can be found in the Appendix section of the MAC Handbook under "Infractions Committee Policies and Procedures."

The Infractions Committee shall be comprised of six Faculty Representatives, three Athletic Directors and three Senior Administrators (one representative from each member institution). The Executive Committee (denoted by asterisk) is tasked with disposing of routine violation cases between formal meetings and consists of a representative from each MAC governance group.

The Infractions Committee Chair (denoted as italicized) is responsible for managing the Committee meeting, held in conjunction with the Joint Council meetings twice a year. Additionally, it is the Chair's responsibility to report to the Joint Council any Committee notes of concern, corrective action consistencies, rules education needs, etc.

Infractions Committee Rotation Chart

Academic Year	2015-16	2017-18	2019-20
	2016-17	2018-19	2020-21
Akron	Gribschaw	Owens	FAR
Ohio	Dean	Colvin/Gabriel	FAR
EMU	<i>Kido*</i>	Sidlow	FAR
Bowling Green	Moosbrugger	Ashman	FAR
Kent State	Nielsen*	Kittell	FAR
Miami	Sayler	Gilbert	FAR
Western Michigan	DeChano	Beauregard	SA
Toledo	Powers	O'Brien	SA
Ball State	Alexander*	Sandy	SA
Northern Illinois	Streb	Streb	AD
Central Michigan	Love	Love	AD
Buffalo	Atwood	Atwood	AD

Infractions Committee Policies and Procedures

A. The Infractions Committee's charge has six principal aspects:

1. To determine whether specific violations have occurred.
2. To determine whether the violations were inadvertent or were willful.
3. To determine whether the violations involved individuals (who are either specific student-athletes or institutional staff members), or a member institution, or both individuals and a member institution.
4. To determine penalties and corrective action.
5. To determine whether the violations were self-reported.
6. To determine whether the action taken should be public or private.

B. In distinguishing between violations involving individuals in contrast to those involving a member institution, the Infractions Committee shall be guided by the following general criteria:

1. The violations shall be regarded as an individual violation if the person or persons involved acted independently in violating the rules and regulations of the conference.
2. Violations that involve the failure of a member institution to exercise reasonable control over its student-athletes or institutional staff members, whether deliberate or through negligence, shall be regarded as institutional violations.
3. In case doubt exists as to whether a violation is institutional or individual, it shall be considered to be institutional.

C. The Infractions Committee is authorized to hold formal hearings. When individuals or institutions, which are considered to be in violation, receive copies of the investigative report, the Infractions Committee should inquire whether the individual or institution desires a formal hearing or not. The Infractions Committee must hold formal hearings when so requested. Written notice of a formal hearing shall be sent to the individual or institution allegedly involved in the violation. Notice shall be sent at least 20 calendar days in advance of the hearing.

D. The Infractions Committee shall specify the procedures to be followed in a hearing. The procedural steps should be appropriate to the magnitude of the alleged violation, and should be cognizant of the rights of the individuals involved in an alleged violation. The institution, as well as individuals involved in an alleged violation shall be identified to the Infractions Committee. The Infractions Committee representative of the institution

involved in an alleged violation shall be excused from service on the committee with respect to the consideration and disposition of that case.

- E. The decisions of the Infractions Committee shall be in the form of a report. The report shall summarize the Infractions Committee's determinations regarding the alleged violations considered. If the Infractions Committee determines violations have occurred, the report also shall address whether the violations were inadvertent or willful and whether the violations are individual or institutional, or both, in nature. Finally, the report shall include penalties and other corrective action.
- F. The Infractions Committee shall have jurisdiction over assessment of penalties and corrective action with respect to individuals.
- G. The Infractions Committee shall have the authority to require a member institution to declare a student-athlete ineligible for intercollegiate athletic competition.
- H. The Infractions Committee shall have direct authority to assess penalties against institutional staff members. A member institution, however, shall be responsible for the action of its staff members in abiding by conference rules. If a staff member is deemed responsible for violations of conference rules, the Infractions Committee shall recommend to the member institution involved that appropriate disciplinary action against the offending staff member or members be taken.
- I. In the event that emergency action need be taken, which by the nature of its case and possible effect preclude the timetable of due process contained herein, the commissioner shall have the authority to so act temporarily, pending implementation of the regular determinative and assessment phases of these investigative and enforcement policies. Allegation of serious misconduct requiring immediate suspension of institutional staff members or student-athletes from competition is an example of a situation in which the commissioner may so act.
- J. Institutional self-disclosure of violations is encouraged by the conference. Compliance cases which are self-disclosed and for which the NCAA Committee on Infractions issued a private reprimand or a lesser penalty may be reviewed by the Infractions Committee.
- K. Institutional staff members and student-athletes shall be considered to have engaged in unethical conduct if they refuse to furnish information relative to an investigation of a possible violation of an NCAA or conference regulation when requested to do so by an official representative of the conference. [NCAA Bylaw 10.1]
- L. Member institutions shall have the right to give written notice of appeal of the Infractions Committee's findings, the penalty, or both, to the Council of Presidents. To be considered by the Council of Presidents, the notice of appeal shall be received by the commissioner not later than 15 calendar days, from the date the member institution received the Committee's report.
- M. If the notice of appeal is not received within the 15-day period, or if the member institution determines not to appeal, the action of the Infractions Committee will be announced promptly by the Committee through the conference office. The Committee shall forward a report of the case to the Council of Presidents at the time of the public announcement.
- N. If appropriate notice of appeal is received, no public announcement will be made until conclusion of the case by the Council of Presidents.

#### Infractions Committee Appropriate Corrective Actions

A primary purpose of the MAC Infractions Committee is to maintain consistency in the handling and corrective actions to violations across all member institutions.

When reporting any violation the number of previous violations of the specific bylaw(s) must be included in the description for the individual (s) involved.

The below list is meant to standardize corrective actions for infractions reported. This list should be utilized as the standard for any infraction reported. Institutions may present mitigating factors to request relief from any corrective action, or implement heightened corrective actions if the institution deems appropriate.

**A. Corrective Actions:**

1. Appropriate letter to the violation personnel. If an assistant, then the supervising personnel must be copied on the letter. If the supervisor should have known of the activity, conducted education, or stopped the activity, then the supervisor must receive his/her own letter. It is recommended that the Director of Athletics be the signing party for all athletics department staff and student-athlete violations, while the President or designee be the signing party for the Director of Athletics and all across-campus department violations.
2. Student-athlete ineligibility, when violation involves eligibility and extra benefits.
3. Two-for one prohibition for recruiting and countable athletically related activities (CARA) violations.
4. Rules education to individual involved and all staff/team members.
5. Suspension from practices/competitions when appropriate (repeated, known and purposeful violations).

**B. Order of Letters:**

1. Letter of education- for inadvertent, minimal, minor violations.
2. Letter of admonishment- for repeated or purposeful violations.
3. Letter of reprimand- for repeated, known and purposeful violations.

**Student-Athlete Well-Being Committee**

This committee shall have the primary responsibilities of ensuring that the MAC continue to focus on the student-athlete well-being as a core value of the Conference. The Committee will be comprised of administrators and regular practitioners that are concerned with student-athlete well-being on institutional campuses. The committee shall proactively evaluate the student-athlete experience and well-being.

**MAC Hall of Fame & Committee**

On an annual basis, the MAC Hall of Fame (HOF) Selection Committee will induct a minimum of four (4) members into the MAC Hall of Fame. Induction classes will be identified by March 1<sup>st</sup> in preparation for an announcement and induction ceremony during the MAC Spring Joint Council Meetings.

Nomination Criteria

1. Each MAC full member university will nominate one (1) individual and the MAC office will have the opportunity to nominate one (1) individual for a total of 13 nominees on an annual basis.
2. Each nominee from a university must have participated in athletics or worked in the athletic department at his/her respective university during a time when the university was a member of the MAC. The nominee does not have to be a MAC graduate, but must have competed in athletics or worked at the university while a member of the MAC. Each university's nominee can either be a former student-athlete, coach or administrator—this is strictly a university decision.
3. The one nominee from the MAC could be an individual from any current full or affiliate member or former full or affiliate MAC member. In addition, this MAC nominee could be a former student-athlete, coach, assistant coach, administrator or conference office administrator, official or referee/umpire. This MAC nominee is designed to also provide the opportunity for former student-athletes from universities no longer a member of the MAC to be recognized for their athletic accomplishments.

4. The nomination criteria is designed to ensure universities consider a long-term view of their former student-athletes, and not just recent student-athletes. Therefore, ten (10) years must have passed from the time the individual participated in athletics or worked in the athletic department at his/her university. Should the nominee be a retiring coach or administrator, then a one-year waiting period is applied. The MAC nominee is also under the 10-year stipulation.
5. Two schools will be exempt of the ten (10) year stipulation—Buffalo and Northern Illinois—and these two universities will be under a five (5) year stipulation, due to the limitations of their full-time membership status with the MAC.
6. The nominee from each school must be signed by the school's Director of Athletics and Selection Committee Representative. The MAC nominee must be signed by the Commissioner and Selection Committee Representative.

### Selection Committee

To ensure MAC membership is involved and engaged in the Hall of Fame process, each full member will have one individual represented on the Selection Committee. This individual is recommended to bring a well-balanced understanding of the athletic achievements and historical accomplishments for all of the sports and gender in which that university competes.

1. The Selection Committee will constitute one representative from each full member of the MAC and one individual selected by the MAC Office for a total number of thirteen (13) Selection Committee members.
2. The Selection Committee representative for each university will strictly be a university decision—either a current or retired coach/administrator/student-athlete, or a current or retired member of the local media, who covered the university and conference on a consistent basis over a significant period of time.
3. The MAC office will also provide one Selection Committee member, either a current or retired conference representative.
4. No member of the MAC HOF committee can also serve on the Selection Committee at the same time.
5. Each member of the Selection Committee will be asked to serve a minimum of three (3) years to a maximum of five (5) years. The concept is to introduce new members over a three-year period (four-to-five new members on a rotation every three years) and avoid the same Selection Committee members making the decisions to inductees into the MAC HOF over a lengthy period of time.
6. Four Selection Committee members to serve a three-year period (2016-18), five Selection Committee members to serve a four-year period (2017-20) and four Selection Committee members to serve a five-year period (2017-21). Any Selection Committee member change would be replaced by another individual from the same university. Only one Selection Committee member is allowed from each university.

<b>Member</b>	<b>University</b>
Ken McDonald	University of Akron
Pat Quinn	Ball State University
Denise Van De Walle	Bowling Green State University
Jon Fuller	University at Buffalo
Rob Wyman	Central Michigan University
Jim Streeter	Eastern Michigan University
Judy Devine	Kent State University
Dave Meyer	Miami University
Robert Collins	Northern Illinois University
Amy Dean	Ohio University
Paul Helgren	University of Toledo
Kristin Keirns	Western Michigan University

### Voting Process

Each nominee for the MAC HOF will be submitted along with an official two-page nomination form to be distributed to each Selection Committee member. This two-page nomination will be submitted with the nomination from each university and MAC office and provide

background on each nominee's athletic, academic and community achievements and how it reflected in a positive manner for the university and/or conference.

Each of the 13 nominees will be placed on the ballot in alphabetical order by university. Each Selection Committee member cannot vote for their own university's nominee. The MAC Selection Committee member cannot vote for the MAC office nominee. Any Selection Committee member can vote for the nominee that was submitted by the MAC office, even if there is a connection to a specific Selection Committee member's university.

First Ballot Voting:

Each Selection Committee Member will have a total of six votes. Each nominee will need a minimum of nine votes for selection to the MAC HOF.

After the first voting ballot there must be a minimum of four (4) nominees selected to the MAC HOF. If there is less than four nominees that receive the necessary nine votes, then a second voting ballot process will be administered.

Second Ballot Voting (if necessary):

In the second voting ballot process, the nominees that received the necessary nine votes for induction to the MAC HOF will be removed from the second ballot and only the remaining nominees will be listed in alphabetical order by institution. In the second voting ballot process, each Selection Committee member will have a total of five (5) votes and once again each nominee remaining would need to receive a minimum of nine (9) votes to be selected to the MAC HOF. The nominees from the first ballot selected to the MAC HOF and the nominees from the second ballot selected to the MAC HOF must meet the range of a minimum total of four (4) MAC HOF inductees.

Third Ballot Voting (if necessary):

In the event that after the first and second voting ballot process, there are still less than four total MAC HOF inductees, then a third and final voting ballot process will be administered. The remaining nominees eligible for the third ballot must have received a minimum of six votes in the second ballot and will be listed in alphabetical order by institution. In the third voting ballot process, each Selection Committee member would have one vote fewer than the number of nominees remaining on the third and final ballot. Each nominee on the third voting ballot would still need to meet the requirement of nine votes for inclusion of the MAC HOF. Via the first, second and third ballot voting process, the MAC HOF should receive the minimum of four (4) members to be inducted into the MAC HOF.

**Budget and Finance Committee**

The Budget and Finance Committee shall consist of the Commissioner and six members appointed by the Commissioner. The members shall be from different institutions. Three of the appointed members shall be an Institutional President. Two of the appointed members shall be a Director of Athletics. One of the appointed members is a University CFO.

The Committee shall work to analyze, develop and implement programs to increase MAC revenues, and shall act as an advisory panel to the Commissioner on matters related to finances as deemed necessary by the Commissioner.

Members shall be selected and rotated as necessary. Current Committee Membership is as follows:

<u>Member</u>	<u>University</u>
Dr. Roderick McDavis, President (Chair)	Ohio University
Dr. Mary Ellen Mazey, President	Bowling Green State University
Dr. George Ross, President	Central Michigan University
Mike O'Brien, AD	The University of Toledo
Joel Nielsen, AD	Kent State University
Bernard Hannon, VP Business Affairs	Ball State University

### **Student-Athlete Advisory Committee (SAAC)**

The Student-Athlete Advisory Committee shall consist of 25 current student-athlete members. Each institution shall appoint two-member student-athletes to represent the institution on the Committee. One member shall be the national SAAC representative; as such one institution will have three student-athletes on the Committee.

SAAC will be responsible for discerning initiatives for the benefit of student-athlete welfare and experience. In addition, the Chair, who will be the national SAAC representative, will be the primary liaison to all other conference committees. The Chair will be supported by two additional members, voted on by the full Committee, as the Executive Committee.

#### **Executive Committee Members**

Kelsi White, Field Hockey (Chair)  
Evelyn Lorimer, Softball  
Treyvon Mask, Track & Field

#### **University**

Miami University  
Central Michigan University  
University at Buffalo

### **MAC Representatives on NCAA Committees**

#### **NCAA Governance**

**Board of Directors:** Dr. Roderick McDavis (Ohio University)

**Presidential Forum:** Dr. John Dunn (Western Michigan University)

**Board of Governors:** Dr. Roderick McDavis (Ohio University)

**Council:** Mike O'Brien (University of Toledo)

**Student-Athlete Advisory Committee:** Kelsi White (Miami University)

**Football Oversight Committee:** Jon Steinbrecher (MAC)

**Competition Oversight Committee:** Mike O'Brien (University of Toledo)

**Student-Athlete Experience Committee:** Erin Kido (Eastern Michigan University)

**Legislative Committee:** Larry Williams (University of Akron)

**Committee on Academics:** Dr. Roderick McDavis (Ohio University)

**Values-Based Revenue Distribution Working Group:** Dr. Roderick McDavis (Ohio University)

**Committee on Competitive Safeguards & Medical Aspects of Sports:** Roger Kruse (University of Toledo)

**Nominating Committee:** Jeff Bacon (MAC)

**Initial-Eligibility Waivers Committee:** Greg Glaus (Kent State University)

**Progress Toward Degree Waivers Committee:** Kelly Cruttenden (University at Buffalo)

**High School Review Committee:** Ann Gabriel (Ohio University)

**Playing Rules Oversight Panel:** Jon Steinbrecher (MAC)

#### **Sport Committees**

**Postseason Football Bowl Games Ad Hoc Working Group:** Jon Steinbrecher (MAC)

**Division I Football Ad Hoc Recruiting Working Group:** Jon Steinbrecher (MAC)

**Division I Women's Basketball Oversight Advancement Committee:** Tricia Cullop (University of Toledo)

**Division I Basketball:** Jim Schaus (Ohio University)

**Division I Men's Soccer:** Jeff Bacon (MAC)

**Division I Men's & Women's Track & Field Committee:** Connie Teaberry-Lindsey (Northern Illinois University)

**Division I Women's Rowing:** Chris Hoppe (Eastern Michigan University)

**Men's Basketball Rules:** Keith Dambrot (University of Akron)

**Division I Wrestling:** Brian Smith (University of Missouri)

### **Sports Governance Program**

It is the intent of this program to provide a more consistent and effective administration and management of conference sports programs, and to clarify roles and lines of communication

for coaches, the Chair of each coaches' group, and the conference office staff liaison. It should be noted that attendance at coaches' annual business meetings is limited to one representative per program per institution.

#### **A. Coaches Associations**

- a. Coaches Associations for each sport shall be comprised of all employed head coaches from each member institution. Each institution shall have one vote.
- b. The Coaches Association shall meet, either in-person or by conference call, for an annual business meeting before the season or shortly after the season has concluded. The Administrative Chair shall chair the meeting.
  - i. The Administrative Chair and Conference Sport Liaison shall develop the agenda with assistance from the respective sport's coaches. The Conference Sport Liaison shall request agenda items approximately eight (8) weeks prior to the meeting and mail the agenda (with any accompanying attachments) approximately two (2) weeks prior to the meeting.
  - ii. The usual order of business shall be:
    1. Call to order (Chair) & Roll call (Conference Sport Liaison)
    2. Approval of last minutes
    3. Regular season agenda items
    4. Championship agenda items
    5. MAC or National legislative changes
    6. Discussion of future sites
    7. Officiating matters
    8. Other agenda items
    9. Adjournment
  - iii. Amendments or changes to current policy shall be approved by a majority vote of the Coaches Association members, and are subject to the final approval of the Joint Committee or Council of Presidents before becoming effective.
  - iv. Following review by the Executive Council, the conference office shall advance the recommendations from the Coaches Association business meetings to the appropriate Subcommittee for review. Coaches Associations are expected to make recommendations regarding revisions or amendments to existing NCAA or MAC policies for:
    1. Regular season, conference championship, and NCAA competition
    2. Sport regulations
    3. Officiating for regular-season and conference championships events
    4. Efficient administration of the conference office as it relates to the sport
    5. Compliance with NCAA and MAC policies
    6. Sport specific awards
    7. Other matters as forwarded by the Council of Presidents, the Joint Committee, appropriate Administrative Committee, the Commissioner, the Conference Sport Liaison, or any member of the Coaches Association.
  - v. The Conference Sport Liaison will attend the meeting and shall review the minutes prior to their distribution to the members of the Coaches Association and Joint Committee.
  - vi. The annual business meetings are not to be confused with a championship coaches meeting; at which specific details of the championship are reviewed with the participating coaches.

#### **B. Executive Committees**

- a. Each sport shall have its own Executive Committee. The Executive Committee shall serve in an advisory capacity for the coaches and conference office regarding that

specific sport, and have the authority to act for the Coaches Association on emergency items, which may arise between regularly-scheduled Coaches Association meetings.

- i. The Executive Committee shall be composed of one athletic administrator as chairperson and three head coaches. The three coaches must be from different institutions.
- ii. Each coach on the committee has one vote and decisions shall be made by simple majority. The Chair serves in an ex-officio role and does not vote.
- iii. Coaches shall be elected by their peers and shall serve for staggered three-year terms, commencing on July 1.

b. When necessary, the Executive Committee shall meet either in person or by conference call. The conference office shall advance the recommendations from the Executive Committee to the agenda for either the appropriate Administrative Committee or the Joint Committee's next meeting.

### C. Administrative Chair

a. The Administrative Chair shall be an athletic director or senior administrator (SWA/SMA) from any member institution and shall be appointed by the Executive Council.

b. The Chair (and Conference Sport Liaison) shall chair the Coaches Association meetings and any meetings of the Executive Committee, and shall review the minutes prior to their distribution to the Coaches Association members and the Joint Committee.

c. The Chair shall copy the Commissioner and Conference Sport Liaison on all correspondence of the Coaches Association and the Executive Committee.

d. The Chair shall oversee the operation of the sport within the guidelines and policies of the MAC and the NCAA.

e. The Chair shall attend the conference championship, where possible, and if requested, be prepared to provide a brief summary of the overall operation of the event at the next meeting of the Championships Committee.

f. The Chair shall review with the Coaches Association any potential "official equipment" or corporate sponsorship proposals developed and presented by the conference office.

- i. The Director of Corporate Development will forward to the Chair any proposal which is being explored.
- ii. The Chair is responsible for notifying the members of the Coaches Association of pending proposals.
- iii. The Coaches Association, or the Executive Committee if necessary, shall discuss and review the proposal and report the decision and rationale for the decision to the conference office within 14 days.

### Sport Administrative Chairs

#### Men's Sports

<b>Sport</b>	<b>Administrative Chair</b>	<b>University</b>	<b>MAC Staff Liaison</b>
Baseball	Dave Heeke Amy Dean	Central Michigan Ohio	Jeff Bacon
Basketball	Jim Schaus	Ohio	Ricky Stokes
Cross Country	Deb Boughton	Northern Illinois	Korinth Patterson
Track & Field	Erin Kido	Eastern Michigan	Korinth Patterson
Football	Mike O'Brien	Toledo	Bob Gennarelli Kerri Krawczak
Golf	Janet Kittell	Kent State	Ricky Stokes
Soccer	Lauren Ashman	Bowling Green	Kyle Klein
Swimming	Kathy Twist	Buffalo	Korinth Patterson
Tennis	Kathy Twist	Buffalo	Kristin Williams
Wrestling	Amy Dean	Ohio	Jeff Bacon

## Women's Sports

<b>Sport</b>	<b>Administrative Chair</b>	<b>University</b>	<b>MAC Staff Liaison</b>
Basketball	Heather Lyke Mary Lu Gribshaw	Buffalo Akron	Ricky Stokes
Cross Country	Deb Boughton	Northern Illinois	Korinth Patterson
Track & Field	Erin Kido	Eastern Michigan	Korinth Patterson
Field Hockey	Cristy Freese	Central Michigan	Kristin Williams
Golf	Kelly Andrews	Toledo	Korinth Patterson
Gymnastics	Janet Kittell	Kent State	Korinth Patterson
Soccer	TBD	Western Michigan	Korinth Patterson
Softball	Debra Boughton	Northern Illinois	Jeff Bacon
Swimming	Jen Gilbert	Miami	Kyle Klein
Tennis	Karin Lee	Ball State	Kyle Klein
Volleyball	Jim Schaus Kelly Andrews	Ohio Toledo	Jeff Bacon

## Priority Sport Recommendations

The MAC Council of Presidents has identified the following sports as priority sports for full members: Football, Men's Basketball, Women's Basketball and Volleyball.

Accordingly, the following recommendations have been approved relative to these sports:

### 1. Football

#### Staffing

- a. That each Institution develop a plan to increase the pool of money available for the hiring of more experienced head and assistant football coaches.
- b. That each Institution continues to examine the level of football support staff and look to increase the investment in support staff.
- c. That each Football Office have the following positions:
  - One (1) full-time Director of Football Operations
  - One (1) full-time Administrative Assistant
  - One (1) Graduate Assistant/Office Support (Administrative)
  - One (1) full-time Video Coordinator
  - One (1) Graduate Assistant (Video)
- d. That each Institution work towards funding a strength staff with one (1) full-time coach, one (1) full-time assistant and one (1) full-time graduate assistant/support staff dedicated to football.
- e. That each football program has a team doctor, a full-time trainer year round assigned to football and access (where available on campus) to a sports psychologist and sports nutritionist.

#### Scheduling

- f. That each year, each Institution schedule no more than one away "bus" per year, play two or three home and home (one home & one away), and/or one FCS home game.

#### Academic Support

- g. That each Institution support summer school for student-athletes (current and incoming prospects).
- h. That each Institution has one (1) full-time academic position along with one (1) graduate assistant/support position dedicated to football.

### 2. Men's Basketball

#### Scheduling

- a. That each Institution average fifteen (15) home games over a rolling two-year period.
- b. That each Institution attempt to schedule as follows:
  - i. Programs expected to compete for the MAC Championship should challenge themselves with Top 100 Ratings Percentage Index (RPI) Opponents.
  - ii. Mid-level performing programs, within the conference, should schedule peer programs and take limited risks.
  - iii. Rebuilding programs, within the conference, should focus on scheduling wins.

- iv. All programs may schedule a maximum on one (1) non-division I opponent each year.
- c. Incentives. Additional NCAA Basketball Tournament revenues will be used to create a Men's Basketball Incentive Pool from which the incentives outlined below shall be provided. Incentives are assigned by earned units. Unit value will be determined by dividing the annual total Incentive Pool by the overall number of earned units at the end of each season.
  - i. Tournament Champion 8 Units
  - ii. Regular Season Champion 8 Units
  - iii. NCAA Tournament Appearance 8 Units
  - iv. NIT Appearance 4 Units
  - v. Each NCAA Tournament Win 6 Units
  - vi. Each NIT Win 1 Unit
  - vii. CBI or CIT Appearance 2 Units
  - viii. Non-Conference win % of 65% or greater 4 Units

*(Division I Opponents Only)*

- ix. Non-Conference win % between 55% & 64% 2 Units
- x. Final RPI Adjusted Ranking between 1-50 4 Units
- xi. Final RPI Adjusted Ranking between 51-100 2 Units
- xii. 15 home games in the current Season 2 Units

*\* To qualify for the Incentive Plan you must average 15 home games over a rolling two-year period\**

NOTE: Additional Carry-Over Unit. In addition to earning units as outlined above, any team which appears in the NCAA Tournament will earn one (1) additional carry-over unit that will be applied each year during the life of that team's NCAA share.

**Staffing**

- d. That each Institution prioritize staff retention and maintain a minimum staff size of six (6) as follows:
  - i. One (1) Head Coach
  - ii. Three (3) Full-Time Assistant Coaches
  - iii. One (1) Director of Basketball Operations
  - iv. One (1) additional fulltime staff position (e.g., administrative support)
- e. That each Institution provide access to a full-time certified strength and conditioning coach and an academic advisor to work directly with men's basketball.
- f. That each Institution provide a full-time certified athletic trainer, for men's basketball, that also travels with the team.

**Marketing**

- g. That each Institution submit a women's basketball marketing plan to the Conference Office prior to each season, to be shared with the full membership as a best practice.
- h. That each institution produce and clear one (1) locally televised game.
- i. That each Institution web-stream all home games free of charge.

**3. Women's Basketball**

**Scheduling**

- a. That each Institution schedule 50% or more of non-conference games at home and/or neutral sites.
- b. That, for the 2011-12 season, each Institution schedules a minimum of fourteen (14) home games.
- c. That, for the 2012-13 season, each Institution schedules a minimum of fifteen (15) home games.
- d. That, for the 2013-14 season, each Institution schedules a minimum of sixteen (16) home games.
- e. That, continuing every year after the 2013-14 season, each Institution schedules a minimum of sixteen (16) home games.
- f. That each Institution increase game guarantee budgets to enable opportunities to schedule a minimum of sixteen (16) home games.

- g. That each Institution schedules non-conference competition against Division I opponents only.  
*Exception: Multi-Team Tournaments*
- h. That each Institution schedules in an effort to finish the non-conference season with a winning percentage of 50% or greater.

#### **Staffing**

- i. That each Institution prioritize staff retention and maintain a minimum staff size of six (6) as follows:
  - i. One (1) Head Coach
  - ii. Three (3) Full-Time Assistant Coaches
  - iii. One (1) Director of Basketball Operations
  - iv. One (1) additional fulltime staff position (e.g., administrative support)
- j. That each Institution provide access to a full-time certified strength and conditioning coach and an academic advisor to work directly with women's basketball.
- k. That each Institution provide a full-time certified athletic trainer, for women's basketball, that also travels with the team.

#### **Marketing**

- l. That each Institution submit a women's basketball marketing plan to the Conference Office prior to each season, to be shared with the full membership as a best practice.
- m. That each institution produce and clear one (1) locally televised game.
- n. That each Institution web-stream all home games free of charge.

### **4. Women's Volleyball**

#### **Scheduling**

- a. That each Institution attempt to schedule as follows (based on pre-season poll):
  - i. Programs expected to finish 1<sup>st</sup> through 4<sup>th</sup> in the Conference should schedule three (3) opponents projected to finish in the Top 50 RPI Rankings, three (3) opponents projected to finish between 51 and 100 in RPI Rankings, three (3) opponents projected to finish between 101 and 150 in RPI Rankings, three (3) opponents projected to finish between 151 and 200 in RPI Rankings and remaining opponents projected to finish below 200 in the RPI Rankings.
  - ii. Programs expected to finish 5<sup>th</sup> through 8<sup>th</sup> in the Conference should schedule one (1) opponent projected to finish in the Top 50 RPI Rankings, two (2) opponents projected to finish between 51 and 100 in RPI Rankings, three (3) opponents projected to finish between 101 and 150 in RPI Rankings, three (3) opponents projected to finish between 151 and 200 in RPI Rankings and remaining opponents projected to finish below 200 in the RPI Rankings.
  - iii. Programs expected to finish 9<sup>th</sup> through 12<sup>th</sup> in the Conference should schedule one (1) opponent projected to finish in the Top 50 RPI Rankings, one (1) opponent projected to finish between 51 and 100 in RPI Rankings, two (2) opponents projected to finish between 101 and 150 in RPI Rankings, two (2) opponents projected to finish between 151 and 200 in RPI Rankings and remaining opponents projected to finish below 200 in the RPI Rankings.  
[Revised 1/28/16]

#### **Staffing**

- b. That each Institution sign Head Coaches to multi-year contracts. Contracts need not be guaranteed. Number of years is at the discretion of the Institution.
- c. That each Institution staff two (2) full-time Assistant Coaches.
- d. That each Institution provide one full-time (1) certified athletic trainer to women's volleyball that also travels with the team.

#### **Scholarships**

- e. That all MAC Volleyball Programs operate at full scholarship levels.
- f. That any In-State vs. Out-of-State Scholarship requirements be allocated at a percentage equivalent to all MAC Priority Sports.

### **Marketing**

- g. That each Institution web-stream all home matches free of charge.
- h. That each Institution submit a women's volleyball marketing plan to the Conference Office prior to each season, to be shared with the full membership as a best practice.
- i. That each Institution maintains a band presence for all home matches. Form and type of band presence is at the discretion of the Institution.

## **Conference Eligibility Policies**

### **Missed Class Time Policy**

Institutions participating in home athletic contests on Monday, Tuesday, Wednesday, Thursday or Friday (i.e., "mid-week"), that begin at 6:00 pm local time or later, are required to ensure that all student-athletes attend and remain in all scheduled classes starting prior to 12:00 noon local time the day of the contest. Home contests are those competitions that take place at the standard home facility. [*Adopted: 8/26/11; Revised 1/27/16*].

### **Criteria for Medical Hardship Cases**

- A. The purpose of this rule is to allow an additional year of athletic competition to student-athletes who sustained injury or were otherwise prohibited from participation in accordance with the spirit and intent of all rules pertaining to eligibility and participation. [NCAA Bylaw 12.8.4]
- B. The commissioner may grant an additional year of athletic competition to student-athletes prevented by injury or illness from participating, for a fifth year of eligibility, as follows:
  - 1. "Hardship is that incapacitating condition resulting from injury or illness which occurs in one of the four seasons of intercollegiate competition and when the student-athlete has not participated in more than 30 percent of the institution's scheduled events in a sport or 3 contests, whichever is greater, provided the injury or illness occurred in the first half of the season and resulted in incapacity to compete for the remainder of the season. A scrimmage with outside competition is countable under this limitation."
  - 2. Appeals must be filed with the conference office accompanied by medical documentation by a physician and the recommendation of the athletics director.
  - 3. The conference office shall convey in a written report to each institution's athletics director (or his/her designee) action taken on hardship cases.

### **Drug Education and Life Skills Grant Application**

Any MAC member institution is eligible for the Drug Education and Life Skills grant. Institutions may apply for a maximum of \$2,500 each academic year. Deadline to request funds for the 2016-17 academic year is May 1, 2017.

To receive funds from the NCAA/MAC Drug Education and Life Skills Grant allocation, each institution must submit a brief, yet comprehensive narrative about the proposed program. This narrative should include the purpose, goals and objectives, while also citing any special circumstances or informational points about the program.

In addition to the narrative, a projected budget covering the categories of expenditures shown below in the proposed budget report must be completed.

### **Concussion Plan Certification**

Each institution must certify in writing that a formal and written concussion management plan, which is in compliance with NCAA requirements, is in place. Additionally, each institution must certify that staff, coaches and student-athletes receive education regarding the institution's concussion management plan.

In addition to the MAC Concussion Certification, each institution is responsible for submitting institutional protocols to the DI NCAA Concussion Safety Protocol Review process annually.

### **Mental Health Protocol Certification**

Each institution must certify in writing that a formal education and a written management plan is in place regarding student-athlete mental health.

### **Sportsmanship Affidavits**

Each institution is required to certify that all student-athletes, staff and coaches have reviewed and acknowledge the MAC Sportsmanship Letter prior to competition in each sport program.

### **Crowd Control Policy (Football & Basketball)**

The Host Institution is responsible for implementing a policy/plan of action to minimize the effect of crowd behavior. The protocol should ensure protection of the teams, coaches, officials, game management, and administrative staffs in the event of a postgame celebration.

Each institution shall publicize this policy/plan of action through appropriate means, such as ticket back statements, public address announcements, video boards and facility signage, and other means available.

For the safety of the participants and spectators alike, at no time before, during, or immediately after a contest should spectators enter the competition area.

Institutional penalties against individuals who improperly enter the competition area may/can include, but not limited to, expulsion from the facility, arrest for trespassing, and the loss of future ticket privileges. In addition to these penalties, violators who are students can be subject to institutional disciplinary measures.

In the event of a postgame celebration, Host Institution game management should implement a plan to move both participating institution's players and coaching staffs, along with game officials and game management staffs, to their respective locker rooms or designated areas.

Following the conclusion of normal sportsmanship activities (i.e. handshakes), at no time should the visiting school conduct any postgame presentations and/or celebrations in the competition area. Those should be limited to and take place in close proximity to or in its respective locker room.

Any violation of the above policy can/will result in the following:

- Public or Private Reprimand from the Commissioner;
- Other sanctions at the discretion of the Commissioner.

### **Football Medical Observers Policy**

Effective with the start of the 2016 football season, each MAC member institution must utilize a Medical Observer. The selection of that individual shall be in accordance with the institution's athletics medical plan and protocols.

The MAC member institution Medical Observer's jurisdiction is limited to that institution's team/student-athletes only – whether at home or on the road.

When a MAC member institution is the visitor at a non-conference opponent's venue (where that conference may utilize an alternative approach), the MAC member institution is responsible for determining whether it wishes to avail itself of the system offered by that conference or, alternatively, request accommodations for its own Medical Observer.

- The Mid-American Conference will endeavor to gather pertinent information from all FBS conferences for dissemination to the membership;

- It is anticipated some conferences will distribute “opt-in” or “opt-out” correspondence to visiting non-conference institutions. If a MAC member institution exercises its “opt-out” rights in a non-conference road game, it must provide its own medical observer. It is the responsibility of the MAC member institution to communicate with the non-conference opponent to determine the approach to be utilized for the contest.

In MAC venues, a designated location will be established in one of the following areas for home and away Medical Observers -- Photo Deck, Game Operations Booth, Director of Athletics Suite, and/or Coach’s Booth. (see Medical Observers location chart). **NOTE: Medical Observers SHOULD NOT be placed in the media area of the press box. Medical Observers shall not be permitted in the Instant Replay Booth in MAC venues.**

Each Institution utilizing a Medical Observer is responsible for its own sideline communication equipment to designated institutional sideline contact.

- The designated institutional sideline contact **WILL BE required** to wear a conference-issued vest.
- Each institution’s designated Medical Observer and/or sideline contact **MUST** attend the mandatory pre-game 100-minute meeting with game officials and game operations staff.

## Financial Policies

The following descriptions provide a brief summary of the major financial policies currently approved by the membership of the MAC. Further information or details may be referenced in specific sport operating code sections.

### Membership Dues & Assessments

#### A. Membership Dues

Membership dues are reviewed annually and approved by the MAC’s governing body. Full membership and football-only affiliate membership dues are currently established at \$100,000 and are invoiced in July for that academic year. Affiliate membership dues are invoiced in September of each year and are determined based on the affiliate membership agreement approved and in place for that sport.

#### B. Vendor Contracts

The conference has entered into contracts with outside vendors to provide services or equipment directly to member institutions. These contracts assure the uniform application of conference-mandated sports services. Currently these services include maintenance contracts for conference-provided replay equipment and video-exchange services for select sports. For 2016-17 the annual pro-rated assessment for these services is \$11,050 per full member.

#### C. Olympic Sport Championship Shared Cost Model

All MAC Olympic Sport Championships operate under a Championship Shared Cost Model wherein each institution will be invoiced an advance assessment for each sport sponsored by the institution. Collected assessments will be redistributed to the Championship Host for each sport that year. This fund is intended to assist with known and required costs of hosting and operating a MAC Championship and is not intended to cover all costs or expenses.

#### D. Officiating Assessments

The MAC contracts with individuals or is a member of an officiating consortium to facilitate assignment of officials for member’s athletic competitions. Members may be assessed a pro-rated fee for any officiating coordinator costs related to non-priority sports. This

assessment is in addition to any affiliate member fee which may be assessed to an individual institution.

In addition, beginning with the 2016/17 academic year, payments for game day football and M/W basketball officials will be paid from the league office. Each member will be invoiced in advance of the applicable season for their share of these officials costs.

#### **E. Football Bowl Assessments**

MAC Institutions will be assessed \$130,000 for the purpose of funding the conference's primary and secondary bowl agreements. This assessment will be invoiced to football members in 2 equal installments.

#### **F. Conference Basketball Tournament**

MAC Institutions will each be invoiced \$25,500 for an equal share of the contractual Tournament ticket guarantee. Ticket revenues from institutional sales of tickets from the guarantee block will be shared in a manner approved by the Athletic Directors.

### **Membership Distributions**

#### **A. NCAA Basketball Tournament**

Revenue from the NCAA basketball tournament is distributed in mid-June of each year to the membership. The NCAA Tournament shares are allocated between base units earned [6] and extra units earned during the six-year reporting period.

1. Revenue from base units will be distributed equally 13 ways, with the conference office receiving one full share.
2. Additionally earned NCAA Tournament shares shall be used to create a Men's Basketball Incentive Pool as outlined within the Priority Sport Recommendations. Amounts are awarded based on incentive points earned by each Institution.
3. Amounts received from the NCAA from any supplemental men's basketball tournament distributions will be distributed in accordance with the recommendation of the Commissioner and approval of the membership.

#### **B. Event Streaming**

Each MAC institution will receive a distribution in late April to subsidize the production costs for streaming 35 contractually required events for distribution on the ESPN3 platform. The amount of the distribution will be based on the average league-wide production costs.

#### **C. Surplus Funds**

The Council of Presidents will determine the amount, timing, and purpose for any distribution of surplus funds generated by the Conference. All sources of revenue not previously earmarked for distribution according to other formulas heretofore described will be included in this general member distribution. Those revenues include television, college football playoff, marketing rights and championships.

### **Football Bowl Reimbursement Policy**

For all bowl games a participating MAC institution receives:

- a. \$500,000 reimbursement plus retains revenue from all tickets sold.

### **Football Post-Season Charter Airfare Policy**

The MAC will contract and assign charter aircrafts to be used for postseason bowl travel for the conference's primary bowl agreements. The conference office will be responsible for assignment and payment for these charters, with costs being deducted from an institution's bowl reimbursement stipend [noted above].

## **NCAA Student Assistance Fund Administrative Procedures**

### **A. Intent and Principles**

The Student Assistance Fund (formerly SAF/SAOF) is intended to provide direct benefits to student-athletes or their families as determined by conference offices. As a guiding principle, the fund shall be used to assist student-athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum or that recognize academic achievement. Accordingly, receipt of Student Assistance Fund monies shall not be included in determining the permissible amount of financial aid that a member institution may award to a student-athlete. Further, inasmuch as the fund is design to provide direct benefits to student-athletes, the fund is not intended to be used to replace existing budget items.

The financial administration for the NCAA Student Assistance Fund for student-athletes will be supervised by each member institution. The Financial Aid Office or a designated athletics staff member at each member institution will manage and operate the distribution of these funds as well as complete the appropriate NCAA reports.

## **B. Procedures**

1. The conference office submits NCAA allocation check to the athletic department of each member institution in September, along with a copy of the application form for student-athlete requests.
2. The athletic department deposits the check with its respective Financial Aid office, along with information describing the program, those eligible and any changes to the NCAA legislation.
3. The Financial Aid office, in conjunction with the conference office, monitors the fund and provides guidance with interpretations. Institutions are required to audit the program at the end of the fiscal year.
4. At the conclusion of each year, the Financial Aid office/athletics administrator designee will submit an audit report to the NCAA prior to July 12th.
5. The conference office will verify and submit a final audit report to the NCAA.

## **C. Eligibility for the Fund**

All student-athletes, including international, are eligible to receive assistance regardless of whether they are grant-in-aid recipients, have demonstrated need or have either exhausted eligibility or no longer participate due to medical reasons.

## **D. Prohibited Uses for the Fund**

Pursuant to NCAA Bylaw 15.01.6.1, member institutions and conferences shall not use monies received from the fund for the following:

1. Salaries and Benefits.
2. Grants-in-aid (other than summer school) for student-athletes with remaining eligibility.
3. Capital improvements.
4. Stipends.

## **E. Examples of Permissible Uses for the Fund (list is not exhaustive):**

### **Educational Expenses**

1. Summer school
2. Fifth/Sixth year aid
3. Postgraduate scholarship
4. Internship fees
5. Graduate school exam fees
6. Professional program testing
7. Educational supplies

### **Personal Expenses**

1. Clothing allowance
2. Psychological screening

3. Passports and fees

#### **Misfortune Expenses**

1. Medical expenses not covered by insurance
2. Emergency travel home
3. Travel expenses for funerals

#### **Institutional Academic/Programming Enhancements**

1. Academic achievement or graduation awards
2. Academic support service

### **Media Policies**

#### **Press Box Admission Policy**

- A. In all MAC press boxes, the SID of the host institution shall have jurisdiction over admission of working news media.
- B. Priority shall be given to working members of newspaper, radio, television, one working scout per outside institution, and two working cameramen per outside institution. The working scouts, however, shall be accommodated only on an "if room" basis.
- C. The host SID has the right to refuse admission if the request for space is not made at least a week in advance.

### **Radio Policy**

#### **Radio Policy**

Radio broadcasts of football and basketball games and any other revenue-producing sports at each member institution shall be under the control of the host institution. Rights of each team shall be as follows:

- A. All revenue and full control of radio rights shall be retained by the host institution.
- B. The visiting institution shall be allowed to designate one official station and/or network which shall be granted free broadcasting rights on a reciprocal basis. The official visiting radio station using the MAC reciprocal line shall be accorded equal broadcasting facilities and proximity to the field or court as the official station of the host institution.
  1. Any revenue derived from this official outlet or network shall be collected by the visiting institution unless there is a market overlap.
  2. In all network operations, it shall be the responsibility of the official (originating) station to supply feeder stations with a weekly structural format in order to facilitate "commercial breaks" and make it practical for interested stations in the home or visiting market area to pick up a broadcast feed.
  3. One station or network banner may be displayed in the area provided by the host institution.

### **Football Media Policies**

#### **MAC Pool Reporter Policy**

The pool reporter will be assigned by the home sports information director prior to the start of the football season.

The pool reporter will be one member of the media who covers that institution on a regular basis. Sports Information Directors (SIDs) will notify Ken Mather of the MAC office at the start of each season as to the identity of the pool reporter.

If the designated pool reporter is not in attendance for any reason, the host SID should designate a replacement for that game. The pool reporter must be accompanied by the Home SID or a member of the media relations staff as designated by the Home SID.

1. There will be only one (1) pool reporter;
  2. The referee must agree to the conference;
  3. What can be discussed:
    - a. Rule Interpretation
    - b. Game Procedure
  4. What cannot be discussed:
    - a. Judgment Call
  5. Following a 10-minute cooling off period, game management (director of athletics or other designee) will accompany the SID and pool reporter to the officials' locker room for a clarification of the rule.
  6. The pool reporter is to remain outside of the Referees Locker Room.
  7. The Referee may be accompanied by another official. Both the SID and reporter will tape record the interview. Upon conclusion of the interview, a typed transcript of the interview will be made available to all media.
  8. No one except the officials, the pool reporter, SID and game management may be present during the interview process
  9. The Director of Athletics (and/or game management designee) has the discretion to defer implementing this process if the safety of an official, player or fan would be endangered as a result of this interview opportunity. If this interview process is not available, all media questions shall be referred to the Mid-American Conference office.
- Each summer the Conference office will host a Football Media Day event, which will require the participation of each head football coach and two student-athletes. The selection of the two (2) student-athletes will be coordinated by the Conference office as each institution will select one (1) student-athlete, while the Conference office will select one (1) student-athlete.
  - All head football coaches are required to participate in a weekly football coach's media conference call hosted by the Conference office. The conference call will be hosted each Monday during the regular season and require each head coaches participation each week during the regular season.
  - The Conference office will host a Football Championship Game media conference call the Monday prior to the Championship Game. The head football coach and a minimum of two (2) student-athletes from each institution in the Football Championship Game are required to participate. The participating student-athletes are required to be starters that will participate in the Championship Game.
  - The Conference office will host a Football Championship Game press conference one (1) day prior to the Championship Game at the host site. The head football coach and minimum of two (2) student-athletes from each institution in the Football Championship Game are required to participate in the press conference. The participating student-athletes are required to be starters that will participate in the Championship Game.
  - The Conference office will host a postgame press conference immediately following the Football Championship Game. Each head football coach and a minimum of two (2) student-athletes from each institution are required to participate in the press conference. The participating student-athletes are required to be either starters or players that made a significant contribution to his team during the Championship Game.
  - Each MAC football program that receives an invitation to a bowl game is required to participate in the bowl games media press conferences and events including the following: bowl invitation conference call; on-site pre-bowl press conference;

bowl arrival press conference; all media related press conferences including sponsor and community press conferences on site the week of the bowl game; bowl game post-game press conference.

## **Sport Programming & Development**

### **MAC New Head Coach Orientation**

The MAC Head Coach Orientation Program has been developed to assist new MAC Head Coaches with the transition to their new roles and/or to the Mid-American Conference.

Head Coach Orientation is a one (1) day seminar that will take place annually, during the end of July for Olympic Sport Coaches. New Football and Men's and Women's Basketball coaches are required to attend a session during their spring in-person meeting. The exact date is to be determined on an annual basis. All Head Coaches hired during the preceding twelve (12) month period are required to attend. Institutions are responsible for travel and lodging costs (if necessary).

### **MAC Leaders- MAC SAAC**

The MAC Leaders Program is the MAC SAAC. The MAC Leaders Program is an opportunity hosted by the Conference Office available to all student-athletes. Two student-athletes from each institution are selected each spring utilizing a brief application process.

The Program gives the student-athletes the opportunity to join student-athletes from other member institutions and MAC staff to learn about the Conference, NCAA issues, Leadership and other hot topics throughout the academic year. The MAC Leaders will have conference calls when necessary with topics determined by national need and/or the MAC Leaders requests. The MAC Leaders are invited to the MAC Leadership Symposium at the conclusion of the academic year in correlation with the MAC Honors Dinner; they are guests and representatives of their institutions at the Honors Dinner.

## **Uniform Branding Program**

It is required that the following sports affix the MAC Shield Logo (Institutional Color version per the MAC Style Guide) in the designated location. The MAC Office will provide the requisite number of uniform patches to each institution/team on an annual basis, based on Institutional requests.

- 1. Football.** Logo positioned on the front of the jersey opposite the manufacturer logo.
- 2. Basketball (Men and Women).** Logo positioned on the left singlet area on the front of the jersey above the American Flag (if present) or the NCAA Authentication Logo (if present). If the manufacturer logo is positioned at the neckline, the MAC logo should be positioned opposite the American Flag (if present) and/or the NCAA Authentication logo (if present).
- 3. Volleyball.** Logo positioned on the front of the jersey opposite the manufacturer logo. If not possible due to other logo presence, logo should be positioned left or right sleeve.
- 4. Soccer (Men and Women).** Logo positioned on the front of the jersey opposite the manufacturer logo. If not possible due to other logo presence, logo should be positioned on the nape of the neck.
- 5. Field Hockey.** Logo positioned on the front of the jersey opposite the manufacturer logo. If not possible due to other logo presence, logo should be positioned on the nape of the neck.
- 6. Baseball.** Logo positioned on the left sleeve. If not possible, it may be positioned on the right sleeve or the jersey front opposite the manufacturer logo.

7. **Softball.** Logo positioned on the left sleeve. If not possible, it may be positioned on the right sleeve or the jersey front opposite the manufacturer logo.
8. **Golf (Men and Women).** Logo positioned on the player's golf bag.
9. **Tennis (Men and Women).** Logo positioned on the front of the shirt opposite the manufacturer logo. If utilizing a t-shirt, logo should be positioned on the left sleeve.
10. **Wrestling.** Logo positioned on the front of the singlet opposite the manufacturer logo. If not possible due to other logo presence, logo should be positioned on the nape of the neck.
11. **Cross Country (Men and Women), Swimming & Diving (Men and Women), Gymnastics, and Track & Field.** Logo positioned on team warm-ups at the discretion of the institution.

#### **Patch Size/Applications:**

- **Large (3 inch):** Football, Baseball, Softball, Golf;
- **Small (2 inch):** All other applications;

#### **Home Football Uniform Designation**

**MAC Football Home Uniform Rule:** In accordance with NCAA Football Rules 1-4-4 and 1-4-5; the home team shall wear dark jerseys and the visiting team shall wear white or light jerseys during a contest. A home team may opt to wear white jerseys in accordance with the MAC Uniform Request Policy. Both home and away teams may opt to wear dark/colored jerseys in accordance with the MAC Uniform Request Policy.

#### **MAC Uniform Request Policy**

- A request, in writing, must be made **PRIOR TO AUGUST 1** to the conference office, requesting the ability to wear a white or light jersey for a home contest;
- Once permission is granted, the conference office shall coordinate the use of a dark or contrasting jersey with the visiting team;
- If both teams agree to wear dark/colored jerseys, the request must be made, in writing, by the home team **PRIOR TO AUGUST 1** to the conference office. The home and away teams have agreed, in writing, to comply with the terms of the uniform arrangement prior to the game.

#### **Travel Squad Limitations**

The following limitations apply to any MAC team competition between two or more member or affiliate member institutions. This limitation applies to all institutional student-athletes who are included on the squad list, regardless if they dress for competition.

Further, member institutions are bound to the travel squad limitations whenever MAC competition occurs within a road trip (e.g., if a MAC institution participates in a multiple-team contest or is coupled with non-conference competition on a single road trip) if the competition will count in the MAC standings.

“Travel Party” encompasses the Travel Squad, plus additional travelling team personnel (Coaches, Trainers, Managers, Directors of Operations, SID's, etc.). A team's Travel Party is locked in at 5:00pm local time the day prior to championship related activities (e.g., practice). [Revised 6/1/16]

“Travel Squad” consists of the student-athletes certified by the institution. A team's Travel Squad locks in at the start of championship competition (regardless of whether that particular team is involved in that competition). [Revised 6/1/16]

<b>Sport</b>	<b>Reg-Season Squad</b>	<b>Champ Travel Squad</b>	<b>Champ Travel Party</b>
Baseball	27+	27	35
Basketball	15	15	23
Cross Country (men)	No Limit	9	No Limit
Cross Country (women)	No Limit	9	No Limit
Field Hockey	24	24	28
Football	70##	No Limit##	No Limit##
Golf	No Limit	6	No Limit
Gymnastics	18++	15	No Limit
Soccer (men)	No Limit	27+++	33
Soccer (women)	26	26	32
Softball	22	22	30
Swimming (men)	24*	18**	No Limit
Swimming (women)	24*	18**	No Limit
Tennis (men)	9+	9	No Limit
Tennis (women)	9+	9	No Limit
Track (indoor - men)	No Limit	30	No Limit
Track (indoor - women)	No Limit	30	No Limit
Track (outdoor - men)	No Limit	30	No Limit
Track (outdoor - women)	No Limit	30	No Limit
Volleyball	16	16	22
Wrestling	15***	20	No Limit
Cheerleaders (football)	6#	12#	
Cheerleaders (basketball) total of (no specific gender)#			12#

+ Excluding a spring trip (no limit)

++ Excluding one institutional break-time (no limit)

+++ Twenty-one (21) student-athletes are to be designated eligible for play

\* Excluding institutional break-time and one non-conference dual meet or invitational (no limit)

\*\* Each swimmer counts as one entry, while each diver counts as 1/3 of an entry.

\*\*\* Excluding double duals, triple duals, quads and tournaments (20) and official winter vacation period (no limit).

# Excluding one mascot. In the case of a basketball doubleheader, two mascots are permitted to travel.

## Refer to the Football Sport Operating Code for football-specific limitations.

## Mid-American Conference Awards Timeline

Individual Academic Awards	Timelines
<b>Bob James Memorial Award (\$5,000 postgraduate scholarship and certificate)</b>	Sent out: Mid-April Nominations due: Start of June FAR votes due: Mid-June
<b>Medal of Excellence</b>	Selections due Mid- April
<b>Distinguished Scholar Athlete Award</b>	Awarded 3 times a year following the completion of Fall, Winter and Spring seasons- a week following the last championship nominees (Academic All-MAC) due from SIDs and a week following that the FARs selections due.
<b>Academic All-MAC Teams</b>	Due a week following the end of the championship for each season (Fall, Winter, Spring)
<b>Scholar-Athlete of the Week</b>	During the academic year, nominees due Monday by noon- FAR selection by Wednesday at noon
<b>Commissioner's Award</b>	Due end of April
<b>Presidential Award</b>	Due end of April
<b>MAC Honor Roll</b>	Due end of April
Institutional Academic Awards	Timelines
<b>Dr. Carol A. Cartwright Award</b>	Nominations due: End of July Votes due: Mid-August
<b>Institutional Academic Achievement Award</b>	Due mid-June
<b>Men's Faculty Athletics Representative Award</b>	Due mid-June
<b>Women's Faculty Athletics Representative Award</b>	Due mid-June
Institutional Sports Awards	Timelines
<b>Sportsmanship Award</b>	Voted on at the Spring Meetings
<b>David E. Reese Award (Men)</b>	Determined at the end of the academic year
<b>Fred Jacoby Award (Women)</b>	Determined at the end of the academic year

## Mid-American Conference Academic Award History

### Institutional Academic Achievement Award

2015-16 University of Toledo  
2014-15 University of Toledo  
2013-14 Miami University  
2012-13 University of Toledo  
2011-12 University of Toledo  
2010-11 University of Akron  
2009-10 Bowling Green State University  
2008-09 Ball State University  
2007-08 Northern Illinois University  
2006-07 Central Michigan University  
2005-06 Central Michigan University  
2004-05 Central Michigan University  
2003-04 Central Michigan University  
2002-03 Central Michigan University  
2001-02 Central Michigan University  
2000-01 Bowling Green State University  
1999-00 Central Michigan University  
1998-99 Central Michigan University  
1997-98 Central Michigan University  
1996-97 Ball State University and Central Michigan University (tie)  
1995-96 Bowling Green State University  
1994-95 Bowling Green State University

### Men's Faculty Athletics Representative Academic Achievement Award

2015-16 University of Toledo  
2014-15 Miami University  
2013-14 Miami University  
2012-13 Western Michigan University  
2011-12 Western Michigan University  
2010-11 University of Toledo  
2009-10 University of Toledo  
2008-09 Western Michigan University  
2007-08 Western Michigan University

### Women's Faculty Athletics Representative Academic Achievement Award

2015-16 Bowling Green State University  
2014-15 Bowling Green State University  
2013-14 Bowling Green State University  
2012-13 Central Michigan University  
2011-12 Bowling Green State University  
2010-11 Central Michigan University  
2009-10 Bowling Green State University  
2008-09 Bowling Green State University  
2007-08 Central Michigan University

### Cartwright Award

2015-16 Kent State University  
2014-15 Central Michigan University  
2013-14 Eastern Michigan University  
2012-13 Kent State University  
2011-12 University of Toledo  
2010-11 Western Michigan University  
2009-10 Kent State University  
2008-09 Central Michigan University

### **Bob James Memorial Award**

2016	Julia Lombardi, Eastern Michigan University, Soccer Jordan Italiano, Kent State Univeristy, Football
2015	Dusty Page, Northern Illinois, Soccer Stephanie Haugh, Kent State, Soccer
2014	Kyle Smith, Central Michigan, Track and Field Lindsey Butterfield, Bowling Green, Volleyball
2013	Nabal Jefferson, Northern Illinois, Football Skylar Chew, Ball State, Soccer
2012	Briggs Orsbon, Ball State, Football Kristin Hoffman, Northern Illinois, Volleyball
2011	Jon Edgington, Miami, Baseball Christine Chiricosta, Bowling Green, Gymnastics
2010	Tim Hiller, Western Michigan, Football Megan Chronister, Bowling Green, Gymnastics
2009	Gonzalo Barinaga, Ball State, Football Jillian Wolosiansky, Eastern Michigan, Volleyball
2008	Wynn Michalak, Central Michigan, Wrestling Stephanie Swiger, Bowling Green, Volleyball
2007	Matt Lefeld, Bowling Green, Basketball Jody Yednock, Northern Illinois, Gymnastics
2006	David Mitchell, Miami, Track and Field Marie Zidek, Northern Illinois, Volleyball
2005	Burke Badenhop, Bowling Green, Baseball Robin Davidson, Toledo, Soccer
2004	Travis Barclay, Ball State, Football Andrea Kremer, Miami, Track and Field
2003	Brett Faustman, Central Michigan, Wrestling Katrina Kerns, Bowling Green, Track and Field
2002	Anthony Malik, Bowling Green, Soccer Kate Miller, Kent State, Basketball
2001	Nick Iagulli, Miami, Track and Field Jennifer Jarjosa, Bowling Green, Swimming
2000	Cato Coleman, Miami, Track and Field Laura Szczepanski, Ball State, Gymnastics
1999	Justin Millard, Akron, Soccer Wendy Feldman, Central Michigan, Volleyball
1998	Desmond Johnston, Akron, Soccer Janelle Tranquillo, Ball State, Field Hockey
1997	Joseph Burch, Bowling Green, Soccer Sarah Mikrut, Ball State, Gymnastics
1996	Dustin Swinehart, Miami, Soccer Kristin Gaddis, Bowling Green, Cross Country
1995	Stephen Fetyko, Eastern Michigan, Swimming Dana Drew, Toledo, Women's Basketball
1994	Bob Dudley, Bowling Green, Football Kris Parks, Ohio, Cross Country/Track
1993	Sander Scott, Central Michigan, Basketball Kelly Weir, Ohio, Women's Basketball
1992	Jeff Bender, Central Michigan, Football Julie Young, Western Michigan, Volleyball
1991	Pat Jackson, Bowling Green, Football Kristin McDaniel, Kent State, Track and Field
1990	Danny Rieman, Ball State, Baseball Linda Popovich, Bowling Green, Volleyball
1989	Rick Winegardner, Ball State, Swimming Kim Keenan, Kent State, Cross Country/Track

## Summary of Sport & Championship Awards

### Baseball

East/West Division Players of the Week (pitcher & player)  
East/West Divisional Champions  
Regular-Season Champion (MAC Champion)  
Regular-Season Champion Individual Awards  
Tournament Champion  
Tournament Champion Individual Awards  
All-Tournament Team (10 members)  
Tournament Most Valuable Player  
Freshman Player of the Year  
Freshman Pitcher of the Year  
Player of the Year  
Pitcher of the Year  
Defensive Player of the Year  
Coach of the Year  
All-MAC Team – First Team (15 members)  
All-MAC Team – Second Team (15 members)  
All-Defensive Team (9 members)

### Basketball (Men and Women)

Preseason East/West All-MAC Teams (10 members)  
East/West Division Players of the Week  
East/West Divisional Champions  
Regular-Season Champion (MAC Champion)  
Regular-Season Champion Individual Awards  
Tournament Champion  
Tournament Champion Individual Awards  
All-Tournament Team (5 members)  
Tournament Most Valuable Player  
Player of the Year  
Defensive Player of the Year  
Freshman of the Year  
Sixth Man/Sixth Player of the Year  
Coach of the Year  
All-Freshman Team (5 members - Certificate)  
All-MAC Team – First Team (5 members)  
All-MAC Team – Second Team (5 members)  
All-MAC Team – Third Team (women only; 5 members - Certificate)  
All-MAC Team – Honorable Mention (men: up to 10 members; women: final 5 members - Certificate)  
All-Defensive Team (5 Members)

### Cross Country (Men and Women)

Runner of the Week  
Championship Individual Place Winners (1<sup>st</sup>-3<sup>rd</sup>)  
Team Champion (MAC Champion)  
Championship Individual Awards  
Freshman of the Year  
Coach of the Year  
All-MAC Team – First Team (7 members)  
All-MAC Team – Second Team (7 members)

### Field Hockey

Offensive and Defensive Player of the Week  
Regular-Season Champion  
Regular-Season Champion Individual Awards  
Tournament Champion  
Tournament Champion Individual Awards

All-Tournament Team (11 members)  
Tournament Most Valuable Player  
Player of the Year  
Freshman of the Year  
Coach of the Year  
All-MAC Team – First Team (11 members)  
All-MAC Team – Second Team (11 members)

### **Football**

East/West Division Players of the Week (Offense/Defense/Special teams)  
East/West Divisional Champions  
Playoff Champion (MAC Champion)  
East/West Division Players of the Game (playoff)  
    Outstanding Offensive Player of the Game  
    Outstanding Defensive Player of the Game  
    Outstanding Special Teams Player of the Game  
Freshman of the Year  
Offensive Player of the Year  
Defensive Player of the Year  
Special Teams Player of the Year  
Coach of the Year  
All-MAC Team – First Team  
    (Offense: 14 members; Defense: 13 members; Specialists: 2 members)  
All-MAC Team – Second Team  
    (Offense: 14 members; Defense: 13 members; Specialists: 2 members)  
All-MAC Team – Third Team  
    (Offense: 14 members; Defense: 13 members; Specialists: 2 members)  
Vern Smith Award Nominees  
Vern Smith Award Winner

### **Golf (Men and Women)**

Golfer of the Week  
Tournament Champion (MAC Champion)  
Tournament Champion Individual Awards  
All-Tournament Team (5 members)  
Medalist  
Medalist Runner-Up  
Golfer of the Year  
Freshman of the Year  
Sportswomen of the Year  
Coach of the Year  
“Earl Yestingsmeier” Sportsmanship Award – Men  
“Kermit Blosser” Coach of the Year - Men  
All-MAC Team – First Team (5 members)  
All-MAC Team – Second Team (5 members)

### **Gymnastics**

Gymnast of the Week  
Specialist of the Week  
Championship Individual Place Winners (1<sup>st</sup>-3<sup>rd</sup>)  
Regular-Season Champion  
Regular-Season Champion Individual Awards  
Tournament Champion (MAC Champion)  
Team Champion Individual Awards  
Senior Gymnast of the Year  
Gymnast of the Year  
Specialist of the Year  
Freshman of the Year  
Coach of the Year

All-Tournament Team (10 members)  
All-MAC Team – First Team (5 members)  
All-MAC Team – Second Team (10 members)

### **Soccer (Men)**

Player of the Week  
Regular-Season Champion (MAC Champion)  
Regular-Season Champion Individual Awards  
Tournament Champion  
Tournament Champion Individual Awards  
All-Tournament Team (11 members)  
Player of the Year  
Freshman of the Year  
"Gary V. Palmisano" Coach of the Year  
All-MAC Team – First Team (11 members)  
All-MAC Team – Second Team (11 members)

### **Soccer (Women)**

Player of the Week  
East/West Division Champions  
Regular-Season Champion (MAC Champion)  
Regular-Season Champion Individual Awards  
Tournament Champion  
Tournament Champion Individual Awards  
All-Tournament Team (11 members)  
Offensive Player of the Year  
Defensive Player of the Year  
Freshman of the Year  
Coach of the Year  
All-MAC Team – First Team (11 members)  
All-MAC Team – Second Team (11 members)  
All-Freshman Team (11 members)

### **Softball**

East/West Players of the Week (pitcher & player)  
East/West Divisional Champions  
Regular-Season Champion (MAC Champion)  
Regular-Season Champion Individual Awards  
Tournament Champion  
Tournament Champion Individual Awards  
All-Tournament Team (10 members)  
Tournament Most Valuable Player  
Freshman of the Year  
Pitcher of the Year  
Player of the Year  
Coach of the Year  
"Nan Harvey" Sportswomen of the Year  
All-MAC Team – First Team (15 members)  
All-MAC Team – Second Team (15 members)  
All-Freshman Team (10 members - Certificate)

### **Swimming and Diving (Men and Women)**

Athletes of the Week  
Championship Relay/Individual Place Winners (1<sup>st</sup>-3<sup>rd</sup>)  
Championship Team  
Championship Team Individual Awards  
Most Outstanding Swimmer  
Most Outstanding Diver  
Freshman Swimmer of the Year

Freshman Diver of the Year  
Swimming Coach of the Year  
Diving Coach of the Year  
Most Outstanding Senior Swimmer – (Awards provided by Ohio - Women; Miami - Men)  
All-MAC Team – First Team (15 members)  
All-MAC Team – Second Team (15 members)

### **Tennis (Men)**

Players of the Week  
Regular-Season Champion (MAC Champion)  
Regular-Season Champion Individual Awards  
Tournament Champion  
Tournament Champion Individual Awards  
All-Tournament Team (6 members)  
Tournament Most Outstanding Player  
“Jack Vredevelt” Senior Sportsmanship Award  
Player of the Year  
Newcomer of the Year  
Coach of the Year  
All-MAC Team – First Team (6 members)  
All-MAC Team – Second Team (6 members)

### **Tennis (Women)**

Players of the Week  
Regular-Season Champion (MAC Champion)  
Regular-Season Champion Individual Awards  
Tournament Champion  
Tournament Champion Individual Awards  
All-Tournament Team (6 members)  
Tournament Most Valuable Player  
Sportsmanship Award  
“Leann Grimes Davidge” Senior Sportswoman of the Year (traveling award)  
Player of the Year  
Freshman of the Year  
Coach of the Year  
All-MAC Team – First Team (6 members)  
All-MAC Team – Second Team (6 members)

### **Indoor Track & Field (Men and Women)**

Athletes of the Week  
Championship Relay/Individual Place Winners (1<sup>st</sup>-3<sup>rd</sup>)  
Championship Team  
Championship Team Individual Awards  
Most Valuable Performer  
Most Outstanding Performer (Track/Field)  
Coach of the Year  
Freshman of the Year (Track/Field)  
All-MAC Team – First Team (23 members)  
All-MAC Team – Second Team (23 members)

### **Outdoor Track & Field (Men and Women)**

Athletes of the Week  
Championship Relay/Individual Place Winners (1<sup>st</sup>-3<sup>rd</sup>)  
Championship Team  
Team Champion Individual Awards  
Most Valuable Performer  
Most Outstanding Performer (Track/Field)  
Coach of the Year  
Freshman of the Year (Track/Field)

All-MAC Team – First Team (27 members)  
All-MAC Team – Second Team (27 members)

### **Volleyball**

East/West Division Offensive and Defensive Players of the Week  
East/West Divisional Champions  
Regular-Season Champion (MAC Champion)  
Regular-Season Champion Individual Awards  
Tournament Champion  
Tournament Champion Individual Awards  
All-Tournament Team (6 members)  
Tournament Most Valuable Player  
Player of the Year  
Freshman of the Year  
Coach of the Year  
Setter of the Year  
Defensive Player of the Year  
All-MAC Team – First Team (14 members)  
All-MAC Team – Honorable Mention (6 members - Certificate)  
All-Freshman Team (6 members - Certificate)

### **Wrestling**

Wrestler of the Week  
Regular-Season Champion (MAC Champion)  
Regular-Season Champion Individual Awards  
Championship Individual Place Winners (1<sup>st</sup>-3<sup>rd</sup>)  
Tournament Champion  
Tournament Champion Individual Awards  
Tournament Most Outstanding Wrestler  
Wrestler of the Year  
Freshman of the Year  
Coach of the Year  
All-MAC Team – First Team (10 members)  
All-MAC Team – Honorable Mention (10 members - Certificate)

## **Cheerleading Guidelines**

Established in Accordance with the American Association of Cheerleading Coaches and Advisors' Recommendations and Guidelines for Cheerleading Safety (collegiate level).

These guidelines apply to all camps, clinics, practices, games and special events.

### **General Guidelines**

- A. Cheerleading squads should be placed under the direction of a qualified and knowledgeable coach.
- B. All practice sessions should be supervised by the coach and held in a location suitable for the activities of cheerleaders (i.e., use of tumbling mats, away from excessive noise and distractions, etc.)
- C. Advisors/coaches should recognize a squad's particular ability level and should limit the squad's activities accordingly. "Ability level" refers to the squad's talents as a whole and individuals should not be pressed to perform activities until safely perfected.
- D. All cheerleaders should receive proper training before attempting any form of cheerleading gymnastics (i.e., tumbling, partner stunts, pyramids and jumps).
- E. Professional training in proper spotting techniques should be mandatory for all squads.

- F. All cheerleading squads should adopt a comprehensive conditioning and strength building program.
- G. A structured stretching exercise and flexibility routine should precede and follow all practice sessions and game activities, pep rallies, etc.
- H. Tumbling, partner stunts, pyramids and jumps should be limited to appropriate surfaces.

### **Restrictions**

- A. The use of mini-trampolines, springboards, or any height increasing apparatus is prohibited.
- B. Pyramids higher than two and one-half body lengths are prohibited. For example, a shoulder stand is two body lengths, a chair is one and one-half body lengths, an extension on top of a thigh stand is three body lengths high and therefore, is prohibited.
- C. Split catches are prohibited.
- D. Chair lifts with a full twist dismount are prohibited.
- E. Flips into and from partner stunts as well as straddle catches are prohibited, with the exception of the following: basket tosses or similar tosses, front flip dismounts from shoulder level to a cradle, back flip dismounts from shoulder level elevators, and double base stunts to a cradle. Flips must land in a cradle to the original bases, and must have an additional spotter.
- F. All flips from pyramids are prohibited except a forward three quarter roll dismount, which will be allowed as long as at least two catchers are used.
- G. Front, back, and side tension drops are prohibited.
- H. Toe pitch, leg pitch or walk-in and "smoosh" front and back flips are prohibited.
- I. All flips with two rotations or greater from any type of toss are prohibited.
- J. Twisting skills greater than two rotations from partner stunts, pyramids or from tosses are prohibited.
- K. Basket tosses or similar tosses must be performed from ground level and must be cradled by the same bases that originally tossed the top person and an additional spotter. You may not jump, flip or dive over, under or through partner stunts, pyramids, or individuals from basket tosses, partner stunts or other tosses from hands.

### **Partner Stunt and Pyramid Guidelines**

- A. All partner stunts, pyramids, and basket tosses shall be reviewed and approved by the coach prior to execution. "Hands on" spotting is required until new stunts are mastered.
- B. In all pyramids, there must be at least two spotters designated for each person who is above "two high" and whose base does not have at least one foot on the ground. One of the spotters must be in the back and the other can be at the side or in front of the pyramid to spot the front. The spotters should assist the top person when dismounting.
- C. Pyramids over "two high" should be limited to appropriate surfaces.
- D. Cradles from pyramids over "two high" must use at least two catchers.
- E. A forward three-quarter roll dismount off of pyramids must use at least two catchers.
- F. The top person in a partner stunt, pyramid, or transition cannot dismount or be tossed to purposely land or be caught in an inverted body position.
- G. Basket tosses must be cradled to the same bases that originally tossed the top person.
- H. Toe touch dismounts off of pyramids two body lengths high or above must use at least three catchers. Toe touch dismounts off of a single layer table top must have at least one spotter.
- I. You may not jump, flip or dive over, under or through partner stunts, pyramids, or individuals from basket tosses, partner stunts or other tosses from hands.
- J. Basket tosses may only be performed from ground level and shall be cradled by three catchers (the original two bases and a spotter at the head and shoulder area).

- K. An additional spotter that assists in the dismount is required for the following:
  - a. Twisting dismounts with more than a 360-degree rotation.
  - b. Flip dismounts to a cradle from shoulder height partner stunts.
  - c. Stunts which use only one arm of the base for support.

Note: As a general rule, all programs should qualify cheerleaders according to accepted teaching progressions. Additional spotting should be used until all performers demonstrate mastery of the skill.

### **Tumbling**

- A. All tumbling activities should be reviewed and approved by the advisor/coach prior to execution.
- B. Tumbling skills must use at least one spotter until performance consistency is demonstrated.
- C. A clear, accurate communication between performer and spotter must be established prior to attempting a skill.
- D. New tumbling skills should be mastered on a mat whenever possible. If a mat is not available, "over spotting" should be employed. New tumbling skills should not be learned on inappropriate surfaces.
- E. You should not tumble over, under, or through partner stunts, pyramids or individuals.
- F. Flips greater than one rotation are prohibited.
- G. Twists greater than two rotations are prohibited.
- H. Dive rolls are prohibited. (A dive roll is defined as a forward roll wherein the performer is airborne prior to the completion of the forward roll.)

### **Specific Football Guidelines**

- A. Pyramids over two body lengths should not be performed outdoors unless they are performed on appropriate surfaces.
- B. Pyramids over two body lengths should be performed only during pregame, time-outs, quarter breaks or halftime activities in order to avoid the potential of interference from players, game officials, spectators, etc. on the sidelines during the actual game.
- C. Tumbling should only be performed on appropriate surfaces.

### **Specific Basketball Guidelines**

- A. Pyramids over two body lengths performed indoors must have spotters in front and back of the pyramid for each person over "two persons" high.
- B. Pyramids over two high should be performed only during pregame, time-outs, or halftime activities.
- C. Flips from partner stunts or basket tosses should not be performed indoors without the use of cushioned mats.
- D. Basketball tosses should be performed only during pregame, time-outs, or halftime activities and should be performed in a space which insures that no incidental traffic could interfere with the toss.

Note: The above safety guidelines are general in nature and are not intended to cover all circumstances. All cheerleading gymnastics (including tumbling, partner stunts, pyramids, and jumps) should be carefully reviewed and supervised by a qualified and knowledgeable advisor or coach.