

2019-2020 Football Operating Code

1. ORGANIZATION STRUCTURE

1.1 CONFERENCE STRUCTURE

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

1.1.1.1 East: Bloomsburg, East Stroudsburg, Kutztown, Lock Haven, Millersville, Shepherd, Shippensburg, West Chester.

1.1.1.2 West: California, Clarion, Edinboro, Gannon, IUP, Mercyhurst, Seton Hill, Slippery Rock.

1.1.2 The PSAC will utilize a 10-game schedule with seven divisional games and three crossovers. Only divisional games will count in the conference standings.

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

1.2 CONFERENCE COMMITTEES

1.2.1 An athletic administrator from a member school shall be selected chairperson to the football coaches. Duties:

- a. Annual Meeting/Special Meetings: Prepare and distribute an agenda, oversee recording and distribution of minutes.
- b. Present approved recommendations to the Athletics Administrators for action.
- c. Assist conference office with editing of the sport operating code.

1.3 MEETINGS: The annual meeting of football coaches shall be at the discretion of the conference office.

1.4 PERSONNEL

1.4.1 Staff Limitations

- a. 1 head coach
- b. 4 full-time assistant coaches (coaching contract with benefits)
- c. 5 paid part-time coaches or graduate assistants or volunteers
- d. **10 TOTAL COACHES**

1.4.2 Additional Staffing

- a. An institution is also permitted to utilize an unlimited number of full-time undergraduate students with no limitation of duties.
- b. An institution is also permitted to utilize a maximum of one social equity position per sport.
 - i. The social equity position may not be utilized as the head coach

1.5 NATIONAL LETTER OF INTENT: Each Conference member agrees to abide by the regulations and procedures outlined in the National Letter-of-Intent Program.

1.6 SQUAD SIZE: The maximum squad size limit shall be 105. This number of student-athletes will take effect no later than 48 hours prior to the first scheduled contest.

1.6.1 150-Man Football Roster Limitation - Approved Interpretation:

- 1.6.1.1** Institutions must count any player eligible to practice (does not include non-qualifiers).
- 1.6.1.2** A player that is injured and will be out for the remainder of the season can be replaced on the roster. (An injured player expected to return may not be replaced).
- 1.6.1.3** If a player quits the team, he can be replaced.

2. REGULAR SEASON PROCEDURES

2.1 GAME DAY PROCEDURES

2.1.1 Uniforms: The home team will wear a dark or colored jersey and the visiting team will wear a white jersey.

2.1.2 Game Balls: The official game ball must be Wilson WTF1003B.

2.1.3 The host institution will provide the following for the visiting team:

- a. Adequate dressing and shower facilities.
- b. Three cases of acceptable beverage at half-time.
- c. Transportation of sideline equipment from buses to locker room and/or field (Highly recommended)

2.1.4 Half-time shall be 20 minutes in accordance with NCAA regulations.

2.1.5 In the event of a transportation delay, the visiting team will be provided 90 minutes of preparation time before the start of competition upon their arrival at the competition site.

2.1.6 Adequate medical supervision will be provided by the host institution and should include a minimum of medical doctor and ambulance. A certified athletic trainer must travel with their respective football team to all away contests.

2.1.7 The final regular season weekend of games will be mandated to start no later than 1:00 p.m., unless mutually agreeable by both institutions.

2.1.8 If a contest is suspended under NCAA Rule 3.3.3.a-b, before the end of the fourth period has concluded and cannot be resumed, the following policy will apply:

- a. If the game cannot be resumed the following day, and less than one half of play has been concluded, the game shall be declared a "no contest".
- b. If one half or more of play has been concluded, and the score at the time of suspension is 35 points or more difference, then it shall be determined as the final score.
- c. If the Athletic Directors of BOTH programs concur, and in consultation with the Commissioner, the contest can be resumed at a later time and date.

2.1.10 Lightning Policy: The certified athletic trainer of the host institution will have the unchallengeable authority to postpone or suspend competition in the event of lightning during PSAC regular season or championship play. The certified athletic trainer and game official/game administrator must consult and agree as to when play is to be resumed.

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

2.2 GAME OFFICIALS

2.2.1 Officials Fees

2.2.1.1 2019: \$275/official; Scrimmage: \$85; 2020: \$285/official; Scrimmage: \$85

2.2.1.2 The assignor fee is \$400/institution and will be billed through the conference.

2.2.2 Member institutions must obtain officials from the Eastern Collegiate Football Officials Association. Seven-Man crews provided.

2.2.3 It is recommended that the officials' organization assign an official timekeeper as part of the regular assigned crew.

2.2.4 It is recommended that the officials' organization assign a 40/25 second play clock operator as part of the regular assigned crew.

2.2.5 Only non-student adults may operate the timing devices.

2.3 GAME ENVIRONMENT

2.3.1 Sportsmanship: The PSAC is committed to developing sportsmanship and creating healthy environments for competition. We believe that part of the role of education through sports is to educate all participants in athletic contests to conduct themselves with civility, dignity and respect for opponents.

2.3.2 Crowd Control Statement: Each member institution is expected to have the following announcement read prior to each contest (at a minimum). Institutions are encouraged to develop a format in which participating student-athletes or other enrolled student-athletes recite this (or a similar statement) prior to competition. “The PSAC and (host institution) promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages is prohibited. Thank you for your support of the PSAC and (host institution).”

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

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

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

2.3.3 Game Environment, The PSAC and Division II: Institutions have a unique opportunity to establish the link between the educational purpose of Division II athletics and the competition environment at Division II events. Game Environment goes beyond the behavior of players and coaches to include all that surrounds the event, including game administration, fans and student supporters. Sportsmanship should be regarded as a mandatory subset of game environment. That is, an institution can exhibit great sportsmanship without having a great game environment. However, it is not possible to have a great game environment without sportsmanship.

2.4 MEDIA SHARING

2.4.1 Film Policies

2.4.1.1 All played contests (conference and non-conference) will be uploaded to Hudl.

2.4.1.2 The home team will be required to upload games following each conference game.

2.4.1.3 If a non-conference game is played on the road, the PSAC team MUST upload the game.

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

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

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

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

2.4.1.8 There will be full access to all contests played in the exchange. Each institution will be able to download all other institutions' games regardless of home/away, conference/non-conference.

2.4.1.9 The games must be in the required format outlined by Hudl.

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

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

2.4.1.11 Each head coach is encouraged to invest time to train camera personnel prior to the beginning of the season. Camera personnel should be cautioned to limit their conversations during the filming of a game.

2.4.1.12 The conference office will investigate any violation of the above rules. The conference office shall fine an institution \$100 per violation, as deemed appropriate.

2.4.1.13 In the event of a catastrophic circumstance in which equipment is damaged or completely unable to be used, the institution must provide, in writing, a description of the problem and solution for immediate resolution. This document must be signed and submitted (emailed if possible) by the athletic director to the conference commissioner.

2.4.1.14 If a problem occurs, the first contact should be Hudl, then the conference office, then the institution that is expecting your game.

2.4.1.15 It is recommended that the host institution provide equal facilities for the camera operators.

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

3. CHAMPIONSHIP PROCEDURES

3.1 TOURNAMENT FORMAT

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

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

3.1.3 In the event of a tie between two or more teams for the division lead, the following procedure will be utilized. In the process of breaking the tie among multiple teams, if one team is eliminated from the tie, then the tiebreaking process will restart from the first step.

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

3.2 TOURNAMENT PROCEDURES

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

3.2.2 Admission: Ticket prices are determined by the host institution as per normal gameday rates. There shall be no charge for opposing school students with valid ID.

3.2.3 Expenses: Host institution will be responsible for officials' fees. Gate receipts remain with the host institution.

4. ALL-CONFERENCE AWARD PROCEDURE

4.1 TEAM COMPOSITION and INDIVIDUALS AWARDS

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

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

4.1.3 Each Division shall select a Coach, Freshman and Offensive & Defensive Athlete of the Year. To be eligible for the Freshman of the Year Award, a student-athlete should be listed by the institution as a freshman or red-shirt freshman and must be competing in their initial year of eligibility for that sport.

4.1.4 First and second team Eastern and Western Division All-Conference players receive a certificate. Individual award winners will receive a plaque.

4.2 NOMINATION PROCEDURES

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

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

4.2.3 A player must have played at least 30% of his total games played at a particular position in order to be nominated for that position.

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

4.2.5 From his team only, a coach may nominate one player each in the categories of: Athlete (Offense), Athlete (Defense) and Freshman of the Year.

4.3. VOTING PROCEDURES

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

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

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

4.3.4 A ballot must be completed fully in order to be counted.

4.4 MISCELLANEOUS

4.4.1 The All-Conference Team shall be released during the week following the final mandated Conference game / PSAC Championship Game.

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