

2019-2020 Women's Basketball 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, Mansfield, Millersville, Shepherd, Shippensburg, West Chester.

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

1.1.2 The conference will conduct play in a double round robin format within each division (16), and play six crossover contests with the opposite division. All mandated contests, including crossovers, will count in divisional standings.

1.2 CONFERENCE COMMITTEES

1.2.1 Sports Chairperson: An athletic administrator from a member school shall be selected chairperson to the women's basketball 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. Attend the championship and administrate any conference issues that arise at the site.
- d. Assist conference office with editing of the sport operating code.

1.3 MEETINGS

1.3.1 The annual meeting of women's basketball coaches shall be at the discretion of the conference office.

1.3.2 Meetings will be held in conjunction with the men's basketball coaches, as appropriate.

1.4. PERSONNEL

1.4.1 Staff Limitations

- a. 1 head coach
- b. 1 full-time assistant (coaching contract with benefits) or part-time assistant or volunteer
- c. 1 paid part-time assistant (half time or less) or graduate assistant or volunteer
- d. 2 volunteers
- e. **5 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.

2. REGULAR SEASON PROCEDURES

2.1 GAME DAY PROCEDURES

2.1.1 Uniforms: Home team will wear white jerseys; the visiting team will wear dark jerseys. **Cross-overs:** During the second day of cross-overs, the home team will wear dark jerseys and the visiting will wear white jerseys.

2.1.1.1 Game uniforms must have visible numbers (e.g. numbers that are wholly of a color that contrast with the color of the jersey) on the body of the uniform.

2.1.2 Game Balls: The official game ball must be Wilson (WTB0701). It is recommended that the host furnish for the visiting team, six warm-up basketballs that are the same brand and type as the official game ball.

2.1.3 Game Times: Wednesday (or weekday) – PSAC doubleheader games shall not begin before 5:30 p.m., and may not start any later than 6:00 p.m. **Saturday** – PSAC doubleheader games shall not begin before 1:00 p.m. or later than 6:00 p.m.

2.1.3.1 Crossover Start Times:

a. Crossovers scheduled on consecutive days in a Saturday/Sunday format shall start at 1 p.m.; All other consecutive days formats shall start at 5:30 p.m.

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- Saturday & Sunday, November 23 & 24 – 1 p.m. start of doubleheader (women first).
- Friday & Saturday, December 20 & 21 – 5:30 p.m. start of doubleheader (women first).
- Saturday, December 7th – 1 p.m. start of doubleheader (women first) – Unless mutually agreed upon by both institutions.
- Crossover during first half of divisional play – Follow day of the week doubleheader guidelines from 2.1.3. – Unless mutually agreed upon by both institutions.

2.1.4 In the event of a transportation delay, tip-off will be rescheduled for 45 minutes after the visiting team first enters the gymnasium building.

2.1.5 The schedule must conform to the NCAA regulations for the number of Division II games necessary to be eligible for the PSAC Championship.

2.1.6 Media timeouts will be conducted during the regular season according to the NCAA model. One media timeout per quarter will be conducted at the first dead ball after the game clock has reached the five-minute mark.

2.1.7 Each member institution must reserve two rows of seating behind the visiting team's bench for visiting spectators.

2.1.8 The home institution is responsible for furnishing a chalk or white board and stats at half time and after the game for the visiting team.

2.1.9 Pre-game clock is to start at 60:00 and run down.

2.2 REGULAR SEASON GAME OFFICIALS

2.2.1 Officials Fees

Regular Season Game Fee: 2019-20: \$250/official.

Scrimmage Fee: \$50/official, 4 officials max.

Exhibition Fee: Same as regular season game fee.

2.2.2 Three officials will be used in all PSAC contests. Two-person crews are not permissible.

2.2.3 The assigning of officials will be coordinated by the Assignor and Commissioner. The assignor fee is \$400 per program per school and will be billed through the conference office.

2.2.4 Coaches will provide input on the pool of officials for the championship and the next season, using an evaluation instrument provided by the Commissioner.

2.2.5 If for any reason officials fail to appear at a scheduled contest, it shall be the responsibility of the host athletics administrator or his/her designee to determine whether qualified officials can be found and whether the game can be played.

2.2.6 Only non-student adults may be used to operate game and shot clocks.

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 The director of athletics or the designated representative is responsible for removing artificial noisemakers from the competition area.

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 Synergy.

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. If you are playing against an opponent whose league also uses Synergy, make contact with that institution and Synergy. The non-PSAC institution will be permitted to upload the game for you and have it located in both league libraries.

2.4.1.4 The home team is responsible to have video uploaded and available by noon the day following the played contest.

2.4.1.5 For an away non-conference game, the upload must be completed and available by noon, two (2) days following the played contest. An institution may upload (and is encouraged to do so) game earlier than required.

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

2.4.1.7 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.

2.4.1.8 In addition to timely uploading, the games must be in the required format outlined by Synergy.

2.4.1.9 Usernames and password should be treated as sensitive and not be shared with anyone.

2.4.1.10 The PSAC Tournament host institution will be responsible for recording/uploading all three games during semifinal/championship game play.

2.4.1.11 Video Specifications:

- a. Each uploaded game must be a complete game.
- b. Audio should be included.
- c. The wide sideline shot should show all players involved in the action.
- d. A video shot of the scoreboard showing the time and score must occur during timeouts and at the end of each quarter.

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

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

2.4.1.14 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.

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

2.4.1.16 No exchange will be granted to a school outside our conference in order to scout another member institution.

2.4.2 There will be no recording of conference basketball teams while scouting.

3. CHAMPIONSHIP PROCEDURES

3.1 TOURNAMENT FORMAT: The top six teams from each division at the end of the regular season shall qualify for the championship tournament and it shall be held the Monday, Wednesday, Saturday and Sunday prior to the NCAA Regional Qualifying Round.

3.1.1 Seeding: The determination of seeding for the tournament is based on win/loss record utilizing the conference mandated schedule. The divisional standings for determining post-season berths will include all mandated conference matches, divisional and crossover, without affecting the number of qualifying teams from each division. The following criteria shall be used in order to break any tie(s) in the seeding process for the conference tournament:

- a. Head to head competition within mandated schedule (tied teams' record against one another).
- b. Record vs. top seeded conference division team(s) progressing down until the tie is broken.
- c. Number of wins against NCAA Division II opponents at or over .500.
- d. Winning percentage against NCAA Division II opponents under .500.
- e. Coin toss.

NOTES: If there are ties for more than one place, the highest seeds are determined first before breaking ties for lower seeds. In the process of breaking the tie among multiple teams, each tiebreaker step will be calculated until at least one team is awarded a higher seed OR at least one team is eliminated from the tiebreaker. At that point, remaining ties shall be broken by restarting the tiebreaker process with the first step.

3.1.2 Date/Time: Refer to Appendix B

3.1.3 Site: Refer to Appendix B

3.1.4 The following criteria will apply in the event that the PSAC Championship Tournament cannot be completed and a champion determined:

- a. Highest remaining seed in tournament
- b. If they are equal (both #1's win, etc.) highest regionally ranked team
- c. Krause Kount within the PSAC (Appendix A)
- d. Head to head competition
- e. Winning percentage vs. common opponents

3.2 TOURNAMENT PROCEDURES

3.2.1 Tournament Director: An athletic administrator at the host institution shall serve as the Tournament Director. The Tournament Director shall:

- a. Organize and administer the championship tournament,
- b. Provide information concerning practice times, hotel accommodations, tickets, parking, security and other services available, and
- c. Prepare a complete financial report of the tournament to be submitted to the Commissioner.

3.2.2 Championship Expenses (FINAL FOUR)

3.2.2.1 Host institutions are permitted to charge expenses as outlined in the PSAC Basketball Reimbursement Guidelines (Appendix C).

3.2.3 Championship Practice Times

3.2.3.1 Each semi-final team will be provided one hour of practice time on the night before semi-finals on the main floor of the championship site. Choice of practice time will be based on distance traveled; the team traveling the furthest will choose first.

3.2.3.2 On the day of the semi-finals, one half hour of practice time will be provided for each team on the main floor at the championship site. Teams playing the first game will receive early practice times and teams playing the second game, late practice times. Higher seeds have top priority.

3.2.3.3 On the day of the Championship Game, the host school will designate available practice times – equal in duration – 45 minutes to an hour. The winner of the first semifinal will have the first practice time.

3.2.4 Conduct of the Championship (Refer to Appendix B): Current NCAA Basketball Rules will be used.

3.2.5 Media Timeouts: Media timeouts during the PSAC playoffs will follow the NCAA model. One media timeout per quarter will be conducted at the first dead ball after the game clock has reached the five-minute mark.

3.2.6 Officials: Refer to Appendix B. Tournament officials will be selected by a vote of the coaches from a pool of officials provided by the supervisor of officials.

3.2.7 Awards

3.2.8.1 Provided by the conference office. PSAC Champion Trophy, PSAC Runner-up Trophy, 20 Individual Awards to the Championship Team and an MVP Plaque.

3.2.8.2 The Most Valuable Player of the Tournament will be selected by a committee established by the PSAC Communications Director.

3.2.8.3 Awards Ceremony Protocol: The second place team is required to remain present at the site of competition until they are presented with their runner-up trophy.

4. ALL-CONFERENCE AWARD PROCEDURE

4.1 TEAM COMPOSITION and INDIVIDUALS AWARDS

4.1.1 A first and second team of seven (7) players each shall be selected in each division.

4.1.2 Players shall be selected regardless of position.

- 4.1.3** Athlete of the Year, Defensive Player of the Year, Freshman of the Year and Coach of the Year will be selected by a vote of head coaches indicating a first and second choice for each award. 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 All-Conference players will receive a certificate. Individual award winners will receive a plaque.

4.2 NOMINATION PROCEDURES

- 4.2.1** A coach may nominate no more than five players from his/her team only.
- 4.2.2** In order to be nominated, a player must have participated in at least 66% of her team's contests.
- 4.2.3** From his/her team only, a coach may nominate one player each in the categories of: Athlete, Defensive Player and Freshman of the Year.

4.3 VOTING PROCEDURE

- 4.3.1** A coach may **not** vote for him/herself or own players.
- 4.3.2** Coaches must cast votes equal to the number of first and second team players selected (14).
- 4.3.3** Ballots will be structured to require rank ordering by coaches in their voting.
- 4.3.4** In order to be counted, a ballot must be completed in full.

4.4 MISCELLANEOUS

- 4.4.1** The all-conference team shall be released during the week following the conclusion of the regular season, prior to the conference championship.
- 4.4.2** The selection process will be conducted by the Conference Communications Director in accordance with the PSAC policy.

APPENDIX A
NATIONAL TEAM RATING PROPOSAL - NCAA DIVISION II
JERRY KRAUSE, EASTERN WASHINGTON UNIVERSITY

RANKINGS

- I. The weighted point system is designed to be an objective measure of a team's achievement that takes into account the most important factors in college basketball; game outcome (W-L), game location (home or away), strength of opponent, and level of competition.
- II. Team rankings will be determined by averaging the points accumulated according to the weighted point system; i.e., by dividing the total points by the number of counting games.
- III. The basic weighted point system commonly called the "Krause Kount": is as follows:
 - A win against a winning opponent away = 5 points
 - A win against a losing opponent away = 4 points
 - A win against a winning opponent at home = 4 points
 - A win against a losing opponent at home = 3 points
 - A loss against a winning opponent away = 2 points
 - A loss against a winning opponent at home = 1 point
 - A loss against a losing opponent away = 1 point
 - A loss against a losing opponent at home = 0 points
- IV. **Special point value adjustments**
 - A. Level of Competition
 - 1. Games with NCAA Division I opponents - two bonus points will be given for all wins.
 - 2. Games with NAIA and NCAA Division II opponents - basic point system is applied.
 - 3. Games with NCAA Division III opponents - one penalty point will be assessed for all games.
 - 4. Games with opponents who are not NCAA or NAIA - one penalty point will be assessed for all games.
 - B. Neutral court games - these games are classified as home games.
 - C. Forfeits are counted as wins.
- V. **General principles**
 - A. A "winning team" is classified as such when its season record prior to a game is .500 or above.
 - B. The point system is applied to all games defined as legal games by NCAA rules.

PROCEDURES

- I. The point system will be applied beginning with the first game of the season and for each game thereafter until a ranking is determined.
- II. Each NCAA Division II school is responsible for reporting all counting game results (opponent's record, scores, and game point value) to the NCAA national office as part of their regular weekly statistic report. To be considered for a regional tournament play-off a school must have reported complete results for all counting games played during a season.

APPENDIX B
PSAC BASKETBALL CHAMPIONSHIP FORMAT

TICKETS

1. Admission should be charged each round of the Tournament – First, Quarterfinal, Semifinal and Championship Game
2. **Prices Each Round:** Adult - \$10, Student age - \$5, Free admission for students from member institutions with valid I.D. PSAC passes are accepted. Complimentary school-issued tickets - None.

FIRST ROUND and QUARTERFINALS

1. The top six teams in each division, based on the entire mandated league schedule, will qualify for the play-offs.
2. First round games on the Monday preceding the championship, will be contests with the #6 team in each division playing at the #3 team in the same division and the #5 team in each division playing at the #4 team in the same division. The #1 and #2 seeds will have a bye in the first round.
3. Quarterfinal games on the Wednesday preceding the championship, will be contests with the winner of the #6/#3 game playing at the #2 seed and the winner of #5/#4 game playing at the #1 seed within respective divisions.
4. **Start Times:** If hosting a single (non-doubleheader) first round or quarterfinal game, the host institution may determine the starting time, no earlier than 5:30 p.m. and no later than 7:30 p.m. If hosting a play-off doubleheader (women and men), the contest will be scheduled for 5:30 p.m. and 7:30 p.m. start times.

HOSTING GUIDELINES – SEMIFINAL AND CHAMPIONSHIP

If the top remaining Divisional seed (Eastern in odd number years, Western in even numbered years) is unable to host the championship due to failure to meet hosting criteria as contained herein, the championship site will be awarded to the institution able to meet the criteria using the following priority: 1) The next highest remaining seed in the respective division; 2) The top remaining seed in the opposite division; 3) The remaining school in this division; 4) A neutral school as recommended by the respective basketball committee to the respective program executive committee.

The enclosed format is applicable to a separate championship for men and women. Should a combined championship take place, the commissioner shall be authorized to make the necessary adjustments to operate an efficient and effective championship. In order to qualify as host for a PSAC Basketball Championship, a school must be able to adhere to all guidelines as listed heretofore.

SEMI-FINALS

1. **Date | Times:** Saturday prior to NCAA Regionals | 1 p.m. and 3:30 p.m. -- Host will play in second game.
2. **Site:** Highest remaining seed determined by date of championship - Eastern Division champion in odd numbered years and Western Division champion in even numbered years.
3. **Pairings:** Advancing teams will face teams from opposite division per original bracket.
4. **Pregame Site Availability:** Floor must be available to teams playing first game no later than one hour before the tip-off.

FINALS

1. **Date | Time:** Sunday prior to NCAA Regionals | 3 p.m.
2. **Pairings:** Semi-final winners with no consolation game.
3. **Pregame Site Availability:** Floor must be available to teams no later than one hour before the tip-off.

SEMI-FINALS and FINALS

1. **Officials:** Three officials, plus an alternate official on site will be coordinated by the conference office.
2. **Bench Personnel:** Coaching staff requirements (See 1.4) apply. There is no maximum number of uniformed personnel for the PSAC Tournament. **Practice Provisions:** The host team is to secure the main floor of the championship site, providing practice sessions for each remaining participant. NOTE: A minimum of 10 minutes between the end of each session and the beginning of the next session is suggested.

Times

Day Prior to Tournament: Four 60-minute sessions | Teams travelling to the championship site will select among the allotted times.

1st choice: Institution located greatest distance from championship site | 2nd choice: Second greatest distance | 3rd choice: Third greatest distance | 4th choice: Host institution

Day of Semifinals: Four 30-minute sessions | Teams playing in the first semifinal contest will select among the two earliest allotted times; Teams playing in the second semifinal contest will select among the two latest allotted times.
- Highest seed in each contest will select among the two available times.

Day of Championship Game: Two sessions equal in duration – minimum of 45 minutes / maximum of one hour - as determined by the host site and ending no later than noon.
- Winner of first semifinal shall practice during the first allotted time.

APPENDIX C – PSAC BASKETBALL REIMBURSEMENT GUIDELINES

- I. Teams qualify and sites selected in accordance with respective operating code.
- II. **First Round and Quarterfinal Guidelines**
 - A. **Conference Expenses**
 - 1. Officials: Hired by conference office at prevailing rates and in accordance with respective operating codes.
 - B. **Host Expenses**
 - 1. Table Officials
 - 2. Program
 - 3. Ticket Sellers and Takers
 - 4. Security
 - 5. Site preparation and clean-up
 - 6. Secretarial Services
 - 7. Ticket printing
 - 8. Medical/Training Expenses
- III. **Championship Guidelines (Final Four Only)**
 - A. **Conference Expenses**
 - 1. Officials: Hired by conference office at prevailing rates and in accordance with respective operating codes.
 - 2. Table Officials: Scoreboard, clock, and announcer.
 - 3. Awards: Ordered by the conference office.
 - 4. Ticket Sellers and Takers: Only from time doors open for actual contest
 - 5. Sport Chairperson: Mileage (at prevailing state rate); meals (not to exceed daily state rate); lodging (receipt required).
 - B. **Host Institution**
 - 1. Must pay the following expenses:
 - a. Security
 - b. Workers for site preparation and clean-up
 - c. Secretarial services
 - d. Ticket printing
 - e. Medical/training services
 - 2. Although reimbursable, host pays floor officials from gate receipts.
 - 3. May operate concession stands, parking, and sell souvenirs with profits remaining with university.
 - C. **Ticket Information**
 - 1. No school-issued complimentary tickets.
 - 2. Conference passes are accepted. Free admission for students from member institutions with valid I.D.
 - 3. Tickets should be sold for each round of the Tournament.
Prices each day: Adult - \$10, Student age - \$5
 - D. **Financial Report**
 - 1. Host institution is responsible for completing report within 30 days of the championship.
 - 2. Report must include any violation(s) of the sport's operating code by a member institution.
 - 3. Report is sent to conference office.
 - E. **Miscellaneous**
 - 1. Exceptions to any of the above policies and procedures must be requested by the respective athletics administrator (host or visitor) to the Commissioner within 24 hours of initial team qualification.
 - 2. Assessment is \$100 plus costs for any "new" radio station desiring to broadcast a PSAC championship. Student and "regular" local stations are exempt.

PSAC WOMEN'S BASKETBALL CHAMPIONSHIP BRACKET

4 West

5 West

1 West

3 East

#6 East

2 East

4 East

5 East

1 East

3 West

6 West

2 West

