

2019-2020 Women's Soccer 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 double round robin play within each division (16 contests). All mandated contests will count in the 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 soccer 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 soccer coaches shall be at the discretion of the conference office.

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: Per NCAA rules.

- 2.1.2 Game Balls:** A Wilson WTH9005XB PSAC Match Ball is required for all PSAC play.
- 2.1.3** Single game dates may be altered following the approval of both institutions' athletic directors and the conference commissioner.
- 2.1.4** The conference mandated schedule will alternate the order of matches on a weekly basis.
- 2.1.5** The conference mandated schedule will be on a two-year rotation, balancing home and away contests.
- 2.1.6** The start time of PSAC mandated matches including doubleheaders will be determined by the home team, with start times no earlier than noon and no later than 5:00 p.m. unless a mutually agreeable time can be coordinated by both institutions. A 10-minute intermission at half time is recommended but not mandated. In addition, doubleheader start times should be scheduled 2 ½ hours apart with the understanding that if the first match runs long, a delay in the start of the second match will result.
- 2.1.6.1** Details for line up submission and warm up times are listed in pregame procedures (see Appendix A)
- 2.1.7** In the event a team is delayed for arrival at the site of competition, the team will be provided 45 minutes of preparation time before the start of competition upon their arrival at the site.
- 2.1.8** Mandated matches postponed due to weather MUST be rescheduled on the next common open date on both teams' schedules.
- 2.1.9** At least one full calendar date must take place between the end of PSAC regular season competition and the beginning of the PSAC Championship Tournament.
- 2.1.10** Regular season games shall be conducted under NCAA rules.
- 2.1.11 Lightning Policy:** The certified athletic trainer from 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/or game administrator must consult and agree as to when play will be resumed.
- 2.1.12 NCAA Suspended Game Policy (Rule 7.5):** A suspended game is considered a temporary action (because of elements or other causes). If the conditions leading to a suspended game persist and the game is not resumed the same day, the game shall be considered "no contest" if it has not progressed to 70 minutes. If the game progressed to 70 minutes, it will be considered complete. A "no contest" does not count, and all normal statistics are nullified; however, cautions or ejections occurring in a "no contest" are subject to Fouls and Misconduct procedures (NCAA 12.4, 12.5, 12.7, 12.8).
- 2.1.12.1 NCAA Inclement Weather Policy, Expiration of Time (Rule 7.6):**
- No game may be started more than three hours after the originally scheduled start time unless the referee has been notified and mutually agreed upon before the start of the game by the teams or determined by the PSAC.
 - Once a game has been started and suspended, it must be restarted no later than three hours after the actual start time unless mutually agreed upon before the start of the game by the teams or determined by the PSAC.
- NOTE:** In either case above all efforts should be made to complete the contest on the same day.

2.2 GAME OFFICIALS

2.2.1 Officials Fees

2.2.1.1 2019: \$225/Referee, \$185/Asst Referee

Spring matches during non-championship segment are \$113/Referee, \$93/Asst Referee

2.2.2 Three person crews are required for all conference games.

2.2.3 Officials shall be contracted by the Commissioner through the Soccer Assignor. **The Assignor fee is \$600** per program for each institution and will be billed through the conference office.

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.

2.3.3 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 Only PSAC mandated contests will be uploaded to Hudl.

2.4.1.2 The home team will be required to upload matches following each conference match. The upload following a match MUST occur before noon the day following the match.

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

2.4.1.4 There will be full access to all mandated contests played in the exchange.

2.4.1.5 In addition to timely uploading, the matches must be in the required form as outlined by Hudl.

2.4.1.6 Access to game footage is restricted. The usernames and password should be treated as sensitive and not be shared with anyone. You may not provide video of a PSAC opponent to any non-conference opponent.

2.4.1.7 The PSAC Tournament host institution will be responsible for recording and uploading all tournament matches.

2.4.1.8 Each head coach is encouraged to invest time to train camera personnel prior to the beginning of the season.

a. Camera personnel should be cautioned to limit their conversations during the filming of a game, and should refrain from talking about personal/private subjects or the use of bad language.

2.4.1.9 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.

2.4.1.10 Video Specifications:

- a. Recording must be conducted from a side view of the field of play.
- b. The ball should not be in the middle of the picture during action, but rather allow a view of the field in front of the play.
- c. As possible, the width of the field should be in view.
- d. Scoreboard should be viewed after each goal, at timeouts, at halftime and at the conclusion of the match
- e. Recording should continue through the final handshake after the match

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

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

2.4.1.13 Only major issues are acceptable as excuses. Not knowing how to capture or upload, not having enough time, incompatible computer, internet speed (slowness) are not acceptable excuses.

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

3. CHAMPIONSHIP PROCEDURES

3.1 TOURNAMENT FORMAT: Based on point total, the top four teams in each division will qualify for the PSAC Championship Tournament and will be seeded respectively as the #1, #2, #3 and #4 seeds.

3.1.1 Seeding: A point system (3 points = win, 1 point = tie) shall be used to determine the play-off teams. The following criteria shall be used in order to break any tie(s) in the selection process for the conference tournament:

- a. Head to Head results of PSAC mandated matches among tied teams.
- b. Goal differential in all mandated PSAC matches.
- c. Fewest goals allowed in all mandated PSAC matches.
- d. Most goals scored in all mandated PSAC matches.
- e. Record against teams not involved in a tie, starting at the top of the standings.
- f. Win-Loss percentage against common opponents outside of the mandated PSAC schedule.
- g. Coin toss

3.1.1.1 Non-Completed Mandated Schedule: If because of weather or other natural causes it becomes impossible to complete the mandated schedule prior to the PSAC Tournament (2.19), the following criteria will be used to determine seeding.

a. Percentage of potential points earned based on games played

(i.e., Team A earns 22 points out of a possible 27 (nine games); Team B earns 21 points out of a possible 24 (eight games) – Team A has 81.4%, Team B has 87.5%; Team B would earn the higher seed)

b. Per Match Average In any circumstance where teams remain tied under 3.1.1.1a but have played an unequal amount of PSAC mandated matches, appropriate tiebreakers would be subject to a per match average.

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

3.1.2.1 First Round Matches: The first round will be played on Tuesday of the week after the completion of the regular season. The first round games shall start no earlier than 1:00 p.m. and no later than 6:00 p.m.

3.1.2.2 Semi-finals and Championship Matches: Played the Friday and Sunday prior to the NCAA Division II Tournament. Semi-final games will be Friday at 11:00 a.m. and 1:30 p.m. unless the host school has a lighted field where the times will be determined in consultation with the conference office. The host team determines the order of the matches. The Championship game shall be played at 1 p.m. on Sunday. Any changes to the schedule must be approved by the commissioner.

3.1.3 Site

3.1.3.1 First Round Matches: First round contests will consist of the #1 seeds hosting the #4 seeds and the #2 seeds hosting the #3 seeds within each respective division.

3.1.3.2 Semifinals and Championship Match: The semifinals and championship games will be played at the site of the top remaining divisional seed (alternating as Western Division host in odd years; Eastern Division host in even years). The #1/4 East winner will play the #2/3 West winner. The #1/4 West winner will play the #2/3 East winner.

3.1.4 Tiebreakers

3.1.4.1 The NCAA tiebreaker procedure of taking kicks from the penalty-kick line or spot shall be used to determine advancement (or conference champion) if the score still is tied at the end of the second sudden-victory overtime period. The game shall be recorded as a tie.

3.1.5 Tournament Policies - Suspended Games and Expiration of Time -- As the Governing Sports Authority, the PSAC has determined the following will take place if a contest is suspended (due to elements or other causes) during tournament play.

3.1.5.1 If a contest does not start, it may be started at any time on the same day.

3.1.5.2 If a contest has started but has not progressed to 70 minutes it may resume at any time on the same day. Under NCAA Rule 7.5, If not resumed the same day, it is considered a no contest and must start over to be played in its entirety.

3.1.5.3 If a contest has progressed to a minimum of 70 minutes, it is considered complete. The team leading at the time of the suspension will advance.

a. If the score is tied at the time of the suspension the NCAA tiebreaker procedure of taking kicks from the penalty-kick line or spot shall be used to determine advancement once conditions permit.

3.1.6 In the event the conference championship cannot be completed, the highest remaining seed following a completed tournament round will be declared conference champion.

3.2 TOURNAMENT PROCEDURES

3.2.1 Tournament Director: The host athletics administrator is responsible for the conduct of any playoff games held at his/her school, including submission of a financial report to the Commissioner's office. The host coach is responsible to his/her athletic administrator for the efficient management of the event.

3.2.2 Championship Practice Times: Visiting teams will be accorded one-hour practice session on the Championship Field the day prior to the Semi-final matches, weather permitting. An equal amount of practice time (no less than 1 hour) will be permitted on the Championship Field the day prior to the Championship Match if both advancing teams confirm their intention to use the facility.

3.2.3 Bench Personnel: Coaching staff requirements (See 1.4) apply. There is no maximum number of uniformed personnel for the PSAC Tournament.

3.2.4 Officials: Three officials will be secured by the conference office, including a table official for each tournament match.

3.2.5 Awards

3.2.5.1 Awards will be provided by the conference office. The Championship team receives a trophy and 32 individual awards. The Runner-up also receives a trophy.

3.2.5.2 A Tournament Most Valuable Player, selected by the Games Committee, will receive a plaque.

3.2.5.3 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 For both divisions a first and second team consisting of 13 players each will be selected as All-Conference. Teams will consist of four (4) defenders, four (4) mid-fielders, four (4) strikers, and one (1) goalkeeper.

4.1.2 For both divisions an Athlete, Defensive Player and Freshman of the Year shall be selected. 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.

4.1.3 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 eight players from his/her team only, ranked in order by position.

4.2.2 All conference nominations shall be by positions.

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

4.2.4 A player must have played at least 50% of her total games played at a particular position in order to be nominated for that position.

4.2.5 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 his/her own players, or himself/herself.

4.3.2 A coach must cast votes equal to the total number of players selected on the first, second and third teams (39).

4.3.3 A coach must rank his/her 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 teams 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 PREGAME PROCEDURES

Single Game or First Game of Doubleheader

Time of Day	Game Clock	Description
_____	60:00	Teams take the field
_____	30:00	Game rosters submitted and exchanged
_____	10:00	Teams clear the field to sideline
_____	9:45	Sportsmanship / Crowd Control Statement
	9:00	Team Introductions – International Walk Out Procedure
_____	4:00	National anthem Teams shake hands Captains and officials meet Coin toss
_____	0:00	Enter 45 minutes on game clock, kick off

Second Game of Doubleheader

Time of Day	Game Clock	Description
_____	38:00	Teams take the field (guaranteed 30 minutes of warm up time)
_____	30:00	Game rosters submitted and exchanged
_____	8:00	Teams clear the field to sideline
_____	7:45	Sportsmanship / Crowd Control Statement
	7:00	Team Introductions – International Walk Out Procedure
_____	2:00	Teams shake hands Captains and officials meet Coin toss
_____	0:00	Enter 45 minutes on game clock, kick off