

**APPENDIX A**

**MIAC OFFICE JOB DESCRIPTIONS**

## **MIAC Executive Director – Job Description**

The duties of the Executive Director of the Minnesota Intercollegiate Athletic Conference (MIAC) shall include but not be limited to the following:

### **A. Administration**

1. Promote and uphold the mission of the conference.
2. Advise and guide the presidents, F.A.R.'s, and A.D.'s on issues related to the general welfare of the conference.
3. Serve as an ex-officio member of the F.A.R.'s, A.D.'s, and coaches groups in each sport and all other standing and ad hoc conference committees unless otherwise specified.
4. Provide a written executive director's report at each F.A.R. and A.D. meeting which will include comments on conference issues and possible national issues in athletics.
5. Be responsible for the development, timely distribution, and retention in the conference office of all minutes for the F.A.R. and A.D. meetings.
6. Assist the president of the F.A.R.'s in providing oversight of conference strategic planning.
7. Monitor conference personnel policies and be responsible for the supervision and evaluation of conference office personnel.
8. Ensure that the physical assets of the conference office are maintained effectively.
9. Procure and distribute all championship trophies and plaques to the appropriate individuals and/or conference members.

### **B. Fiscal Management**

1. Receive and hold all conference funds and be responsible for the payment of all budgeted expenses and any other expenses upon proper authorization.
2. Prepare and submit to the membership a budget for conference operations.
3. Inform each member institution of the amount of its annual assessment, receive these assessed funds, and place these funds in a general fund from which expenses of the conference may be paid.
4. Submit regular financial reports to the membership.
5. Adhere to conference fiscal management procedures.

### **C. Compliance**

1. Serve as conference compliance officer by having initial responsibility for enforcing conference rules and regulations.
2. Receive and investigate alleged violations and appeals of the conference by-laws, rules of eligibility and/or regulations.
3. Review eligibility lists.
4. Manage hardship waiver process.
5. Maintain and distribute case histories of appeals and waivers.
6. Regularly educate the membership on effective utilization of NCAA rules and interpretation resources.

### **D. Scheduling and game officials**

1. Maintain a master schedule of regular season and post-season competition as requested by the membership.
2. Coordinate the selection, assignment, and evaluation of game officials in all sports as requested by the membership.
3. Coordinate annual rules interpretation meetings for officials and conference coaches.
4. Be responsible for mediating grievances between game officials and conference members.
5. In unusual circumstances, be responsible for canceling or postponing and rescheduling any contest in consultation with the athletic directors of the institutions involved.

### **E. Conference sports information**

1. Be responsible for the supervision of conference sports information.
2. Coordinate publicity and public relations of the conference and serve as the liaison between the conference and representatives of the media.

### **F. NCAA relations**

1. Prepare and submit official communications with the NCAA on behalf of the conference.
2. Maintain current knowledge of all NCAA regulations pertaining to DIII athletic programs.
3. Assist the conference in sponsoring legislation at NCAA meetings.
4. Promote the involvement of individuals at member institutions on NCAA committees and boards.
5. Serve as the conference voting delegate.

## **MIAC Assistant Executive Director – Job Description**

The Minnesota Intercollegiate Athletic Conference (MIAC) maintains a 12-month staff position with the title of “Assistant Executive Director”. The Assistant Executive Director reports to and is under the direct supervision of the Executive Director.

### **The Assistant Executive Director shall:**

1. **Be responsible for Conference Sports Information**
  - a. Serve as ‘webmaster’ and maintain the conference website.
  - b. Coordinate statistics gathering from member institutions and report to NCAA, media, and member institutions (via website).
  - c. Provide weekly updates and produce releases to the media and member institutions.
  - d. Produce seasonal media guides.
  - e. Serve as primary conference contact for media and conference sports information personnel.
  - f. Maintain conference athletic records.
  - g. Solicit and publicize the selection of All-Conference teams, Academic All-Conference, other awards conference awards including athletes of the week.
  - h. Facilitate annual Sports Information Director meeting.
  - i. Coordinate sports information for conference championships and tournaments with the host institution.
  - j. Update the conference website in a timely manner, including evenings and weekends.
  - k. Prepare and print programs for neutral site playoffs.
2. **Be responsible for Fiscal Management of officials**
  - a. Prepare, print, and distribute payment for sport officials (including travel expenses).
  - b. Maintain current information on sport officials.
  - c. Prepare and distribute IRS form 1099 to officials when applicable.
  - d. Adhere to conference fiscal management procedures.
  - e. Serves as secondary user of Quickbooks software.
3. **Assist in Central Office Management**
  - a. Serve as recorder for conference meetings.
  - b. Record and prepare draft of meeting minutes and legislation for Executive Director.
  - c. Update and distribute Conference Policies and Procedures Manual each year.
  - d. Preparation and distribution of conference sport passes.
  - e. Assist in the preparation and distribution of conference sport schedules.
  - f. Update and distribute Conference Directory each year.
  - g. Receive and address inquires of an operational nature based upon existing conference policy.
  - h. Assist in the preparation of general mailings.
4. **Scheduling**
  - a. Contact with supervisors and assignors of officials to ensure proper scheduling of officials.
  - b. Put together schedules prior to seasons.
  - c. Maintain schedule throughout the seasons.
5. **Awards**
  - a. Produce and distribute All-Conference, All-Academic, Athletes of the week, and ‘other’ approved certificates.
  - b. Order and assist in distribution of championship, playoff and coach of year plaques to appropriate conference members.
6. **Perform other duties as assigned and approved by the conference**

## **APPENDIX B**

### **PROCEDURES INVOLVING ALLEGED RULES VIOLATIONS**

### **Procedures Involving Alleged Rules Violations**

A Faculty Athletic Representative(FAR) or a Director of Athletics(AD) may request like officials at another member institution to investigate within their institution alleged violations of conference rules. As a principle of conference policy it is recommended that such requests be made and the answers considered prior to the lodging of formal complaints.

Formal complaints must be detailed in writing, endorsed by both the FAR and AD, and submitted to the Compliance Officer only through the FAR or the AD. The Compliance Officer shall receive and investigate all such formal complaints.

The Compliance Officer will conduct an informal investigation first in order to ascertain whether a probable rules violation has occurred. If in the judgment of the Compliance Officer a rules violation may have occurred, the Compliance Officer will conduct a formal investigation of the complaint. Upon determining that a formal investigation should move forward, the Compliance Officer shall inform the institution in question, in writing, of the specific allegations. Such investigation shall involve interviewing all persons named in the complaint and anyone else that in the Compliance Officer's judgment might provide information pertinent to the complaint. The Compliance Officer shall make transcripts of all such interviews or meetings. If the Compliance Officer's investigation leads to the belief that a violation may exist, the Compliance Officer shall submit full written documentation of the investigation to the MIAC Compliance Committee and a recommendation of what penalties might be imposed. The Compliance Officer shall inform the FAR and the AD of the institution filing the complaint and of the institution involved in the alleged violation that the complaint has been submitted to the Compliance Committee at the time that this is done.

The Compliance Committee shall have access to all information gathered by the Compliance Officer during the formal investigation and may conduct a further investigation of the matter if it so desires. After consideration of the matter, the Compliance Committee will render a decision as to whether a violation occurred and if a violation did occur, what penalty is imposed. The Compliance Committee will inform the Compliance Officer in writing of its decision. The Compliance Officer shall then inform the persons or institutions involved of this decision. If the Compliance Committee rules that a violation has occurred, the Compliance Officer shall inform the institution involved by registered mail.

The decision of the Compliance Committee is final unless an appeal is taken to the Board of Faculty Athletic Representatives. An appeal is made through the conference president and must be received within thirty days after notification of the Compliance Committee's decision is received. The decision of the Board is final.

Any member, or members of the Compliance Committee representing an institution initiating a complaint or named in a complaint shall be ineligible to participate in the hearing or to vote. The vacancy or vacancies, caused by such ineligibility shall be filled by the appointment of a FAR or AD from an uninvolved institution. This appointment will be made by the conference president. If an appeal is made, Faculty Athletic Representatives from the involved institutions will not vote.

Penalties for violation of Conference Rules which may be imposed are:

1. The guilty institution, or staff member, may be reprimanded and warned against repetition of the offense.
2. A guilty staff member may be denied the privilege of contact with any prospective athlete for a period of time. The same penalty may be imposed upon all staff member of the sport involved.
3. A student in violation of any regulation may be declared ineligible or deprived of a year of competition. The term of ineligibility may be determined by the compliance committee unless specified by NCAA or conference regulations.
4. The institution may be placed on probation for a period of from one to three years.
5. The institution may be declared ineligible for post-season events.
6. The institution may be denied the right to schedule the maximum number of games in the sport in which the violation occurred. If such a penalty involves not scheduling conference games, this action shall be subject to approval of the conference.
7. A. Student-athlete must be held out of competition, once eligible, for a minimum of an equal number of contests he/she competed in while ineligible.  
B. Institution must forfeit any contest in which an ineligible student-athlete participated in.

C. If the institution using an ineligible student-athlete wins or ties the contest, the opposing team will be awarded a win, plus any standing points associated with the win.

D. If the institution using an ineligible student-athlete loses the contest, the result and standings will not be altered and the institution with the ineligible student-athlete will be awarded the loss. (*revised 06/06*)

8. Severance of athletic relations with offending institution may be ordered. This action shall be subject to the approval of the conference.

Public announcement of reprimands or penalties imposed may be made only after the institution involved has been notified and after the expiration of the period during which an appeal may be made. If an appeal is made, public announcement shall be made only after the institution has been notified of the Board of Faculty Athletic Representatives' decision.

## **MIAC Faculty Board of Athletic Representatives Appeal Hearing Procedures**

The purpose of this document is to provide institutions, involved individuals and the MIAC Board of Faculty Athletic Representatives (FAR Board) with advanced written information regarding the procedures that will be followed during an appeal of an MIAC Compliance Committee judgment before the FAR Board.

An MIAC member institution or individual must notify, in writing, the President of the FAR Board of their intent to appeal a judgment of the MIAC Compliance Committee within 30 days of receipt of a judgment (see attached form). The appealing institution must specifically identify (in writing) the part or parts of the Compliance Committee ruling and/or sanctions that they are appealing. The President will then call a meeting of the full FAR Board to hear the appeal within 30 days following the notification of intent to appeal. The appeal will be presented by institutional members; the summary of the Compliance Committee decision will be presented by the Compliance Officer, and the hearing presided over by the President of the FAR Board or designee.

### **Documents Reviewed by the FAR Board**

- The FAR Board will receive and review the allegation(s), the case summary and judgment as well as responses submitted by the institution and other parties.
- Prior to the hearing, the President of the FAR Board will distribute to the institution, involved individuals and Compliance Committee a list of the specific documents that will comprise the official record the FAR Board will review.
- Any additional documentary evidence that the institution, involved individuals or the Compliance Committee would like the FAR Board to review must be received by the Board and all other parties, including the Compliance Committee, at least 5 days prior to the date of the appeal.
- The FAR Board may also request additional documented evidence during the hearing or during the deliberations, with copies provided to all parties.

### **Introductions**

- The President of the FAR Board (or designee if recused) will call the meeting to order and introduce the members of the FAR Board.
- Following introduction of the participating members of the FAR Board, the institution will introduce its representatives, followed by the Compliance Officer introduction of the participating members of the Compliance Committee.

Following introductions, the Presiding Officer will make any necessary announcements, followed by opening statements by the institution and the Compliance Committee representative.

### **Opening Statements**

- The institution (including any directly involved individuals e.g., coach, student-athlete) and the Compliance Officer are provided an opportunity to present an opening statement to the Board.
- The opening statement should be limited to 15 minutes for the institution (including any directly involved individuals e.g., coach, student-athlete) and 15 minutes for the Compliance Officer providing only general information regarding the nature of the case and the position of each party and generally should not include any specific information that will be reviewed during the consideration of the individual allegation(s).
- The institution will provide the first statement, followed by the representative from the Compliance Committee

### **Review of the Allegation(s)**

- The FAR Board will review each allegation and judgment separately, generally in the order contained in the official inquiry and final report of the Compliance Committee.
- The FAR Board allows all parties to present any information relevant to the allegation. The purpose of the appeal is to provide each party an opportunity to present all information that it deems important for the FAR Board to review in determining if the appeal is to be granted or the judgment of the Compliance Committee is to be upheld. A 30 minute time frame shall exist for presentation and discussion of each allegation in question. The President shall have authority to extend the 30 minute time period if deemed necessary.

- For each allegation, the Compliance Committee presents a general description of the allegation and supporting information/documentation to support its judgment.
- The institution is then provided an opportunity to respond to the allegation and judgment.
- FAR Board members may ask questions at any time during the discussion of an allegation. Any institutional representative, involved party or member of the Compliance Committee may be questioned on any relevant issue.
- If the institution, involved party or member of the Compliance Committee wishes to ask a question of another party, that question should be directed to the Presiding Officer, who will then decide if the question is appropriate and, if so, will direct it to the appropriate individual.

### **Closing Statements**

- Following the presentation of all allegations contained in the official inquiry and statements by the institutional and Compliance Committee representatives, the FAR Board hears closing statements from all parties. Closing statements are to be no longer than 5 minutes in duration.
- The institution makes its closing statement first, followed by the Compliance Committee representative.
- Similar to opening statements, closing statements are not intended to discuss the details of the alleged violations. Closing statements provide an opportunity for each party to summarize the discussions that occurred during the appeal and to provide a brief statement regarding the case.

### **Deliberations**

- Following closing statements all presenting parties will be excused, and the FAR Board will deliberate in private.
- All FAR Board members associated with the Compliance Committee judgment, the FAR of the institution committing the alleged violation and the FAR of the institution initiating the allegations (if applicable) shall recuse themselves from deliberating and voting on the appeal.
- A quorum of 7 eligible voting FAR Board members must participate in the deliberations to render a valid decision.
- A simple majority vote conducted in secret ballot will determine the outcome of the appeal. In the event of a tie, the Presiding Officer will cast the deciding ballot.
- The decision of the FAR Board is final.

### **Notification**

- Upon reaching a decision, the President of the FAR Board will notify the appealing party of the decision within 24 hours.

### **Time Frame for a Hearing**

- When establishing a date and time for the appeal hearing, the FAR Board will attempt to accommodate the schedule of all concerned parties. Given the requirement to convene a meeting of the full FAR Board, accommodating FAR Board members shall take priority. In some instances it may be necessary to allow for FAR Board members to participate via conference call.
- In cases involving the eligibility of a student athlete, every attempt will be made to expedite the appeal.

### **Record of the Proceedings**

- The official record of the appeal hearing will be established through a voice recording.



**Notice of Intent to Appeal MIAC Compliance Committee Ruling**

Institution: \_\_\_\_\_

Date: \_\_\_\_\_

Specifically describe the ruling(s) and/or sanction(s) that your institution wishes to appeal:

Identify the individuals that will be present during the appeal:  
(Please denote with asterisk who will be presenting the appeal on behalf of the institution-must be an institutional representative)

Name

Institutional Title

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Institution President's Signature

## **APPENDIX C**

### **NCAA DIVISION III PHILOSOPHY STATEMENT**

## NCAA DIVISION III PHILOSOPHY STATEMENT

Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience, and in which coaches play a significant role as educators. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletics staff.

To achieve this end, Division III institutions:

- (a) Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (students, alumni, institutional personnel) than on the general public and its entertainment needs;
- (b) Award no athletically related financial aid to any student;
- (c) Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
- (d) Encourage participation by maximizing the number and variety of athletics opportunities for their students;
- (e) Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
- (f) Assure that athletics participants are not treated differently from other members of the student body;
- (g) Assure that athletics programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution's athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission;
- (h) Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admissions process; (*Adopted: 1/12/04 effective 8/1/04*)
- (i) Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body; (*Adopted 1/9/06 effective 8/1/06*)
- (j) Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body; (*Adopted: 1/9/06 effective 8/1/06*)
- (k) Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
- (l) Support ethnic and gender diversity for all constituents; (*Adopted: 1/12/99*)
- (m) Give primary emphasis to regional in-season competition and conference championships; and
- (n) Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.



**APPENDIX D**

**LEGISLATIVE FLOW**

## **MIAC Legislation**

Proposed changes and additions to conference policy must follow the appropriate path to inclusion in the MIAC Policies and Procedures Manual. **Action items** can be referred to the Athletic Directors by Presidents, Faculty Athletic Representatives, Conference Executive Director and Standing Committees of the Conference. Any ad hoc committees formed by these groups may also propose changes that would have to pass through the full committee. The Board of Faculty Athletic Representatives is the final governing body of the Conference and must approve any legislation that has a major policy or budgetary impact.

The Executive Director, as an ex-officio member of all committees, is expected to introduce items for consideration at whatever level that he/she deems appropriate. For example, items that pertain to the conduct of a particular sport would be introduced at that sport's coaches' meeting. Matters that involve Conference fiscal policy would be referred through the Budget Committee. The Executive Director is expected to provide information in support of, or against, items as he/she deems appropriate at any point in the process.

Any item to be considered must be prepared in the appropriate manner on the MIAC Legislative Proposal Sheet in order to be referred to the next highest body. Any item that is being sent to another committee for action must be in the hands of the members of that committee at least five days prior to the meeting at which it is to be considered. The action taken at each level must be recorded and the recorder and the chair of the group must sign the form. When action is taken on an item that has been referred from a Coaches' Committee to the Athletic Directors, acknowledgment of that action must be sent to the Coaches' Committee Chair by the Athletic Director Liaison for that Sport. When action is taken on an item that has been referred from the Athletic Directors to the Faculty Athletic Representatives, acknowledgment of that action must be sent to the Athletic Directors by the Chair of Athletic Directors' Committee.

### **Executive Committee**

The Executive Committee refers items to the Committee of Athletic Directors including but not limited to the following:

- Proposed Constitutional Changes
- Items that evolve out of discussion or action that is taken by the Executive Committee while acting in the stead of the Board of the Faculty Athletic Representatives to deal with immediate or extraordinary circumstances.
- Items that reflect a change in Eligibility Policies.

### **Budget Committee**

The Budget Committee refers items to the Committee of Athletic Directors including but not limited to the following:

- Major changes with regard to the established fiscal policy of the Conference.
- Procedural Changes for the fiscal operation of a Conference Championship Event.
- Proposed Constitutional Changes

### **Coaches' Committees, Athletic Trainers' Committee, Sports Information Directors' Committee**

The Coaches' Committees, Athletic Trainers' Committee and Sports Information Directors' Committee refers the following **action items** to the Athletic Directors:

- Items that have an impact on class time missed.(Coaches' Committees)
- Items that have a budgetary impact on the individual schools or the Conference.
- Length of season.
- Student time commitment.

The Coaches' Committees, Athletic Trainers' Committee and Sports Information Directors' Committee refer the following **information items** to the Athletic Directors:

- Items that pertain to the management or conduct of a game.
- Items that pertain to drawing a Conference schedule that do not have a budgetary or class-time-missed repercussions.(Coaches' Committees)

**Athletic Directors**

The Athletic Directors refer the following *action items* to the Board of Faculty Athletic Representatives:

- Action items received, acted upon and supported by the Athletic Directors.
- Items pertaining to the administration of Conference games or championships that have budgetary or class time missed implications.
- Items pertaining to policies regarding eligibility.
- Proposed Constitutional Changes.
- Length of season.
- Student time commitment.

The Athletic Directors refer the following *information items* to the Board of Faculty Athletic Representatives:

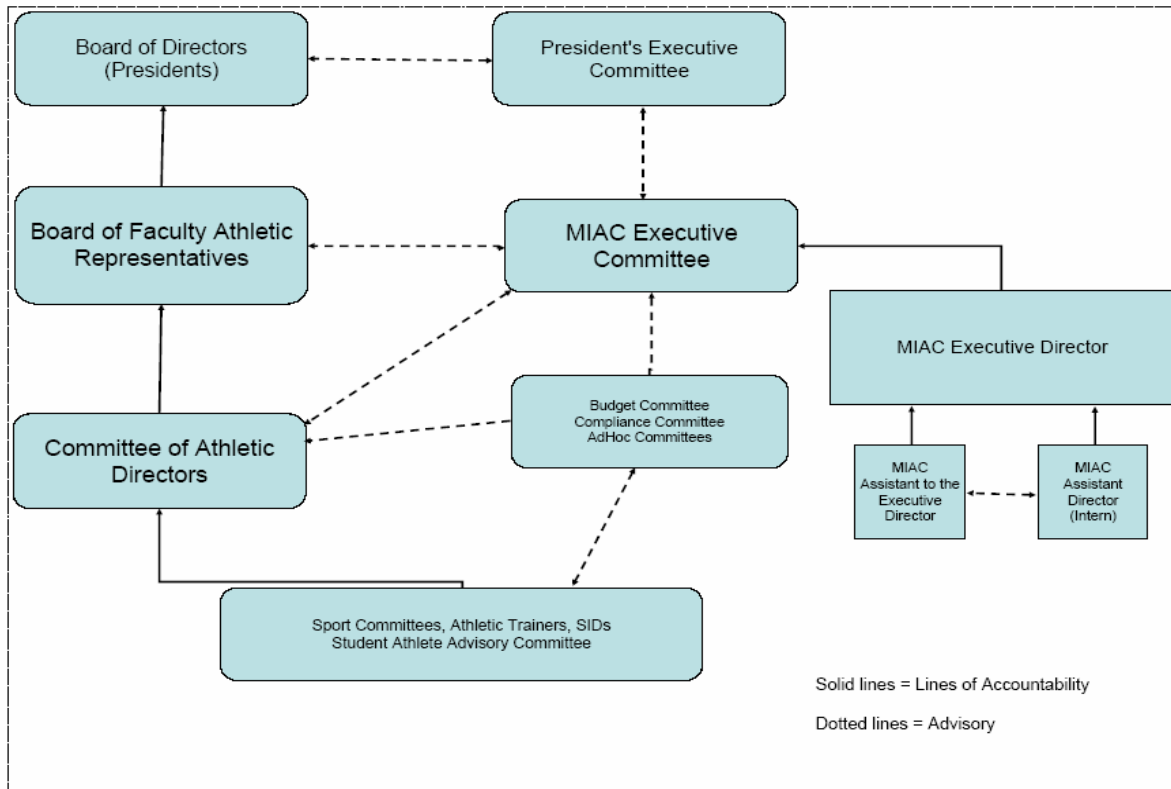
- Items pertaining to the administration of Conference games or championships that do not have budgetary or class-time-missed implications.

**Board of Faculty Athletic Representatives**

Major policy decisions of the Board of Faculty Athletic Representatives, constitutional changes proposed by the Board, and the hiring of any Executive Director must be confirmed by a majority of the presidents of the member colleges.

It becomes the responsibility of the Executive Director of the Conference to include any approved constitutional or code of conduct changes in the annual update of the MIAC Policies and Procedures Manual.

Minnesota Intercollegiate Athletic Conference  
Organizational Chart



## **APPENDIX E**

### **OFFICIATING GRIEVANCE PROCEDURES**

## **M.I.A.C. Officiating Grievance Procedure**

The following will describe procedures that should take place when MIAC coaches, athletic directors and officials have grievances concerning actions by parties involved in MIAC contests.

In incidences of alleged issues with an official, grievances should only be filed in cases where a coach or athletic administrator feels that an official has engaged in conduct that is not in service to the game or the players and cases where competence, attitude or appropriateness of behavior are questioned. Instances where an official has shown a pattern of poor officiating as determined by the *evaluation process in place for that sport*, or bias for or against a given institution may also fall under this procedure. Cases in which an official makes a mistake or an interpretation of rules comes into question should be dealt with through the *evaluation process in place for officials in that sport*. It is important that the M.I.A.C. Executive Director in consultation with Athletic Directors and Coaches, be the voice that articulates officiating concerns to the officiating groups that service conference contests in order to maintain a professional, unbiased relationship.

An official's grievance toward a particular institution's athletes, coaches or athletic administration should be limited to incidences where there has been verbal or physical harassment that could not be dealt with in normal game management. In no case should an official expect or be required to work directly with an institution to resolve a grievance.

All grievances should also be dealt with in a confidential manner. Parties should refrain from discussing any ongoing investigation with anyone but those involved in the process of resolving the matter. Questions by parents, the media, etc., regarding the matter should be directed to the conference Executive Director. All grievances should be dealt with in a timely manner with a target of resolution within 14 days of the incident.

### **When an institution has a grievance with an official:**

When a coach has a grievance to record against an official, he/she should inform her/his Athletic Director as soon as possible and within no less than 24 hours of the incident. A letter should be prepared immediately describing the nature and severity of the incident and any action taken during the game in response to it (ejection, technical foul, etc.). There should also be documentation of any witnesses that could be contacted by the Executive Director during the investigation. This letter should be signed by both the coach and the Athletic Director and faxed immediately to the Executive Director.

Subsequent to an Athletic Director receiving a verbal report from the coach and being made aware of the intent to file a written complaint, he/she may contact the Executive Director by phone to make her/him aware of the situation and that a written report is forthcoming.

Upon receipt of the written report, the Executive Director will contact the supervisor or assignor of the officiating group in question and inform her/him of the grievance. The verbal notification will be followed immediately with a letter (copied to the Athletic Director of the school making the complaint) informing the official's group that the incident is under investigation by the Executive Director.

The Executive Director will investigate the incident by contacting coaches, officials, players and spectators, as needed, to determine the merits of the grievance and if sanctions are warranted. Upon conclusion of the investigation, the Executive Director will send a written report to the Athletic Director and coach of the institution involved as well as the supervisor/assignor of officials and the official involved. A report of the incident will also be made at the next Athletic Director's meeting.

### **When an official has a grievance with an institution:**

The following procedure outlines the steps an official should take if he/she has a grievance with a coach, athletic director, or site coordinator.

The official should outline the problem as part of the regular game reporting procedure either to the conference supervisor/assignor of officials in sport where the conference has such a person or to the appropriate officers in any professional officiating association that the conference has an agreement with sports where that is the case. The report should be submitted no more than 24 hours after a game has been completed. If an official is requesting an investigation, a letter stating such along with any necessary supplemental documentation must be submitted along with the regular game report.

The conference supervisor/assignor of officials or the appropriate association officer will then contact the conference Executive Director by phone to inform her/him of the incident and that a written complaint is forthcoming. Subsequent to

the phone notification, the letter and supporting reports will be forwarded to the Executive Director within the next 24 hours.

Upon receipt of the written report, the Executive Director will contact the Athletic Director of the institution in question and inform her/him of the grievance. This verbal contact will be followed immediately with a letter (copied to the appropriate supervisor/assignor of the officiating group) informing the institution that the Executive Director will be investigating the incident.

The Executive Director will investigate the incident by contacting coaches, officials, players and spectators, as needed, to determine the merits of the grievance and if sanctions are warranted. Upon conclusion of the investigation, the Executive Director will send a written report to the Athletic Director and coach of the institution involved as well as the supervisor/assignor of officials and the official(s) involved. A report of the incident will also be made at the next Athletic Director's meeting.

**APPENDIX F**

**LIGHTNING POLICY**

## **Lightning Policy During Severe Weather**

The designated Athletic Trainer or other designated person who is not a game official or coach will be the designated spotter. Responsibilities include monitoring weather reports and using the “flash-to-bang” method to determine the proximity of a storm.

In the event of a flash-to-bang of 25 seconds or less (6 miles), the game official must be notified. The contest should then cease and the participants should seek shelter immediately. Play will not resume until the storm has safely passed. This can be determined by a flash-to-bang of 25 seconds as calculated by the designated spotter or play will not resume until a ½ hour has passed from the last visible flash as determined by the designated spotter.

**“Flash-to-Bang”:** When a flash is seen, count the seconds to the bang of its thunder. Divide the number of seconds by five to get the distance in miles from your location to the lightning.

**APPENDIX G**  
**MIAC CHAMPIONSHIPS**

## MIAC CHAMPIONSHIPS

### 6.0 CHAMPIONSHIPS

- 6.1 **HOST:** Conference championships will be hosted by conference institutions. The Athletic Director of the host institution has the ultimate responsibility for the implementation of conference policy at all conference championships.
- 6.2 **MANAGEMENT COSTS:** The following game management costs will be reimbursed by the conference office to an institution hosting:
  - 6.2.1 **Cross Country:**  
Officials (starter, timer, physician, clerk) \$200  
Equipment (chip technology rental, carts, 12 portable toilets, numbers, paint, trainers) \$2,400  
Facility Rental \$500  
Total: \$3,100 (*revised 05/05*)
  - 6.2.2 **Golf:** Reimburse greens fees up to \$250 per institution per team. Rules Marshals will be provided \$200 per gender.
  - 6.2.3 **Swimming and Diving:** Conference will pay up to \$2,000 towards the cost of the combined Men's and Women's Swimming and Diving Championship. For S&D, the host institution is required to send all gross receipts to the conference office within 30 days after the Championship.
  - 6.2.4 **Tennis:** Conference will pay up to \$1,000 towards the cost of each of the Men's and Women's Tennis Championships.
  - 6.2.5 **Track and Field:** If expenses exceed revenue the conference will pay up to a maximum of \$1,000 above revenue for the indoor track and field championships and up to a maximum of \$3,000 above revenue for the outdoor track and field championships. The host school is responsible for payment of all expenses including official's costs. Prior to reimbursement the host institution is required to send a final budget report and all receipts to the conference office (within 30 days after the championship). Any excess revenue will be retained by the host institution. (*revised 5/08*)
- 6.3 **INCOME AND EXPENSE REPORTING:** Original invoices should be sent to the conference office for payment within 30 days of the event. A detailed financial report must be submitted to the conference office within 30 days following the championship. The Athletic Director of the host institution is responsible for sending in all forms. Financial report forms can be found on the MIAC website: <http://www.miac-online.org/sports/gen/2007/forms.asp>
  - 6.3.1 The conference will not reimburse for permanent on-campus equipment or facilities.
  - 6.3.2 Expenses incurred beyond the approved expense budget due to exceptional circumstances (e.g. inclement weather) will be submitted to the Budget Committee for consideration.
  - 6.3.3 The cost of transportation, lodging and meals will be borne by the competing institutions.
  - 6.3.4 Penalty for late financial reports: Submission up to 15 days after the 30 day deadline, an institution will be reimbursed half of their eligible reimbursement. After 45 days, no further reimbursement will be provided.
- 6.4 **OFFICIALS:** The host institution is responsible for procuring and paying officials at conference championships. The conference will reimburse the host for officials upon receipt of the financial report.
- 6.5 **ADMISSION:** Admission will be charged at all conference championships except for cross country, tennis, and golf. MIAC passes will be honored. Ticket Prices for MIAC Championship events will be \$7.00 for adults (no senior discounts) and \$3.00 for students with IDs (age 5 and under free).
- 6.6 **MEDICAL:** The championship requires (1) the presence of a certified trainer or other person qualified and delegated to render emergency care to stricken student-athletes; (2) planned access to a physician, (3) planned access to a medical facility, including a plan for communication and transportation between the competition site and the medical facility for prompt medical services, if warranted. For the MIAC Championships of Cross Country, Swimming & Diving, Indoor Track & Field and tennis (if tennis goes to a permanent site); the conference office will contract out for a certified athletic trainer or compensate the athletic trainer from the host institution \$20 per hour. (*added 05/05*)
- 6.7 **SECURITY/CROWD CONTROL/SPORTSMANSHIP:** The responsibility for crowd control rests with the Athletic Director or designated representative of the host institution. Security measures should be established for participants, coaches, and fans as well as the officials' and teams' locker rooms. The Athletic Directors of the competing institutions are expected to communicate with their students and other fans to encourage enthusiastic support within the confines of good sportsmanship. The tournament announcer should read the following statement at the beginning of each championship session:

"The MIAC and NCAA promote good sportsmanship by student-athletes, coaches and spectators. 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, 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 and tobacco products is prohibited.”

- 6.7.1 **Tobacco and Alcohol:** Alcoholic beverages and tobacco products shall not be sold or otherwise made available for public consumption at any championship event sponsored by or administered by the MIAC or its institutions, nor shall any such beverages or products be brought to the site during the championship.
- 6.7.2 **Artificial Noisemakers:** Artificial noisemakers, air horns and electronic amplifiers shall not be permitted, and such instruments shall be removed from the playing and spectator areas. Bands, or any component thereof, shall not play while the game is in progress. The host Athletic Director shall be responsible for enforcing these provisions.
- 6.8 **MEDIA:** The Sports Information Director of the host institution should notify the media concerning details of the upcoming championship. Once the event is over, the sports information director is responsible for making sure the media has the results from the championship.
- 6.9 **T-SHIRTS:** Host institutions are encouraged to sell t-shirts to help off-set the cost of championships.

## **APPENDIX H**

### **MIAC PLAYOFFS and SPECIAL EVENTS**

## MIAC PLAYOFFS and SPECIAL EVENTS

### 7.0 PLAYOFFS

- 7.1 Each playoff will be considered as an independent zero-based budget and will not be considered as part of the conference operating budget.
- 7.1.1 Playoff expenses will be paid from gate receipts according to the following priorities: First, game management as articulated in 7.2, second team travel expenses as articulated in 7.4.
- 7.1.2 In the event that game management fees for the following playoffs cannot be covered by gate receipts, the profit from the basketball playoffs will be used to subsidize these costs.
- 7.2 **GAME MANAGEMENT COSTS:** The following game management costs will be reimbursed by the Conference Office to an institution hosting an MIAC playoff in:
- 7.2.1 **Baseball / Softball**
- |                              |                                              |
|------------------------------|----------------------------------------------|
| a. Announcer                 | \$35                                         |
| b. Scoreboard                | \$35                                         |
| c. Scorekeeper               | \$35                                         |
| d. Stats (2)                 | \$35                                         |
| e. Ticket Sellers/Takers (2) | \$35                                         |
| f. Field Crew (2)            | \$35                                         |
| g. Umpires (3)               | Current rate (conf. office assigns and pays) |
| h. Officials' Travel Fee     | Where nec. (conf. office assigns and pays)   |
- 7.2.2 **Basketball**
- |                              |                                              |
|------------------------------|----------------------------------------------|
| a. Announcer                 | \$35                                         |
| b. Scorekeeper               | \$35                                         |
| c. Scoreboard/Clock Operator | \$35                                         |
| d. Shot Clock Operator       | \$35                                         |
| e. Statisticians (2)         | \$35 each                                    |
| f. Officials (3) (No Alt.)   | Current rate (conf. office assigns and pays) |
| g. Officials' Travel Fee     | Where nec. (conf. office assigns and pays)   |
- 7.2.3 **Hockey**
- |                          |                                              |
|--------------------------|----------------------------------------------|
| a. Announcer             | \$35                                         |
| b. Scoreboard            | \$35                                         |
| c. Scorekeeper           | \$35                                         |
| d. Stats (2)             | \$35                                         |
| e. Penalty Box (2)       | \$35                                         |
| f. Goal Judges (2)       | \$35                                         |
| g. Officials (3)         | Current Rate (conf. office assigns and pays) |
| h. Officials' Travel Fee | Where nec. (conf. office assigns and pays)   |
- 7.2.4 **Soccer**
- |                              |                                              |
|------------------------------|----------------------------------------------|
| a. Announcer                 | \$35                                         |
| b. Scoreboard/Clock Operator | \$35                                         |
| c. One Statistics Scorebook  | \$35                                         |
| d. Ball Chasers (2)          | \$20 each                                    |
| e. Officials (3) (No Alt.)   | Current rate (conf. office assigns and pays) |
| f. Officials' Travel Fee     | Where nec. (conf. office assigns and pays)   |
- 7.2.5 **Volleyball**
- |                              |                                              |
|------------------------------|----------------------------------------------|
| a. Announcer                 | \$35                                         |
| b. Official Scorer           | \$35                                         |
| c. Scoreboard/Clock Operator | \$35                                         |
| d. Statisticians (3)         | \$35 each                                    |
| e. Ball Chasers (3)          | \$20 each                                    |
| f. Officials & Line Judges   | Current rate (conf. office assigns and pays) |
| g. Officials' Travel Fee     | Where nec. (conf. office assigns and pays)   |
- 7.2.6 **Additional Postseason playoff budget principles:**
- a. The Host institution will be responsible for all additional expenses including items such as: programs, videographer, security, ticket sellers and takers, set-up, clean-up, athletic trainer, t-shirts, hospitality etc.
  - b. If host chooses to sell programs, profit or loss remains with the host institution.
  - c. If a host chooses to sell t-shirts, profit or loss remains with the host institution.
  - d. Gate receipts will be returned to the Conference office.
- 7.3 **OFFICIALS:** The MIAC conference office is responsible for procuring and paying officials for conference playoffs.
- 7.4 **TRAVEL EXPENSES:** For schools participating in conference playoffs, travel expense reimbursement will be determined according to the following formula:

**If round trip mileage \* is:**  
0 - 80 miles = no reimbursement

80 + miles = the actual cost of ground transportation will be reimbursed.

\* mileage as determined by the MIAC mileage chart

- 7.4.1 In cases where travel expenses exceed remaining revenues, institutions will be reimbursed proportional to their share of the total team travel expenses.
- 7.4.2 A travel expense report must be submitted to the conference office within 30 days of the playoff. A copy of the original ground transportation invoice must be submitted to the conference office prior to reimbursement.
- 7.5 **INCOME AND EXPENSE REPORTING:**
- 7.5.1 For all conference playoffs and special events, the host institution is required to send all gross receipts within 30 days after the event.
- 7.5.2 Host institution should pay all game management costs, except for officials. Upon receipt of financial report the conference office will reimburse the host for game management costs as detailed in 7.2.
- 7.5.3 A detailed financial report must be submitted to the conference office within 30 days following the playoff. Financial report forms can be found on the MIAC website:  
<http://www.miac-online.org/sports/gen/2007/forms.asp>
- 7.5.4 **PENALTY** for late financial reports: Submission up to 15 days after the 30 day deadline, an institution will be reimbursed half of their eligible reimbursement. After 45 days, no further reimbursement will be provided.
- 7.6 **ADMISSION:** Admission will be charged at all conference playoffs. MIAC passes will be honored. Ticket prices for MIAC Playoffs will be \$7.00 for adults (no senior discounts) and \$3.00 for students with IDs (age 5 and under free).
- 7.7 **MEDICAL:** The playoff requires (1) the presence of a certified trainer or other person qualified and delegated to render emergency care to stricken student-athletes; (2) planned access to a physician, (3) planned access to a medical facility, including a plan for communication and transportation between the competition site and the medical facility for prompt medical services, if warranted. For the MIAC Baseball and Softball playoffs, the conference office will either contract out for the services of a certified athletic trainer or compensate the athletic trainer from the host institution \$20 per hour. The host trainer will not be paid for games involving the host institution. (*added 05/05*)
- 7.8 **SECURITY/CROWD CONTROL:** The responsibility for crowd control rests with the Athletic Director or designated representative of the host institution. Security measures should be established for participants, coaches, and fans as well as the officials' and teams' locker rooms. The Athletic Directors of the competing institutions are expected to communicate with their students and other fans to encourage enthusiastic support within the confines of good sportsmanship. The announcer should read the following statement at the beginning of each contest:
- “The MIAC and NCAA promote good sportsmanship by student-athletes, coaches, and spectators. 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, 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 and tobacco products is prohibited.”
- 7.8.1 **Tobacco and Alcohol:** Alcoholic beverages and tobacco products shall not be sold or otherwise made available for public consumption at any playoff event sponsored by or administered by the MIAC or its institutions, nor shall any such beverages or products be brought to the site during the championship.
- 7.8.2 **Artificial Noisemakers:** Artificial noisemakers, air horns and electronic amplifiers shall not be permitted, and such instruments shall be removed from the playing and spectator areas. Bands, or any component thereof, shall not play while the game is in progress. The host Athletic Director shall be responsible for enforcing these provisions.
- 7.9 **MEDIA:** The Sports Information Director of the host institution should notify the media concerning details of the upcoming playoff. Once the event is over, the sports information director is responsible for making sure the media has the results from the contest.
- 7.10 **METRODOME FOOTBALL GAME:**
- 7.10.1 The MIAC conference office is responsible for procuring and paying officials for the Metrodome Football Games.
- 7.10.2 Host institution should pay all game management costs (except for game officials). Upon receipt of financial report the conference office will reimburse the home institution for game management costs as detailed below (not to exceed a total of \$360.)
- |                     |          |
|---------------------|----------|
| (1) announcer       | \$40     |
| (1) spotter         | \$40     |
| (2) Clock Operators | \$40 X 2 |

(4) chain gang \$40 X 4  
(1) on field administrator \$40

7.10.3 The travel limit for "away" schools of 55 players is lifted for the Metrodome game.

7.10.4 For the "home" team participating in the Metrodome Football game, travel expense reimbursement will be determined according to the following formula:

**If round trip mileage\* is:**

0 - 80 miles = no reimbursement

81 + miles = the actual cost of ground transportation will be reimbursed

\* Mileage as determined by the MIAC mileage chart.

7.10.5 In cases where travel expenses exceed remaining revenues, institutions will be reimbursed proportional to their share of the total team travel expenses.

7.10.6 A travel expense report will be submitted to the conference office within 30 days of the playoff. A copy of the original ground transportation invoice must be submitted to the conference office prior to reimbursement.

7.10.7 Expense reporting by 'Home' team: PENALTY for late financial reports:  
Submission up to 15 days after the 30 day deadline, an institution will be reimbursed half of their eligible reimbursement. After 45 days, no further reimbursement will be provided.

7.10.8 Allow only conference games to be in the MIAC Metrodome Showcase in football (added 5/02)

### MIAC Mileage Chart

	Augsburg	Bethel	Carleton	Concordia	Gustavus	Hamline	Macalester	St. Benedict	St. Catherine	St. John's	St. Mary's	St. Olaf	St. Thomas
Augsburg		11	45	236	70	5	5	75	5	79	139	44	4
Bethel	11		55	245	80	8	10	71	13	78	142	54	12
Carleton	45	55		276	50	46	44	116	45	120	109	2	46
Concordia	236	245	276		290	239	240	162	241	166	373	274	240
Gustavus	70	80	50	290		74	73	131	69	135	149	50	70
Hamline	5	8	46	239	74		2	79	4	83	136	45	3
Macalester	5	10	44	240	73	2		81	2	85	134	43	1
St. Benedict	75	71	116	162	131	79	81		81	4	213	115	80
St. Catherine	5	13	45	241	69	4	2	81		85	132	44	1
St. John's	79	75	118	162	135	81	85	4	85		216	118	82
St. Mary's	139	142	109	373	149	136	134	213	132	217		109	135
St. Olaf	44	54	2	274	50	45	43	115	44	119	109		44
St. Thomas	4	12	46	240	70	3	1	80	1	84	135	44	

## **APPENDIX I**

### **MIAC SPORTS INFORMATION STANDARDS**

## **MIAC SPORTS INFORMATION STANDARDS**

The following is a set of guidelines and expectations of each conference institution in regards to sports information. It is, of course, at each institution's discretion as to the person or persons that fulfills these responsibilities. Each sports information representative shall adhere to all pertinent MIAC and NCAA rules and regulations, in addition to following all College Sports Information Directors of America (CoSIDA) standards and the CoSIDA Code of Ethics.

### **I. MIAC Sports Information Directors Committee**

- A. The MIAC Sports Information Directors Committee shall consist of the sports information representative from each member institution, plus the MIAC sports information director. The MIAC Executive Director and athletic director liaison shall serve the committee in an advisory, non-voting role.
- B. The committee shall elect a chairperson to lead the committee. The chairperson shall serve a term of two years. This election shall take place at the spring meeting.
- C. Meetings of the committee shall take place each spring on a date to be mutually agreed upon by each SID. This process shall be facilitated by the conference SID and committee chair.
- D. All minutes of all meetings and business conducted within the framework of the committee will be sent to the athletic director liaison assigned to the committee, the MIAC Executive Director and all member SIDs.

### **II. Responsibilities of conference sports information director**

- A. Maintain miac-online.org
- B. Compile preseason media guides for football, and men's basketball and women's basketball.
- C. Using Statcrew/The Automated Scorebook, compile conference statistic reports for following sports: football, volleyball, soccer, basketball, hockey, softball tennis, and baseball
- D. Promote all MIAC Championship and MIAC Playoff events with statewide media
- E. Solicit preseason preview information for all conference sponsored sports from each participating institution for posting on miac-online.org
- F. Facilitate selection of MIAC athletes of the week in all sports and disseminate those selections to media and institutions
- G. Release selection of all-conference selections in appropriate sports
- H. Provide game-day support of conference championships events where appropriate and needed
- I. Produce weekly conference release, both in general format and sport-by-sport, as deemed necessary by conference office and as internship support dictates
- J. Maintain MIAC records in appropriate sports
- K. Produce annual updated record book/conference directory to send to statewide media and institutions
- L. Serve on MIAC sports information directors committee
- M. Distribute MIAC media passes, both directly to media members and via member institution's sports information offices. This should be done prior to the start of the fall season.

### **III. Individual institutions sports information responsibilities**

#### **A. General Host SID responsibilities (Media and Statistical)**

- a. All sports should adhere to NCAA Statistical guidelines, utilizing handbooks provided by NCAA (football, basketball, soccer, baseball/softball, hockey), American Volleyball Coaches Association (volleyball) and National Fastpitch Coaches Association (softball) and Major League Baseball (baseball).
- b. Fax final stats to visiting SID or email link to box score (optional) and give copy to visiting coach before he/she leaves, if possible.

- c. Email Statcrew game file(s), where applicable, in a timely fashion. Host SID should communicate with visiting SID if exchange of game files will be delayed due to multiple competitions being hosted by that institution, etc.
- d. Provide visiting media with statistics immediately after the contest, if at all possible.
- e. Shall supervise press box/press row areas where appropriate and ensure that a professional and impartial work environment is maintained at all times, per CoSIDA standards.

**B. Football Host SID responsibilities**

- a. Use Statcrew Software to score game
- b. Print out halftime “Quickie” stats for media and coaches of both teams (4 to each team)
- c. Print out final stats (NCAA Scoring Summary, Team/Individual stats, defensive stats, drive chart and play-by-play) for coaches of both teams and any media (4 to each team) within 30 minutes of end of game.
- d. Email Statcrew game file (preferably packed file) to visiting SID and MIAC SID within 30 minutes of end of game, if possible, and definitely within 90 minutes of completion of competition
- e. Call media (ESPN SportsTicker, TV stations) with final score
- f. Call WCCO Radio with post-game report, as requested
- g. Fax copy of box score and short recap to Associated Press, Star Tribune and Pioneer Press and to other visiting media, as requested

**C. Soccer (Men’s & Women’s)**

- a. Use Official NCAA Box score form (or Statcrew software) to gather stats at contest, keeping following stats: starters, individual and team shots, goalie saves, fouls, yellow/red cards, participation, goals, goal time and assists.
- b. Email Statcrew game file (preferably packed file) to visiting SID and MIAC SID within 30 minutes of end of game, if possible, and definitely within 90 minutes of completion of competition
- c. Call Star Tribune and Pioneer Press with score and report to visiting media, as requested

**D. Volleyball**

- a. Use Statcrew software to score game, preferable in game, if possible
- b. Print out statistics for that game only for each bench after each game
- c. Print out final statistics for both coaches within 30 minutes of end of game, if possible
- d. Email Statcrew game file (preferably packed file) to visiting SID and MIAC SID within 30 minutes of end of game, if possible, and definitely within 90 minutes of completion of competition
- e. Call Star Tribune and Pioneer Press with score and report to visiting media, as requested

**E. Basketball (Men’s & Women’s)**

- a. Use Statcrew software to score game, using in-game method
- b. Print out halftime stats for media and coaches of both teams (minimum of 3 to each team)
- c. Print out final statistics for both coaches after contest, including play-by-play (minimum of 3 to each team) within 30 minutes of end of game
- d. Email Statcrew game file (preferably packed file) to visiting SID and MIAC SID within 30 minutes of end of game, if possible, and definitely within 90 minutes of completion of competition
- e. Fax copy of box score and short recap to Associated Press, Star Tribune and Pioneer Press and to other visiting media, as requested

**F. Hockey (Men’s & Women’s)**

- a. Use Statcrew software to score the game, preferably using the in-game method
- b. Provide shots charts (required) and box score (if possible) to each team at the end of each period
- c. Print out final statistics and shot charts for both coaches after the contest
- d. Email Statcrew game file (preferably packed file) to visiting SID and MIAC SID within 30 minutes of end of game, if possible, and definitely within 90 minutes of completion of competition. Report final statistics to [collegehockeystats.com](http://collegehockeystats.com).
- e. Fax copy of box score(s) to Star Tribune and Pioneer Press and to other visiting media, as requested

**G. Softball/Baseball**

- a. Use Statcrew software to score game

- b. Email Statcrew game file (preferably packed file) to visiting SID and MIAC SID within 30 minutes of end of game, if possible, and definitely within 90 minutes of completion of competition
- c. Call score/fax copy of box score(s) to Star Tribune and Pioneer Press and to other visiting media, as requested

**H. Tennis** (*added 07/05*)

- a. Use Statcrew software to score match
- b. Email Statcrew game file (preferably packed file) to visiting SID and MIAC SID.
- c. Call score/fax copy of box score(s) to Star Tribune and Pioneer Press and to other visiting media, as requested

**I. Golf** (*added 05/08*)

- a. Use StatCrew software for the sport of Golf

**J. Other sports (golf, cross country, track, swimming)**

- a. The host sports information director is responsible in reporting full results to participating schools by either fax, email or posting on the institution's Website.
- b. The host SID should report the results to the Star Tribune, Pioneer Press and other pertinent, local media and visiting media, as requested
- c. Sports information directors should work with coaches to utilize scoring software utilized in those sports in regards to reporting to the NCAA (Golf: Golfstat; Swimming: Hy-Tek; Cross Country/Track: Raceberry Jam, etc.). It is up to each individual institution whether the sports information director or coach is responsible for running the software and reporting to the proper areas.

**IV. MIAC Championships**

- A. The MIAC office shall produce, at the beginning of each academic year, a composite MIAC Championships schedule which will include the event, dates, sites and host institution, when available
- B. The designated host sports information director shall be in charge of all SID aspects of the MIAC Championships or MIAC Playoff event, except where other duties are assigned per sport code. Other non-hosting SIDs are encouraged to lend support in areas where expertise may exist and in staffing the event, when needed. This is especially critical in neutral site events where the host SID may or may not have a team participating.
- C. The host SID should produce a program, where appropriate, for the MIAC Championships event. The program should include, but not be limited to, rosters, team results, event preview and history. The program should be non-biased in coverage and should be limited in terms of cost. It is at the discretion of the host institution whether or not to charge for the program.
- D. The host SID should work with other sports information directors from participating institutions to pitch possible stories to the media regarding the MIAC Championships or MIAC Playoff events.
- E. The host SID should alert the Star Tribune and Pioneer Press regarding results and pitch the outlets to run the results in full (i.e. golf team scores plus top 10 individuals; swimming team scores and top 3 individuals in each event).
- F. The host SID should post the results from the event on the institution's Website or make arrangements to get the material to the conference SID for posting. This Website should be made available to other member institutions in advance of the event.
- H. The host SID should make it clear as to the process of post-event media reporting for visiting teams. Non-hosting SIDs should be prepared to serve his or her own media.
- I. The host SID, when appropriate, should forward a clean copy of the event results to each participating institution, along with an event program, for archival purposes.
- J. For more information regarding hosting MIAC Championship and MIAC Playoff events, refer to the sport-specific MIAC code and Appendix G of the MIAC code.

**V. On-site media coordination**

- A. The host SID shall serve as the media coordinator for all conference events.
- B. All hosts must provide a complimentary phone line for visiting radio broadcasts. Institutions with radio coverage should alert the host institution of its desire to broadcast an event at least five days prior to the event, when possible. The line must only be "live" and stations should either have the station call that number, use a calling card or 800 toll-free number.

- C. Official stations/broadcasts that have covered a certain institution will take precedence over “outside” radio or Internet broadcasts at all conference events, if space is limited. It is up to the host SID to enforce this policy.
- D. The on-site media coordinator/host SID shall facilitate all post-game interviews, when requested. Each team is allowed a 10-minute cooling-off period following completion of the contest, at which time any requested players and/or coaches must make him or her available to the media. The team may agree to waive this 10-minute period.

#### VI. Exchange of information between MIAC members

- A. Each member institution shall respond to other member’s information requests in a timely fashion.
- B. Each member shall maintain an athletics website that contains a minimum of the following information for each sport sponsored by the conference: updated roster, to include number, name, year, position (where applicable), height and hometown/previous school; updated schedule/results and other pertinent information. Additionally, each sport requires the following information to be posted:
  - a. Football: Rosters should include weight and a two-deep roster should be available either on the Website or via fax/email by Monday at 5 p.m. prior to game day. Individual box scores and cumulative statistics should also be available on the Website.
  - b. Volleyball: Individual box scores and cumulative statistics should also be available on the Website.
  - c. Soccer: Individual box scores and cumulative statistics should also be available on the Website.
  - d. Basketball: Individual box scores and cumulative statistics should also be available on the Website.
  - e. Hockey: Individual box scores and cumulative statistics should also be available on the Website.
  - f. Baseball/Softball: Roster should include Bats/Throws. Individual box scores and cumulative statistics should also be available on the Website.
- C. All members shall respond to information requests from the conference office and the NCAA in a timely fashion as well. This will include information for pre-season media guides, weekly releases, updated Stat Crew roster files, Stat Crew game files and standardized rosters (in Microsoft Word format, see Examples of Roster formatting, attached).

#### VII. Conference athletes of the week

- A. Member SIDs shall select a player of the week in the following sports:
  - a. Football (offense, defense, special teams)
  - b. Men’s Basketball
  - c. Women’s Basketball
  - d. Men’s Hockey
  - e. Women’s Hockey
  - f. Baseball (Player and pitcher)
  - g. Softball (Player and pitcher)
- B. The selection of the above committees shall take place at the spring meeting, with one person chosen as the chair of each selection committee. The selection process shall also be determined at the spring meeting.
- C. Coaches are responsible to select athletes of the week in all other conference-sponsored sports and to get that information to the conference office.

#### VIII. Mike Augustin Award

- A. The MIAC Sports Information Directors Committee shall select the Mike Augustin Award at each spring meeting. This award is named in memory of the late Mike Augustin, a longtime sportswriter at the Pioneer Press. Mike was an articulate friend, follower and advocate of the MIAC. He respected Division III institutions, student-athletes and coaches. He died after a sudden illness in December of 1997.
- B. The Mike Augustin Award will be presented annually to recognize outstanding contributions to MIAC athletic programs and their student athletes. Recipients of the award are chosen by MIAC Sports Information Directors. The timing of the selection and awarding of this honor shall be at the discretion of the MIAC SID committee.

#### IX. CoSIDA Membership

- A. All sports information representatives at member institutions are strongly encouraged to hold membership and be active in the College Sports Information Directors of America (CoSIDA).
- B. MIAC SIDs shall abide by the CoSIDA Code of Ethics.

## MIAC Sports Information Directors

### Roster Formatting Guidelines

*The following formats shall be used to format rosters in Microsoft Word and sent to the MIAC SID for posting on miac-online.org*

#### For Football, Men's Soccer, Men's Basketball, and Men's Ice Hockey:

<u>No.</u>	<u>Name (First Last)</u>	<u>Cl.</u>	<u>Pos.</u>	<u>Ht.</u>	<u>Wt.</u>	<u>Hometown/Previous School</u>
22	Julius Jones	Sr.	RB	5-11	175	Burke, Va./Tailback

#### For Volleyball, Women's Soccer, Women's Basketball, and Women's Ice Hockey:

<u>No.</u>	<u>Name (First Last)</u>	<u>Cl.</u>	<u>Pos.</u>	<u>Ht.</u>	<u>Hometown/Previous School</u>
12	April O'Neil	Fr.	C	6-4	Manhattan, N.Y./Splinter College

#### For Baseball:

<u>No.</u>	<u>Name</u>	<u>Cl.</u>	<u>Pos.</u>	<u>B-T</u>	<u>Ht.</u>	<u>Wt.</u>	<u>Hometown/Previous School</u>
4	John Franco	So.	LHP	S-L	6-3	200	Seaford, N.Y./Chaminade

#### For Softball:

<u>No.</u>	<u>Name</u>	<u>Cl.</u>	<u>Pos.</u>	<u>B-T</u>	<u>Ht.</u>	<u>Hometown/Previous School</u>
9	Jennie Finch	Jr.	RHP	R-R	6-2	Fullerton, Calif./Temecula

#### For Men's Track and Field and Men's Swimming and Diving:

<u>Name</u>	<u>Cl.</u>	<u>Event</u>	<u>Ht.</u>	<u>Wt.</u>	<u>Hometown/Previous School</u>
Carl Lewis	Fr.	Hurdles	5-5	150	San Diego, Calif./Running

#### For Women's Track and Field and Women's Swimming and Diving:

<u>Name</u>	<u>Cl.</u>	<u>Event</u>	<u>Ht.</u>	<u>Hometown/Previous School</u>
Gail Devers	Gr.	Sprints	5-3	Houston, Texas/Jumping

#### For all other men's sports:

<u>Name</u>	<u>Cl.</u>	<u>Ht.</u>	<u>Wt.</u>	<u>Hometown/Previous School</u>
Chris Thomas	Jr.	6-1	185	Indianapolis, Ind./Pike

#### For all other women's sports:

<u>Name</u>	<u>Cl.</u>	<u>Ht.</u>	<u>Hometown/Previous School</u>
Clara Barton	Sr.	5-8	Abilene, Texas/Sacred Heart

#### Some things to note:

1. In terms of transfers, list their high school first then separate each school they have transferred from with a slash.
2. The use of the "--" between the feet and inches instead of "and".
3. Use the AP state abbreviations instead of Postal ones.
4. For baseball and softball, identify pitchers as LHPs or RHPs.
5. Include the head coach (and number of years in the position) as well as assistant coaches.

## **APPENDIX J**

### **Guidelines for Chairs, Coaches, and AD Liaisons**

## **Guidelines for Chairs, Recorders and AD Liaisons**

The following is intended to assist those individuals serving in the following administrative positions in relation to MIAC sport groups: Chair, Recorder, and Athletic Director Liaison.

### **Chair**

- Work with host institution to secure meeting date, room, refreshments, and any technological requirements. Make sure coaches, AD liaison and conference office are aware of meeting date (including any changes).
- Request agenda items two weeks prior to coaches meeting (include AD liaison and conference office in this communication).
- Encourage any potential motions to be formalized in writing and distributed amongst the group a week prior to the meeting.
- Distribute an agenda a week prior to meeting (include liaison and conf. office).
- Conduct the meeting (business conducted in accordance to Robert's Rules of Order).
- Ensure end of season awards are communicated to the conference office and weekly athletes of the week are running smoothly (if applicable).
- Create a list of coaches and their contact information (phone numbers and emails). Helpful to include committee involvement on this one page document.

### **Recorder**

- Record accurate minutes and legislation. Make sure to get exact vote counts.
- Legislation should be placed on 'Legislative Proposal Sheet' found online:  
<http://www.miac-online.org/sports/gen/2007/forms.asp>
- Send completed minutes and legislation to AD Liaison and coaches following meetings in a timely manner.
- It is recommended when altering code, list the current bylaw and then list the desired change.

### **AD Liaison**

- Communicate to coaches throughout the year and solicit feedback on conference issues and business.
- Attend coaches meeting.
- Distribute coach's minutes and legislation to AD group and conference office a week prior to the AD's meeting.
- Present coach's legislation at AD's meeting.
- Summarize for coaches what occurred at AD and FAR meetings.

### **Host Institution**

- Host Athletic Director and sport coach assist with meeting setup.
- Provide meeting room, table layout, technology, refreshments, and signage.

*Added: 05/07*

## **APPENDIX K**

### **MIAC Student-Athlete Advisory Committee Bylaws**

## MIAC Student-Athlete Advisory Committee Bylaws

### I. Name

The Name of this organization shall be the Minnesota Intercollegiate Athletic Conference (MIAC) Student-Athlete Advisory Committee (SAAC).

### II. Mission

The MIAC Student-Athlete Advisory Committee will support student-athletes by providing the communication of ideas and concerns between student-athletes and the MIAC within a structure that will promote active involvement.

### III. Membership

Each MIAC member institution shall have 2 representatives on the MIAC SAAC. Coed institutions shall have 1 female and 1 male representative. Each institution shall be represented by 1 upper-class and 1 underclass student to aid in the continuity of the representation from one year to the next.

### IV. Meetings

A. The MIAC SAAC will meet 3 times per academic year 1 each in the Fall, Winter and Spring as follows:

Fall Meeting – 2<sup>nd</sup> Sunday following Labor Day

Winter Meeting – 2<sup>nd</sup> Sunday following Thanksgiving

Spring Meeting – 3<sup>rd</sup> Sunday in February

B. Meetings shall be run according to Robert's Rules. The advisor shall serve as parliamentarian.

### V. Voting

Each member institution is eligible for 2 votes. For the purposes of voting, a quorum of 7 member institutions is required. A suspension of a quorum may occur if less than 7 members are present but not less than 4 by unanimous vote of those present. A simple majority vote is required for all elections while a 2/3rds majority vote is required for the passage of all legislation. Election of Officers will be by secret ballot. Voting on other matters (legislation, etc.) will be by hand-vote. A roll call vote may be approved by a 2/3rds vote of those present and voting.

### VI. Attendance

Each MIAC member institution must be represented at each meeting. If a current representative cannot attend a meeting they are required to send a replacement. Missing more than one scheduled meeting in an academic year will result in a request for a replacement.

### VII. Officers

The officers of the MIAC SAAC shall be: Chair, Co-Chair, Secretary and Treasurer serving a 1-year term, eligible for re-election. No more than 1 officer from 1 MIAC member institution may hold office at the same time. To be eligible to hold office, a member must have served for 1 year. Elections will take place annually at the Spring meeting. If the Chair is unable to complete his or her term, the Co-Chair will assume the Chair position and a new election will be held for the Co-Chair. In the absence of the Chair and Co-Chair, one acting chair may be appointed for the meeting. The responsibilities will retire at the end of the meeting. If either the Secretary or Treasurer cannot fulfill their respective term(s), a new election will be held.

### VIII. Duties of Officers:

**Chair:** Chair meetings; Work with advisor to set meeting agenda; Represent Committee as required.

**Co-Chair:** Chair meeting in absence of Chair; Assist Chair; Monitor Committee work.

**Secretary:** Record and distribute meeting minutes; Maintain attendance records; Prepare legislation; Record votes.

**Treasurer:** Work with Advisor on financial issues; Prepare and distribute financial statements.

### IX. AD HOC Committees

The Board may appoint ad hoc committees for the purpose of completing tasks assigned. Committees may include student athletes eligible to participate in the MIAC SAAC who are not members of the Board.