

FOOTBALL

- 1.0 **ADMINISTRATION OF SPORT**
 - 1.1 **PERSONNEL AND JOB DESCRIPTION**
 - HOW SELECTED:** The chairperson and recorder shall be elected by the coaches at the end of the meeting which concludes the current administration's term.
 - LENGTH OF TERM:** Two (2) years.
 - HOW REPLACED:** Should the chair position be vacated, the recorder would serve as chair until the group meets for another election.
 - 1.2 **DUTIES OF A CHAIRPERSON:** The chairperson shall call for agenda items, organize and conduct the annual meeting.
 - 1.3 **DUTIES OF RECORDER:** The recorder will take the minutes of the meeting and distribute the minutes to the coaches and to the liaison Athletic Director. The recorder will also provide copies of the "Motion Worksheets" to **ALL** Athletic Directors.
 - 1.4 **DUTIES OF LIAISON:** To make sure the chair and recorder are elected and assume their duties. To represent the Athletic Directors at the coaches meeting. To represent the coaches at the Athletic Directors meeting by presenting minutes and action items to the Athletic Directors.
 - 1.5 **TOURNAMENT DIRECTOR:**
 - 1.6 **DATE, TIME, PLACE OF MEETINGS:** The post-season meeting to discuss end-of-the-year awards will take place the Thursday following the end of the regular season at 9:30 a.m. at a school in the metro area. The annual spring business meeting is to take place in March to coincide with the Minnesota Football Coaches Association meeting and will take place at a school in the metro area at 1 p.m. (*revised 5/08, added 5/97*)
- 2.0 **SPORTS SEASON**
 - 2.1 **TRADITIONAL SEASON:**
 - 2.1.1 **PRACTICE GUIDELINES:** Practice sessions prior to the first football game will be governed by NCAA regulations. (*revised 12/88*)
 - 2.1.1.1 No protective gear, suits, headgear, pads, dummies, or charging sleds will be issued or used at anytime other than during the regular football season.
 - 2.1.2 **FIRST DATE FOR VARSITY COMPETITION:** NCAA Division III Rules
 - 2.2 **NONTRADITIONAL SEASON:** An institution is permitted to conduct conditioning and strength training sessions and limited skill instruction during a consecutive four week period outside the playing season. During this four week period, the institution may conduct practice on a maximum of seven days with no more than four practice days in any one week. Any athletically related activity (per Bylaw 17.02.1.1) shall constitute the use of a day. (*revised 05/07, 05/05, added 05/03*)
 - 2.3 **NUMBER OF VARSITY CONTESTS:** The varsity schedule shall be limited to ten (10) contests. (*revised 12/92*)
 - 2.3.1 **NUMBER OF JUNIOR VARSITY CONTESTS:** The JV schedule shall be limited to five games.
 - 2.3.2 No athlete can play in more than the total number of varsity contests allowed in a season; counting regular season varsity and junior varsity games. (*clarified 4/92*)
 - 2.4 **CONFERENCE TOURNAMENT:**
 - 2.5 **SCHEDULING POLICY:** A round-robin schedule of Conference games shall be played to determine the championship. This schedule shall be prepared by the MIAC Conference office and presented to the Athletic Directors for approval. (*revised 05/05*)
 - 2.5.1 **LAST DATE FOR COMPETITION:** NCAA Division III National Championship. (*added 4/90*)
 - 2.6 **POLICY FOR POSTPONEMENT/RESCHEDULING, ETC.:**
- 3.0 **GAME/MATCH/MEET/CONDUCT**
 - 3.1 **STARTING TIME:** All MIAC games shall be played at 1 p.m. or 7 p.m. The time of the contest will be set by the home team. Games involving Concordia will be an exception: Night games with Concordia will be arranged only through mutual consent. (*revised 12/84*)
 - 3.1.1 The pre-game schedule for all Conference games shall be (if start time differs, amend appropriately):
 - For a 1:00pm start
 - 11:30 Long sideline field setup applies to both teams
 - 12:30 Midfield (50 yard line) serves as team divider
 - 12:45 Teams off the field
 - 12:55 Captains in the middle of the field talking with officials

- 12:57 Coin flip
 12:58 National Anthem (teams WILL be on the field)
 1:00 Kickoff (*revised 05/06, 05/05, 12/84*)
- 3.1.2 Half-time intermission shall be twenty (20) minutes in length.
- 3.2 **RULES TO GOVERN CONTEST:** NCAA football rules shall be used in all Conference games.
- 3.2.1 The home team will wear dark jerseys and the visiting team will wear light.
- 3.2.2 The Wilson F1005 football shall be the official Conference game ball. The home team shall provide at least three (3) game balls. In inclement weather, at least six (6) game balls shall be available. (*revised 5/99, 12/86*)
- 3.3 **SITE PREPARATION REQUIREMENTS:** Private dressing rooms shall be available two (2) hours prior to game time (11:00 or 5:00). Game field shall be available one and one half (1.5) hours prior to game time. (*revised 05/05, 12/84*)
- 3.3.1 **SIZE LIMITATIONS, MARKINGS, ETC.:** NCAA Rules
- 3.3.2 **MODIFICATIONS:** None
- 3.4 **HOME TEAM SHALL:** Provide the following:
- 3.4.1 Private squad rooms adjacent to field for both pre-game and half-time use.
- 3.4.2 Ice
- 3.4.3 Chalk and blackboard or Dry-Erase Board and markers
- 3.4.4 Half-time and final statistics shall be provided by the host school: Official NCAA game statistics format shall be used. The home team is encouraged to provide a play by play sheet. NOTE: Effort to be made by host school to provide final game stats prior to visiting team's departure from game site.
- 3.4.5 Each school shall provide their own headphones at home and on the road. The home team shall have no responsibility for providing backup headphones for the visiting team. (*revised 05/05, 12/87*)
- 3.5 **VISITING TEAM SHALL:** Provide what they need that is not provided.
- 3.6 **VISITING TEAM ROSTER LIMIT:** The visiting team roster limit for all Conference games shall not exceed 60 players. (*revised 05/07, 5/98, 1988*)
- 3.7 **POLICY FOR VIDEO/MOVIES:** All games will be taped in mini-DV (digital). Each team will upload their game via conference selected vendor software within 1 hour of the completion of the game. Visiting teams will upload their game within one hour of arriving home. The tight angle video will also be exchanged following identical protocol as the wide film exchange. (*revised 05/07, 05/05, 2/96*)
- 3.7.1 Coaches have the responsibility to inform opponents if tape quality renders tape unusable.
- 3.7.2 It is recommended that no tape, film, or scouting information concerning Conference members shall be given to schools outside the MIAC. (*revised 4/92*)
- 3.7.2.1 The Conference will have an open game film exchange policy with the following limitations:
1. Downloading of game film will be permitted one week prior to the opening of the conference season.
 2. The number of game films downloaded must not exceed the number of game films uploaded through the second week of the conference season.
 3. Following week 2 of the conference season all films may be downloaded. (*revised 05/06, 05/05, 4/92*)
- 3.7.3 A school may waive the right to receive a tape of the game immediately prior and scout that game. Notification of a school's intentions must be made by phone by Thursday before the game. Coaches may attend conference games if they are not scouting (i.e. taking notes). (*revised 3/00*)
- 3.7.4 **Video Taping Description** (*revised 05/06, added 5/02*)
- Camera should start as the offensive team breaks the huddle and should include all 22 players at the snap of the ball.
 - Videotape should show scoreboard after each score and after each quarter.
 - Videotape should show officials on penalties
- 3.7.5 MIAC Coaches will email or fax previous games two-deep depth chart by noon on Monday to the next opponent. It is a requirement that each team will have a roster on its webpage and game statistics which show starting lineup for each game. (*revised 05/05, added 5/04*)
- 3.8 **PRESS BOX PROCEDURES/ASSIGNMENTS:** Press box space shall be assigned as follows according to stated order:
- 3.8.1 Timer and scoreboard operator (2)
- 3.8.2 Statistician and spotter (2)
- 3.8.3 P.A. announcer and spotter (2)
- 3.8.4 Video camera operator - 1 for each team (2)

- 3.8.5 Team spotters - 2 for each team (4)
- 3.8.6 It is recommended that the press box be reserved only for those officially "working" the game.
- 4.0 **GAME SUPPORT STAFF**
- 4.1 **GAME OFFICIALS: NUMBER AND QUALIFICATIONS** - Seven (7) officials shall each be paid according to current rate as established by the Faculty Representatives. (*revised 05/07, 5/99, 12/87*)
- 4.1.1 **POLICY TO ASSIGN OFFICIALS:** The Executive Director shall assign the officials. Approved officials will be assigned to any conference school.
- 4.1.2 **POLICY FOR SELECTING/RATING OFFICIALS:** Selected by Executive Director Recommendation and rated through the weekly coaches evaluation form filed with Executive Director office.
- 4.2 **SECONDARY OFFICIALS:** The chain crew shall be located on the side of the playing field opposite the press box.
- 4.2.1 The official timer must be a competent, non-student and must meet with the game officials prior to the start of the game.
- 4.3 **SUPPORT PERSONNEL:** Two ball persons must be available (one on each sideline).
- 4.4 **MEDICAL PERSONNEL:** The home team shall have a physician or a certified trainer in attendance at all football games.
- 4.5 **OTHER:** Officials should be provided a private dressing room area and home team shall insure the privacy.
- 5.0 **MIAC/NCAA STATISTICS:**
- 5.1 Teams are expected to maintain these statistics.
- 6.0 **CONFERENCE CHAMPIONSHIP**
- 6.1 **HOW DECIDED:** The championship in football will be determined on a point basis -- one (1) point per win, based on the approved round-robin schedule.
- 6.1.1 **POLICY FOR TIE BREAKER:** Ties will be broken in order to select the automatic qualifier to the NCAA playoffs as follows: (*added 5/99*)
1. Head to Head competition.
 2. If 3 or more teams are tied, the team that has most recently been to the playoffs will be eliminated. Then it goes back to head to head competition with the remaining teams.
 3. Coin flip, if head to head competition and recent playoff appearances do not solve the tie.
- 6.2 The MIAC recognizes multiple champions.
- 7.0 **POST SEASON POLICY:**
- 7.1 NCAA Championship and rules.
- 7.2 **AUTOMATIC QUALIFIER:** Conference Champion receives automatic bid.
- 8.0 **AWARDS:**
- 8.1 **CONFERENCE CHAMPIONS:** Trophy provided by the conference.
- 8.2 **ALL CONFERENCE CERTIFICATES:** An All-Conference certificate will be presented to each All-Conference football player as appointed by the coaches (furnished by the Conference Office)
- 8.3 **COACH OF THE YEAR:** MIAC Football "Coach of the Year" - Coaches shall select by nomination and ballot their choice for this honor at their annual Fall meeting.
- 8.4 **MIAC MVP (Jim Christopherson MVP):** Each member institution shall select its MVP at the close of the Conference season. The MIAC MVP Award shall be determined by a vote of the football coaches. (*revised 5/01*)
- 8.5 **MIKE STAM AWARD:** Each school will elect its outstanding interior lineman at the season's end. The award winner shall be determined by a vote of the head football coaches. An endowment to supply a plaque for the outstanding lineman award is held at Carleton College. (*added 4/90 – revised 5/01*)
- 8.6 **MIAC SPORTSMANSHIP TEAM:** Teams will elect one member from their team who displays good sportsmanship throughout the season to be a member of the All-MIAC Sportsmanship team. These individuals will be selected by the team and head coach, with the head coach bringing the selection to the coaches meeting (where applicable or sent to conference office at the end of season). Only one student-athlete from each team may be selected. All institutions will have one representative, with final team choice selected by the head coach. The award will be publicized with other conference awards at the end of the season. This award is in name only, no certificate or plaque provided (no ties allowed). (*added 12/06*)
- 9.0 **ALL CONFERENCE TEAM SELECTION**
- 9.1 **SELECTION:** To adopt the "True Team" selection format with the following criteria:
OFFENSE: 7-Offensive Linemen, 1-Tight End, 3-Wide Receivers, 2-Quarterbacks, 3-Running Backs, 1-Kicker, (17 Total)

DEFENSE: 5-Defensive Linemen, 5-Defensive Backs, 3-Inside Linebackers, 3-Outside Linebackers, 1-Punter (17 Total)

UTILITY: 1-Utility Player

2nd Team-same as above (*revised 5/03, 5/02, 5/94*)

9.1.1 Official release of All-Conference Team shall be made by the Conference at a time advantageous to the Conference. Individual institution shall not release this information to local media prior to the official release. No alternations of this honor squad shall be permitted.

9.1.2 The second All-Conference team will be selected by the same process and released by the conference simultaneously with the 1st team. (*revised 5/03, 12/89*)