



2010-2011 Administrative Handbook

| | | |
|---|---|---------|
| <u>Important Dates</u> | - | page 2 |
| <u>MCC Constitution</u> | - | page 3 |
| <u>MCC Bylaws</u> | - | page 6 |
| Guidelines: | | |
| <u>Conduct</u> | - | page 10 |
| <u>Awards</u> | - | page 11 |
| <u>SID</u> | - | page 11 |
| <u>Baseball</u> | - | page 16 |
| Basketball: | | |
| <u>Men's</u> | - | page 18 |
| <u>Women's</u> | - | page 20 |
| Golf: | | |
| <u>Men's</u> | - | page 23 |
| <u>Women's</u> | - | page 24 |
| <u>Cross Country</u> | - | page 25 |
| <u>Soccer</u> | - | page 26 |
| <u>Softball</u> | - | page 28 |
| Track and Field | | |
| <u>Outdoor</u> | - | page 29 |
| <u>Indoor</u> | - | page 34 |
| <u>Volleyball</u> | - | page 38 |
| <u>Bowling</u> | - | page 40 |



2010-2011 Important Dates

| | | |
|------------------|------------------------------------|----------------------|
| October 12 | ADC Meeting | Cedar Rapids |
| October 26 | COP Meeting | conference call |
| November 6 | Cross Country Championship | Clinton |
| Oct 30 - Nov 11 | Soccer Championship | TBD (at higher seed) |
| November 6 – 13 | Volleyball Championship | TBD (at higher seed) |
| February 12 | Indoor Track Championship | Sterling, IL |
| February 15 | ADC Meeting | Cedar Rapids |
| February 22 | COP Meeting | conference call |
| February 23 - 28 | Basketball Championship | TBD (at higher seed) |
| March 25 | Soccer Coaches Meeting | Cedar Rapids |
| March 25 | Volleyball Coaches Meeting | Cedar Rapids |
| April 15 - 19 | NAIA National Convention | Kansas City |
| April 15 | M Golf Coaches Meeting | Blue Top Ridge |
| April 15 – 16 | Men's Golf Championship | Blue Top Ridge |
| April 15 | W Golf Coaches Meeting | Blue Top Ridge |
| April 15 - 16 | Women's Golf Championship | Blue Top Ridge |
| April 16 | Softball Coaches Meeting | TBA |
| April 20 – 21 | Outdoor Track Championship – Multi | Clinton, IA |
| April 30 – May 1 | Softball Championship (pods) | TBD (at higher seed) |
| May 3 – 6 | Baseball Championship | Peosta, Iowa |
| May 6 – 7 | Outdoor Track Championship | Des Moines |
| May 7 -8 | Softball Final 4 | Drake University |
| May 27 | Track/CC Coaches Meeting | Cedar Rapids |
| May 27 | W Basketball Coaches Meeting | Cedar Rapids |
| May 27 | M Basketball Coaches Meeting | Cedar Rapids |
| Late May | COP Meeting | conference call |
| June 16 - 19 | NACDA Convention | Orlando, FL |
| Late July | ADC Meeting | TBD |

Constitution

ARTICLE 1—NAME AND PURPOSE

1. Name, Purpose, and Application of Rules.

The name of this Association shall be MIDWEST COLLEGIATE CONFERENCE (hereinafter called the "Conference"). This Conference is formed for the purpose of establishing an athletic program to be participated in by the members on the basis of mutual trust and confidence and based upon high standards of scholarship and sportsmanship. The Constitution, Bylaws, Compliance and Enforcement Regulations, Administrative Rules, and Sports Policies and Regulations of the Conference shall apply to all sports recognized by its member institutions as varsity intercollegiate sports in which a Conference or champion is determined.

2. Statement of Purpose.

The members of the Midwest Collegiate Conference value:

- a. Academic and athletic achievement of student-athletes;
- b. Increased educational opportunities for young people;
- c. Quality competitive opportunities for student-athletes;
- d. Amateurism in intercollegiate athletics;
- e. Compliance with Midwest Collegiate Conference (MCC) and National Association of Intercollegiate Athletics (NAIA) rules;
- f. Fair play and sportsmanship; and
- g. Responsible fiscal management.

Within the context of these values, the purpose of the Midwest Collegiate Conference is to enrich and balance the athletic and educational experiences of student-athletes at its member institutions, to enhance athletic and academic integrity among its members, and to provide leadership in support of its basic values.

ARTICLE 2—MEMBERSHIP

1. Members.

Members of this Conference are:

| | | |
|-----------------------|------------------------|-------------------------|
| Ashford University | Iowa Wesleyan College | Viterbo University |
| Clarke University | Mount Mercy University | Waldorf College |
| Grand View University | St. Ambrose University | William Penn University |

2. New Members.

New members may be admitted to the Conference by receiving two thirds (67%) of the votes of the Chief Executive Officers of the member institutions.

3. Withdrawal.

Each member reserves the right to withdraw from this Conference by written notice given to every other member at least one calendar year before the effective date of such withdrawal.

4. Expulsion.

The Conference shall have power to drop any institution from membership by two-thirds (67%) vote of the total membership of the COP.

ARTICLE 3—CONDITIONS AND OBLIGATIONS OF MEMBERSHIP

1. Membership Responsibility.

As a condition and obligation of membership in the Midwest Collegiate Conference, each member institution agrees:

- A. To administer its athletic program in accordance with the Constitution, Bylaws, and other legislation of the Conference;
- B. To afford full cooperation to the Conference's compliance program to make it truly a joint, cooperative effort between the Conference and each member;
- C. To require compliance with and support of the Conference's regulations by each of its institutional personnel, student-athletes, and institutional representatives;
- D. To certify that its Chief Executive Officer retains and bears ultimate responsibility for the conduct of its intercollegiate athletic program;
- E. To support the Conference's programs and championships and its administrators in the conduct of those programs;
- F. To conduct its intercollegiate athletic program in keeping with the highest recognized standards and in a manner which will enhance the reputation for integrity of the Midwest Collegiate Conference;

- G. To cooperate in the spirit of mutual trust and confidence with the other members of the Conference in supporting and promoting the objectives of the Conference;

2. Human Rights Policy.

In accordance with the generally accepted policies of affirmative action and equal opportunity, there shall be no discrimination with respect to race, religion, sex, or national origin practiced at the Conference office or at member institutions in the conduct of their intercollegiate athletic programs.

3. Gender Equity Statement.

At an institutional level, gender equity in intercollegiate athletics describes an environment in which a fair and equitable distribution of overall athletics opportunities, benefits, and resources is available to women and men and in which student-athletes, coaches, and athletics administrators are not subject to gender-based discrimination under applicable state and federal law.

4. Sport Sponsorship.

Participation in all approved conference sports is encouraged. For membership in the Conference, an institution is required to offer the following sports. For men: basketball, baseball and soccer. For women: basketball, softball, volleyball and soccer.

ARTICLE 4—GOVERNANCE and ORGANIZATION

1. Governance of Conference.

This Constitution, Bylaws, Compliance and Enforcement Regulations, Administrative Rules, and Sports Policies and Regulations shall establish the governance of this Conference.

2. Officers.

The officers of this Conference are a president, a vice-president, and a secretary/treasurer, who shall each perform the customary duties of such offices. The President shall be the chair of the Council of Presidents, the Vice-president shall be the chair of the Athletic Directors Council and the Secretary/Treasurer shall be the Commissioner.

3. Application of NAIA Legislation.

The Midwest Collegiate Conference is a member of the National Association of Intercollegiate Athletics. Member institutions are bound by NAIA rules and regulations unless Conference rules are more demanding.

4. Organization of Conference.

A. Business of the Conference.

The Council of Presidents and the Athletics Directors Council shall conduct the official business of the Conference.

B. Council of Presidents (COP)

The Council of Presidents (COP), shall consist of the President or Chief Executive Officer of each of the member institutions. Unless specifically stated otherwise, all actions of the COP require a simple majority vote.

1. The COP shall meet not less than once each year normally following the summer meeting of the Conference and shall endeavor to meet at other times as necessary in person or by teleconference.
2. The MCC COP shall elect a representative to the NAIA COP, under the procedure and guidelines established by the NAIA, who shall (during their NAIA term) also serve as Chair of the MCC COP
3. The Commissioner of the MCC shall serve as an ex-officio nonvoting member of the Council of Presidents and shall be responsible for the keeping of the minutes of each meeting.
4. A representative (proxy) of the member of the COP is acceptable in all cases except at the regularly scheduled annual COP meeting. Said representative must be external to the Athletics Department.
5. A Quorum of fifty percent (50%) of eligible members is required for the transaction of business.
6. The responsibilities of the Council of Presidents.
 - a. The COP shall be responsible for the appointment, annual performance appraisal, and compensation of the Commissioner. The COP shall conduct an annual review of the Commissioner with input from the Athletic Directors Council (ADC).
 - b. The COP shall establish the annual budget of the conference including dues assessment to each institution.
 - c. Following a recommendation of the ADC, the COP shall make the definitive vote on conference membership. All members of the COP shall participate in a final membership vote.
 - d. The COP shall set the financial aid limits for the conference based on recommendations from the ADC.
 - e. The COP is solely responsible for proposing amendments to the Constitution of the conference. Any amendment to the Constitution shall require a $\frac{3}{4}$ (75%) vote, on paper ballot, by the COP in total.
 - f. At the meetings of the conference, the Chair of the COP or, any institutional president designated by the Chair of the COP, will be given the privilege of the floor for the purpose of discussion and making motions on behalf of the COP.
 - g. The COP may veto actions of the ADC with a majority vote of COP members. Vetoes must be made within thirty days of the conference meeting.
 - h. The COP shall be responsible for all items not expressly granted to the ADC.

C. Athletics Directors Council (ADC)

The Athletics Directors Council (ADC), shall consist of the Athletics Director of each of the member institutions. Unless specifically stated otherwise, all actions of the ADC require a simple majority vote.

1. The ADC shall meet not less than three times each year normally in the Fall, late Winter, and early Summer and shall endeavor to meet at other times as necessary.
2. The chair and vice-chair of the ADC shall be elected by the membership of the ADC to a two-year term.
3. The Commissioner of the MCC shall serve as an ex-officio nonvoting member of the ADC and shall be responsible for the keeping of the minutes of each meeting.
4. A representative (proxy) of the member of the ADC is not acceptable at any time.
5. A Quorum of fifty percent (50%) of eligible members is required for the transaction of business.
6. The responsibilities of the ADC.
 - a. The ADC shall oversee the administration of all league sports.
 - b. The ADC shall monitor the annual budget of the Conference.

D. Committees

On an ongoing basis and from time-to-time as needed, various committees will be formed to assist in the conduct of business of the Conference. The committees will at all times report to either the ADC or COP as set forth in the Bylaws.

ARTICLE 5—STUDENT-ATHLETE ELIGIBILITY

The rules and regulations of the NAIA shall determine student-athlete eligibility.

ARTICLE 6—INSTITUTIONAL ELIGIBILITY

An institution prohibited from competing in post-season competition by the NAIA or the Conference shall not be eligible for the Conference Championship in the cited sport(s), but its games against Conference opponents shall count in the Conference standings. Such an institution also may not compete in a Conference event that determines the Conference's automatic qualifier for the NAIA Championship in that sport.

ARTICLE 7—SCHEDULING

1. General Policy.

All members of the Conference, in the exercise of the principle of free choice of opponents, hereby agree to schedule each other as set forth by the rules and regulations governing each sport.

2. Scheduling Relationships.

Membership in the Conference shall in no way affect the right of each member to continue or establish relations with any institution, except as mandated herein.

ARTICLE 8—COMMISSIONER

The Conference shall employ a Commissioner who shall make reports, operate the officiating program, gather and keep statistics and other data, and otherwise administer and manage the affairs of the Conference as directed. The specific duties of the Commissioner shall be set forth in the MCC Bylaws.

ARTICLE 9—ARBITRATION

Difficulties or disputes that may arise between two or more colleges concerning enforcement of rules, disregard of schedules, or any other similar questions, shall be referred to the Commissioner for action. A request for review of the Commissioner's action may be made to the COP by the institution's Chief Executive Officer only. No member of the COP shall serve on this review if his/her school is involved in the dispute or question.

ARTICLE 10—PROCEDURE

Roberts Rules of Order shall be the parliamentary authority of this conference.

THE MIDWEST COLLEGIATE CONFERENCE

Bylaws

SECTION 1.1 - Offices

- 1.1 Offices. The Principal Office of the Midwest Collegiate Conference in the State of Iowa is 3133 Sycamore Road, in the city of Ames, 50014. The Conference (as defined below) may have such other offices as the business of the Conference may require from time to time.

SECTION 1.2 - Membership

- 1.2.1 Name. The name of the organization shall be The Midwest Collegiate Conference (the "Conference").

- 1.2.2 Membership. The current members of the Conference are:

Ashford University

Clarke University

Grand View University

Iowa Wesleyan College

Mount Mercy University

St. Ambrose University

Viterbo University

Waldorf College

William Penn University

- 1.2.3 Qualification for Membership.

1.2.3.1 Full Membership - From time to time colleges or universities that support the purposes of the Conference and meet all the requirements of Article 3 of the MCC Constitution, may be considered for Full Membership into the Conference. A vote of two thirds (67%) or more of the Council of Presidents then in office is necessary for the election of a new Member to the Conference.

1.2.3.2 Associate Membership - From time to time colleges or universities that support the purposes of the Conference but do not meet all the requirements of Article 3 of the MCC Constitution, may be considered for an Associate Membership into the Conference. The prospective Member will submit a detailed sports expansion plan for future compliance with Article 3 of the MCC Constitution. A vote of two thirds (67%) or more of the Council of Presidents then in office is necessary for the election of a new Associate Member to the Conference. Associate Members will pay full MCC dues and all relevant sport entry fees, as set by the COP, and be included in MCC scheduling and Championships as well as MCC awards for relevant sports. The Associate Membership is available to an Institution for no more than 3 academic years, by which time the Associate Member must either be admitted as a Full Member, or sever ties to the Conference.

- 1.2.4 Suspension of Membership. During any period in which a Member Institution shall be in default in the payment of any annual dues levied by the Conference, or for violation of the Bylaws or the rules and regulations (the "Rules") established from time to time by the Council of Presidents, Members may have their voting rights and privileges of membership in the Conference suspended by a vote of two thirds of the conference or more of the Council of Presidents then in office who are not representatives of said Member.

- 1.2.5 Removal. Any Member Institution may be removed from Membership in the Conference by a vote of two thirds (67%) or more of the Council of Presidents then in office who are not representatives of said Member.

- 1.2.6 Forfeit of Membership. Any Member Institution who makes formal application for membership to an athletic association contrary to the purpose of Constitution Article 1 immediately forfeits their membership in the conference.

SECTION 1.3 - MISSION AND INSTITUTIONAL RESPONSIBILITY

- 1.3.1 Mission. The mission of the conference is to:

1.3.1.1 Support the development of national-championship caliber intercollegiate athletic programs at the NAIA Division II level.

1.3.1.2 Advance standards of scholarship, sportsmanship and equity consistent with the highest ideals of Conference membership.

1.3.1.3 Organize, promote and administer intercollegiate athletics among its member institutions.

1.3.1.4 Optimize revenues and provide supporting services compatible with both academic and competitive excellence.

1.3.1.5 Adhere to the rules, goals and values of the National Association of Intercollegiate Athletics and their Champions of Character initiative.

- 1.3.2 Institutional Control and Responsibility. Only institutions having institutional control of athletics shall be members of this Conference. Institutional control is considered to be exercised at a Member Institution whenever authority is vested in the chief executive officer of such institution.

- 1.3.3 **Conference Compliance.** In the conduct of their athletic programs, the Member Institutions of the Conference are fully committed to compliance with the rules and regulations of the National Association of Intercollegiate Athletics ("NAIA") and the Conference. Each Member accepts primary responsibility for the administration of rules and regulations, for investigating known or alleged violations at that institution, and for taking prompt and effective corrective actions where violations have occurred. The Conference, through the Commissioner, shall assist Member Institutions in investigating departures from NAIA or Conference rules.
- 1.3.4 **Admission Standards.** Athletes and non-athletes shall be admitted to the institution under the same admissions standards. All students shall be enrolled through the regular procedure established by the institution.
- 1.3.5 **Scholarship, Grants-in-aid, and Student Loans.**
- 1.3.5.1 Assignment of non-athletic scholarships, grants-in-aid or student loans shall be controlled by the faculty through the regularly constituted committee on student loans and scholarships.
- 1.3.5.2 Any financial aid or assistance to prospective or enrolled student athletes in money or in kinds, except that which comes from members of their immediate family or from those upon whom they are legally dependent, shall be administered by the institution through its regularly constituted committee on student loans and scholarships.
- 1.3.5.3 Scholarships (non athletic), grants-in-aid and student loans shall be awarded on such basis as will not discriminate for or against presumed or recognized athletes. Athletes and non-athletes shall be required to maintain the same minimum academic standing to qualify for such scholarships.
- 1.3.5.4 All donations to the general athletics program and/or the athletic scholarship fund by outside organizations shall be deposited in an institutional fund and be administered institutional committees under the control of the chief executive officer.
- 1.3.6 **Campus Visitation of Prospective Student-Athletes.** No part of the travel expense of prospective student athletes making visitation to the institution shall be paid by either the institution itself nor any individual or organization directly in support of the program unless such practice by a part of the general institutional policy in procurement of all students and not alone in securing athletes.
- 1.3.7 **Eligibility of Student-Athletes.** Persons competing in men's and women's sports will be governed by the National Association of Intercollegiate Athletics Official Handbook.
- 1.3.8 **Sponsorship of Intercollegiate Sports.** The following sports are considered Conference Sports and shall be governed by the Conference:

Men

Baseball
Basketball
Bowling
Cross Country
Golf
Soccer
Track and Field (Indoor and Outdoor)

Women

Basketball
Bowling
Cross Country
Golf
Soccer
Softball
Track and Field (Indoor and Outdoor)
Volleyball

Section 1.4 - CONFERENCE STRUCTURE AND ORGANIZATION

- 1.4.1 **Council of Presidents (COP).** The Conference will be governed by several groups, but the Council of Presidents shall at all times maintain ultimate authority as stated in the Constitution article 4-3-B. Members of the COP shall not be compensated or reimbursed for expenses related to their service on the COP.
- 1.4.2 **Athletics Directors Council (ADC).** The Athletics Directors Council shall have responsibility for the day-to-day governance of the Conference as stated in the Constitution article 4-3-C. Members of the ADC shall not be compensated or reimbursed for expenses related to their service on the ADC.
- 1.4.3 **Committees.** From time-to-time Committees may be formed by either the COP or the ADC to assist in the governance of the Conference. In all cases a committee's authority, the selection process and whether compensation and/or expenses will be paid, shall be established in the charter creating the committee.
- 1.4.4 **Commissioner.** The Conference will employ a Commissioner. The Commissioner shall:
- 1.4.4.1 Report to the COP.
- 1.4.4.2 Be a paid position by the conference.
- 1.4.4.3 Serve as a primary *Administrator* of the conference.
- 1.4.4.4 Work closely with the COP to determine the short and long-term goals and objectives of the conference.
- 1.4.4.5 Ensure that all MCC and Institutional operations are conducted according to established rules and regulations of the conference and the NAIA.

- 1.4.4.6 Promote the general welfare of the conference through identification of areas, which need correction or are opportunities for growth and development.
- 1.4.4.7 Maintain institutional membership and recruit additional schools to join the conference.
- 1.4.4.8 Work with the ADC in the development of master schedules for conference sports.
- 1.4.4.9 Facilitate resolution of protest, grievances or other special concerns for action by hearing the evidence and mediating the dispute. If necessary, the commissioner is the final arbitrator of all disputes.
- 1.4.4.10 Work with school officials and coaches to promote the five core values of the NAIA's Champions of Character initiative.
- 1.4.4.11 Administer any disciplinary action against individuals, teams, or schools as mandated by the Conference Rules.
- 1.4.4.12 Coordinate and promote the administration of all conference events and championships
- 1.4.4.13 Have available championship awards at the conclusion of conference competition.
- 1.4.4.14 Possess complete knowledge of the MCC Constitution, By-Laws, and Sports Guidelines, and uphold and administer the MCC in accordance with those documents
- 1.4.4.15 Provide assistance to member institutions to ensure compliance with MCC and NAIA policies as stated in the Constitution and By-Laws.
- 1.4.4.16 Visit conference institutions in conjunction with an athletic contest or conference championship and observing the operation of its intercollegiate athletic program relative to conference rules.
- 1.4.4.17 Attend and represent the MCC at all NAIA affiliated conference meetings.
- 1.4.4.18 Attend as the MCC voting member at National NAIA meetings.
- 1.4.4.19 Provide, in a timely manner, information from the NAIA to the member institutions.
- 1.4.4.20 Complete and return all required NAIA forms to the national office.
- 1.4.4.21 Become involved in the various NAIA committees as opportunities arise.
- 1.4.4.22 Maintain and distribute current additions of the MCC Constitution, By-Laws, and Sport Handbooks.
- 1.4.4.23 Assemble and distribute the agenda prior to each conference meeting.
- 1.4.4.24 Responsible for recording and distribute minutes of each conference meeting.
- 1.4.4.25 Maintain and distribute a directory of the conference, which includes listing of Presidents, Faculty Athletics Representatives, Athletics Directors, Sports Information Directors, and Head Coaches of each institution.
- 1.4.4.26 Keep current and historical files of conference correspondence.
- 1.4.4.27 Respond to reasonable requests from member schools for documents and records.
- 1.4.4.28 Build and maintain a database containing MCC and NAIA information including average expenditures in areas such as per sport, recruiting, coaches salaries, departmental staffing levels, scholarship awards, etc. for use by COP and ADC.
- 1.4.4.29 Prepare and submit an annual budget to the COP for review and approval.
- 1.4.4.30 Manage day-to-day fiscal operations.
- 1.4.4.31 Develop guidelines for hiring, training, assigning, disciplining, evaluating, and terminating conference game officials in conjunction with the Sport Chair.
- 1.4.4.32 Coordinate annual rules interpretation meeting of officials and coaches.
- 1.4.4.33 Mediate disputes between officials and employees of member schools.
- 1.4.4.34 Assure member schools receive list of all assigned officials for events they are hosting.
- 1.4.4.35 Maintain archival information about the MCC.
- 1.4.5 Eligibility Chair. The Conference will employ an Eligibility Chair. The Eligibility Chair shall:
 - 1.4.5.1 Report to the Commissioner.
 - 1.4.5.2 Be a paid position by the conference.
 - 1.4.5.3 Communicate with Faculty Athletics Representatives (FARs) and registrars compliance officers of member institutions on NAIA policies and procedures related to athletic eligibility.
 - 1.4.5.4 Relay NAIA policies through case studies or information from NAIA national office as requested by conference FARs and registrars compliance officers.
 - 1.4.5.5 Receive eligibility reports and other appropriate NAIA forms for member institutions.
 - 1.4.5.6 Report to member institutions through their FAR on the status of eligibility reports.
 - 1.4.5.7 Serve as chair of the conference eligibility committee to process eligibility violations and requests for exceptions.
 - 1.4.5.8 File eligibility reports with the NAIA national office.

- 1.4.6 Sports Information Director (SID). The Conference will employ a SID. The SID shall:
- 1.4.6.1 Report to the Commissioner.
 - 1.4.6.2 Be a paid position by the conference.
 - 1.4.6.3 Coordinate conference statistical information.
 - 1.4.6.4 Collect weekly statistics, records and pertinent information from member institutions and compile in accordance with NAIA guidelines and requirements. Statistics will be compiled for all Conference sports.
 - 1.4.6.5 Distribute to conference institutions and to the NAIA national office statistical information required by the NAIA or MCC.
 - 1.4.6.6 Provide statistical information to NAIA Region IV Chair or SID as required or requested.
 - 1.4.6.7 Provide a means for the selection and announcement of MCC player(s) of the week for all sports.
 - 1.4.6.8 Initiate and maintain contact with local media identified by the conference institutions through their AD or SID.
 - 1.4.6.9 Issue press releases concerning conference athletic activity including, but not limited to, results of athletic contests, conference standings and statistics, MCC players of the week.
 - 1.4.6.10 Maintain the MCC website.
- 1.4.7 Supervisor of Officials (SOO). The Conference will employ a SOO in selected sports. The SOO shall:
- 1.4.7.1 Report to the Commissioner.
 - 1.4.7.2 Be a paid position by the MCC.
 - 1.4.7.3 Schedule Officials.
 - 1.4.7.4 Evaluate Officials.
 - 1.4.7.5 Assist Commissioner in gathering information for their sports as needed.

Section 1.5 - DUES

- 1.5.1 Purpose. Annual dues may be required to be paid by each Member Institution as a condition to membership in the Conference to meet the expenses of the Conference and enable the Conference to operate as provided in these Bylaws and the Rules.
- 1.5.2 Establishing Annual Dues. Annual dues of Member Institutions shall be established by a resolution of the Council of Presidents at the meeting at which the annual budget of the Conference is approved.

Section 1.6 - FISCAL YEAR

- 1.6 Fiscal Year. Except as from time to time otherwise provided by the Council of Presidents, the fiscal year of the Conference shall extend from the first day of July to the last day of June of year, both dates inclusive.

Section 1.7 - Governance of Sports

- 1.7 Rules for Conference Sports. Rules for sports shall be set each year by a vote of the coaches of that sport at each member school, and approved by the Athletic Directors Council. Each year Head Coaches for each Conference sport will elect a "Sport Chair" from among their members to serve as primary contact for issues relating to that sport.

Section 1.8 - Amendments

- 1.8 Amendments. These Bylaws may be altered amended or repealed and new Bylaws may be approved by the Council of Presidents at any meeting of the Council of Presidents by the vote of fifty percent (50%) of the members of the Council of Presidents.

Section 1.9 - Miscellaneous Provisions

- 1.9.1 Books and Records. The Conference shall maintain an "open book" policy in regards to questions from any member of the COP or ADC. All Conference documents and records shall be available for inspection by any member of the COP or ADC at any time. Exempt salary and scholarship data.
- 1.9.2 Reports. All Institutional Reports filed with the NAIA will also be filed with the Conference. From time to time the Conference may require reports on other Institutional information including budgets, academic performance, facility plans and coaching salaries. Unless specified prior to collection, this information is considered confidential and will not be shared, in whole or part, with any other entity. The information may, however, be used in statistical reports and data that will be shared with others.

Administrative Guidelines

Section 2.1 - **SPORTSMANLIKE CONDUCT and DISCIPLINE**

- 2.1.1 Read the Champions of Character pledge before every game/match/contest
- 2.1.2 Include the Champions of Character pledge in the game program
- 2.1.3 It shall be the responsibility of each institution to ensure that all individuals employed by, or directly associated with the athletic program of that institution conduct themselves in a sportsmanlike manner when representing their institution, especially at intercollegiate athletic contests.
- 2.1.4 Unsportsmanlike conduct shall subject the individual to disciplinary action. The institution with which the offending individual is associated may also be subject to disciplinary action if it is found that the institution's policies, action, or failure to act substantially contributed to the individual's misconduct.
- 2.1.5 Acts of Unsportsmanlike Conduct and Individual Penalties Acts of unsportsmanlike conduct shall include, but not be limited to:
 - 2.1.5.1 Any player who strikes or physically abuses an official, coach, or player. This person will be ejected from the contest, and in the event of a flagrant violation, shall be suspended for additional contests, as the Conference Commissioner deems appropriate.
 - 2.1.5.2 Any person who intentionally incites participants or spectators to violent or abusive action shall be subject to a public reprimand for the first offense or a one-contest suspension in the event of a flagrant violation, and a suspension for two contests for any additional offense.
 - 2.1.5.3 Any person, who uses obscene gestures or profane or unduly provocative language or action toward officials, opponents, or spectators, shall be subject to ejection for the first offense, and to a suspension for additional one contest for any additional offense.
 - 2.1.5.4 Any person who publicly is critical of any game official, Conference personnel, another institution, or its personnel, shall be subject to a public reprimand for the first offense, and to a suspension for one contest for any additional offense.
 - 2.1.5.5 Any video recording of contests except those in which the institution is competing.
 - 2.1.5.6 Any person who engages in negative recruiting by making statements to a prospective student-athlete, his parents, high school coach, junior college coach, or other person interested in the prospective student-athlete, which are unduly derogative of another institution, its personnel, or its athletic program shall be subject to a public reprimand for the first offense, and to a suspension of one conference game for each additional offense.
 - 2.1.5.7 Nothing herein shall prevent the Commissioner from taking appropriate interim action.
 - 2.1.5.8 A violation by an institution, or by institution personnel who are not participants in a contest shall be subject to a public reprimand and other action as deemed appropriate by the Commissioner
- 2.1.6 Carrying Penalty over to the Next Season Whenever a penalty or suspension is imposed at or near to the end of a season of competition; the penalty or suspension may be carried over into the next season of competition.
- 2.1.7 Definition of Terms: As used in this regulation, the following terms have the designated meaning:
 - 2.1.7.1 **PLAYER** suspension means that the player cannot participate in the designated number of contests, but may practice.
 - 2.1.7.2 **COACH** suspension means that the coach cannot be present in the playing arena for the designated number of contests, but may conduct practice sessions.
- 2.1.8 Appeal Process for Unsportsmanlike Conduct Infractions
 - 2.1.8.1 Matter may be appealed to the ADC [less the AD of the involved institution(s)] solely by the AD of the involved institution
 - 2.1.8.2 Further appeal may be made to the COP [less the President of the involved institution(s)]
- 2.1.9 Inappropriate acts by Administrators, Coaches or Players that do not fall under 2.1.6, shall be handled by the Commissioner using the following guidelines, until the matter is resolved
 - 2.1.9.1 Informal phone call from the Commissioner to the coach or administrator requesting correction or attention to the matter.
 - 2.1.9.2 Formal letter from the Commissioner to the coach, administrator or athlete, detailing examples and requesting correction or attention to the matter. This letter will be copied to the offending party's supervisor and the President of the institution.
 - 2.1.9.3 Referral, by the Commissioner, to the ADC (less the AD of the involved institution) for disciplinary action.
 - 2.1.9.4 Any action taken by the ADC may be appealed to the COP (less the President of the involved institution).

Section 2.2 - ALL CONFERENCE SELECTION PROCEDURES

- 2.2.1 Track & Field and Cross Country will continue to honor based on finish at MCC Conference Meet
- 2.2.2 Head Coach nominates any number of their players by the first Tuesday after the regular season (depending on NAIA deadline for All American nominations)
- 2.2.3 The All Conference Ballot will be returned to coaches on the last Wednesday of the regular season
- 2.2.4 Coaches may have one conference call (or meeting) between the time they receive and submit the ballot
- 2.2.5 Coaches will rank the same number of players as the number being honored as All Conference, or, in the case of position-by-position selection, a suitable number (as determined by the Commissioner) to insure statistical relevance
- 2.2.6 Coaches may NOT vote for their own players for All Conference
- 2.2.7 Vote for All Conference occurs no later than the Tuesday following the conclusion of the Conference Tournament, or two days before the NAIA mandated deadline, whichever is sooner
- 2.2.8 A second ballot for "X of the Year" will be sent to the coaches by 5:00 PM on the day that the vote for All Conference occurs
- 2.2.9 Coaches MAY vote for their player(s) for "X of the Year"
- 2.2.10 "X of the Year" ballots are due by noon on the day following the vote for All Conference
- 2.2.11 Sports will honor the same "X of the Year" positions as the NAIA + one additional "X of the Year" as recommended by the coaches and approved by the ADC
- 2.2.12 The number of All Conference honorees will be the same as the number put forward for national consideration
- 2.2.13 The number of Honorable Mention honorees will be the same as the number (plus ties) of All Conference honorees
- 2.2.14 An additional Honorable Mention spot will be awarded to the highest receiving vote getter from an institution not otherwise recognized on the All Conference or HM Team
- 2.2.15 All Conference and "X of the Year" will receive a plaque and certificate; Honorable Mention will receive a certificate
- 2.2.16 CHAMPION OF CHARACTER TEAM: At the time of All Conference/Coach of the Year nominations coaches will have the opportunity to select a player from their team for the Champion of Character team under the following guidelines:
 - 2.2.16.1 Player must be a Varsity letter winner
 - 2.2.16.2 Player selected must fall in line with the NAIA's Champion of Character program
 - 2.2.16.3 Each team (institution) will have one player represented on the team
 - 2.2.16.4 The Conference's Champion of Character team members will receive a certificate
- 2.2.17 ACADEMIC ALL CONFERENCE
 - 2.2.17.1 Athlete must be on the eligibility roster
 - 2.2.17.2 Athlete must be in at least 2nd Year of College
 - 2.2.17.3 Athlete must have at least a 3.0 Cumulative GPA
 - 2.2.17.4 Due date: April 15
 - 2.2.17.5 The Conference's Academic All Conference members will receive a certificate

2.3 SPORTS INFORMATION GUIDELINES

2.3.1 GENERAL ITEMS

- 2.3.1.1 Each Midwest Collegiate Conference institution will hire or designate ONE individual whose PRIMARY responsibility will be Sports Information.
- 2.3.1.2 The Midwest Collegiate Conference places responsibility on each institution to hire capable and knowledgeable individuals to keep the game statistics
- 2.3.1.3 A high level of importance needs to be placed on hiring knowledgeable individuals who are familiar with each sport and the scoring/statistics for that specific sport
- 2.3.1.4 Individuals should be well trained and acclimated with the statistical programs well in advance of any game event
- 2.3.1.5 Each institutional Sports Information Director shall work to develop procedures and relationships with media, which will promote and enhance news coverage of his/her respective institution's intercollegiate athletic teams, individual athletes, and total athletic programs including, but not limited to, game coverage, features, and news highlighting student-athletes, coaches, and the institution as a part of the Midwest Collegiate Conference (MCC).
- 2.3.1.6 Each institutional SID is encouraged to develop regular media services which include, but are not limited to, production and distribution of sports news releases, media guides, printed programs

and brochures, radio game broadcasts and other programs, television when practical, and webcast as available.

- 2.3.1.7 As part the institutional SID responsibilities, and/or in conjunction with others, he/she is encouraged to develop and maintain appropriate athletic sections on the institutional website(s) with current, relevant content.
- 2.3.1.8 The institutional SID will cooperate with conference and NAIA colleagues and others in the promotion of positive news media relations.
- 2.3.1.9 xxx

2.3.2 RELATIONS WITH THE NAIA

- 2.3.2.1 The institutional SID will maintain contact with the NAIA Sports Information Office, and other NAIA representatives, as appropriate, and to provide requested/required information and reports.
- 2.3.2.2 The institutional SID will cooperate as requested with the MCC and NAIA officers and committees for information, reports, and applicable host duties.
- 2.3.2.3 The official website of the NAIA is <http://www.naia.org> It is to be checked on a regular basis for coaches and SID manuals, and other organization updates.
- 2.3.2.4 It is the responsibility of each MCC institution to input contest schedules as requested by the NAIA to the organization's website via the MCC SIDHelp admin site
- 2.3.2.5 It is the responsibility of each MCC institution to make sure the results of all varsity contests are reported to the NAIA through the MCC SIDHelp admin site <http://www.midwestcollegiateconference.com/admin> (See below under section X).

2.3.3 RELATIONS WITH THE MIDWEST COLLEGIATE CONFERENCE

- 2.3.3.1 Each institutional SID must provide required SID reports and information to the MCC SID and Commissioner – including but not limited to statistical reports, directory information, and materials for MCC printed programs and reports.
- 2.3.3.2 Each institutional SID shall be a full member of the MCC Sports Information Committee, and will be encouraged to take part in deliberations and responsibilities of that committee.
- 2.3.3.3 The MCC SID will serve as chairperson of the MCC Sports Information Committee, the MCC Sports Information Director will serve at the pleasure and appointment of the MCC Governing Council.
- 2.3.3.4 The MCC SID (in conjunction with the Commissioner) will be responsible for:
 - 2.3.3.4.1 Calling and chairing a minimum of two meetings of the SID committee each academic year;
 - 2.3.3.4.2 Submitting recommendations of the Sports Information Directors Committee to the ADC;
 - 2.3.3.4.3 Attending meetings of the ADC as requested by the ADC or Commissioner.
 - 2.3.3.4.4 Administration of the MCC Player of the Week programs, and the submission of MCC selections to the appropriate NAIA region and national level;
 - 2.3.3.4.5 Collection and Organization of all MCC Stats
 - 2.3.3.4.6 Content of the MCC Website
 - 2.3.3.4.7 Coordinating the production of any MCC post-season tournament program;
 - 2.3.3.4.8 Production and distribution of all MCC press releases;
 - 2.3.3.4.9 Production and Distribution of Award Certificates
 - 2.3.3.4.10 Each institutional SID shall cooperate with the MCC Sports Information Director in the submission of requested reports, nominations, new media contacts, to be used in conference promotions, and the production of MCC publications. This shall include participation in and/or coordination of institutional nominations for the various player-of-the-week recognition programs.

2.3.4 INSTITUTIONAL SID RESPONSIBILITIES

- 2.3.4.1 Games and Statistic Collection and Reporting
 - 2.3.4.1.1 Complete, accurate game statistics are the responsibility of the home team
 - 2.3.4.1.2 The SIDs of the MCC will follow the NAIA statistical guidelines, which in most cases follow the NCAA guidelines, when keeping statistics. Current NCAA Statistical Manuals will serve as the official guides when compiling game statistics. These guidelines are available on the NCAA website in the form of Statistician's Manuals for each sport. Each institutional SID, or responsible individual, is strongly encouraged to download and print these manuals for the NCAA website or order manuals from the NCAA Library.
 - 2.3.4.1.3 A sports information director (SID) or their designee shall be at each MCC contests for ALL games. Responsibilities of the SID include but are not limited to compiling LIVE

- (where applicable) statistics via StatCrew (TAS) software. In all cases the SID is the party responsible for adherence to all MCC guidelines.
- 2.3.4.1.4 Home SID is responsible for gathering accurate roster and team record information prior to event. MCC SID's will share updated rosters via email and the conference website.
 - 2.3.4.1.5 SID is responsible for providing printed stats to coaches/team representatives at the conclusion of each basketball game (men's and women's). When possible, printed stats should also be provided at the conclusion of baseball, softball, soccer, volleyball, and golf events.
 - 2.3.4.1.6 SID is responsible for emailing through midwest-collegiate-conference-newsreleases@googlegroups.com copies of game box scores and play by play to appropriate media outlets no later than two hours after the final game of the day. All efforts will be made to email after each game to meet newspaper deadlines. If this is not possible due to conflict or incomplete statistics a final score must be sent out within two hours with a note saying that the box score and play by play will follow as soon as possible.
 - 2.3.4.1.7 SID is responsible to e-mail a copy of the game stat file as well as game scores to the participating team SID and to the MCC SID.
 - 2.3.4.1.8 The home team is responsible for providing Stat Crew statistics for the visiting team as well as any media that is in attendance at the contest for the MCC sports of basketball (men's and women's) and volleyball. When possible the home team should provide stat crew statistics to the visiting team and media in attendance for the MCC sports of soccer (men's and women's), baseball, and softball.
 - 2.3.4.1.9 The final statistics are to be given to the visiting team immediately following the game in hardcopy or paper form for the sport of basketball (men's & women's). This hardcopy must include play-by-play statistics.
 - 2.3.4.1.10 The stats must also be sent via email as packed attachment files in Stat Crew to the visiting conference team SID, the MCC SID and MCC Media via midwest-collegiate-conference-newsreleases@googlegroups.com within two-hours of the conclusion of the contest.
 - 2.3.4.1.11 For Golf, golfstat must be used, and daily results must be sent as per 2.3.4.1.12
 - 2.3.4.1.12 Volleyball match statistics must be sent to the MCC SID with both team's statistics included in the *StatCrew* file.
 - 2.3.4.1.12.1 For MCC conference matches home SID's will staff to keep 'live' statistics for both teams. And sent per 2.3.4.1.12
 - 2.3.4.1.12.2 In a non-conference road match, the MCC team is solely responsible for sending a complete game file with both team's statistics to the MCC SID as soon as possible.
 - 2.3.4.1.13 Web Features. Each SID will be responsible for AT LEAST two web features per month; the loose calendar dates for submission are; AU 1st & 16th, CC 2nd & 17th, GVC 3rd & 18th, IWC 5th & 20th, MMC 7th & 22^s, SAU 10th & 24th, VU 11th & 26th, WC 12th & 28th, WPU 14th & 30th. Please remember that this can be anything about a team, a student-athlete, a coach, an administrator, or happenings at the institution. It can come from the institution's PR department (occasionally).
 - 2.3.4.2 REPORTING INFORMATION, RESULTS
 - 2.3.4.2.1 The home team is responsible for posting on www.midwestcollegiateconference.com the game score as well as emailing or faxing final statistics to all media outlets of both the home and visiting team. The visiting team should make sure the home team has all of the necessary media outlet contact information after the contest.
 - 2.3.4.2.2 SID's send out a mass email to ALL MCC SID's and Media with scores and stats of hosted games via: midwest-collegiate-conference-newsreleases@googlegroups.com
 - 2.3.4.2.3 In the case of a non-conference game where the MCC team is the visiting team, the MCC team (coach or SID) is responsible for updating the MCC scoreboard within 2-hours following the contest.
 - 2.3.4.2.4 The MCC team is also responsible for getting the game statistics to the MCC SID with Miscellaneous Roster Items. The year of eligibility listed on all rosters posted to the MCC website, including the Stat Crew and Word rosters, will follow athletic eligibility. Word rosters, which must include the team's coaching staff, should be created using the templates

- provided by the MCC. Rosters exchanged between MCC institutions must follow these templates.
- 2.3.4.2.5 All rosters posted to the MCC website must include all requested information about each athlete.
 - 2.3.4.2.6 Entering of Names in *StatCrew* Rosters.
 - 2.3.4.2.7 in the 24-hour period or immediately on receipt from the host institution.
 - 2.3.4.3 PLAYER OF THE WEEK AWARD NOMINATIONS & SELECTION
 - 2.3.4.3.1 Player of the Week award nominations are due to the MCC SID using the SIDHelp web site by 8:00 am on Monday of each week. The MCC player of the week award winners will be sent to all appropriate and applicable media outlets by the MCC SID
 - 2.3.4.3.2 The player of the week will be selected using the information provided and listed on the nomination only. Therefore it is very important that the nomination be filled out completely and accurately with name, hometown, class, stats for the week, season stats and past awards/honors.
 - 2.3.4.3.3 Player of the week nominations will start the week following the first date of competition for each respective sport, regardless of how many teams participate in the first week of allowed competition. The player of the week nominations will end on the final week of the regular season.
 - 2.3.4.3.4 Selection of the MCC Players of the Week will be done via a vote by all MCC by 10:00 a.m. Monday of each week using the SIDHelp web site.
 - 2.3.4.3.5 SID's are refrained from voting for their nominee
 - 2.3.4.3.6 Failure to vote for a POW will result in that institutions nominee becoming ineligible to receive the honor for that week
 - 2.3.4.3.7 The MCC SID will then release the official weekly award by 4:00 p.m. Monday and post the honorees on the MCC web site at the same time.
 - 2.3.4.3.8 If there are no nominations or only one for a specific sport, the MCC Sports Information Director and Commissioner will select a player based on stats for the week.
 - 2.3.4.3.9 In the event of a tie for POW, the Commissioner will cast the deciding vote.
 - 2.3.4.4 ROSTER NAMES, GAME FILE NAMES, DAKSTATS AND STATCREW RELATED ISSUES
 - 2.3.4.4.1 For the sports of soccer, volleyball, tennis, and basketball, all participating members in the MCC shall use the following procedure for entering player rosters into *StatCrew* software: Last name, (followed by a comma and space) First Name. Examples = Smith, John or Anderson, Mary
 - 2.3.4.4.2 For the sports of baseball and softball, as much of the last name as possible should be included in the short name section; the extended name section should include the last name followed by a comma space and as much as possible of the first name
 - 2.3.4.4.3 Single digit jersey numbers should be listed as '0X' (i.e. '5' would be entered as '05')
 - 2.3.4.4.4 Complete roster information offered by *Stat Crew* should be included for all sports including year, position, bat/throw, hometown, etc.
 - 2.3.4.4.5 All game files submitted to the MCC Sports Information Director will follow the following guidelines. Game files must be named as follows: Home team two letter abbreviation, visiting team two-letter abbreviation, sport two-letter abbreviation, game number. Example: Clarke College hosts Viterbo University in volleyball and it is Clarke's 24th match of the season. The match file would be named: CCVUVB24
 MCC member two-letter abbreviations: Ashford University-AU, Clarke College-CC, Grand View University-GV, Iowa Wesleyan College-IW, Mount Mercy College-MM, St. Ambrose University-SA, Viterbo University-VU, Waldorf College-WC, William Penn University-WP.

 Sport two-letter abbreviations: BB-Baseball, MB-Men's Basketball, WB-Women's Basketball, MS-Men's Soccer, WS-Women's Soccer, SB-Softball, VB-Volleyball.
 - 2.3.4.5 ALL CONFERENCE, ACADEMIC ALL CONFERENCE, CHAMPIONS OF CHARACTER
 - 2.3.4.5.1 SID's will work with Head Coach to submit required information on all nominees
 - 2.3.4.5.2 All Conference Guidelines can be found at ([2.2 - All Conference Guidelines](#))
 - 2.3.4.5.3 Academic All Conference and Champions of Character nominations are due:

Fall Sports – February 1 each year
Winter Sports – March 15 each year
Spring Sports – April 15 each year

2.3.4.6 CONFERENCE TOURNAMENT STAFFING

2.3.4.6.1 For neutral site MCC Championships the MCC SID will work to insure proper staffing

2.3.4.7 TEAM GPA REPORTING

2.3.4.7.1 SID's will submit required Team GPA information to the MCC.

2.3.5 DakStats Web Syncing

2.3.5.1 Stats for soccer, volleyball, basketball, softball and baseball must be reported to the national office weekly via DakStats. (See attached [Web Sync Guide](#))

2.3.6 SIDHelp

2.3.6.1 Step by step SIDHelp procedures here as developed.

2.3.7 OTHER

2.3.7.1 National Awards Info and Procedures as developed

2.3.8 STATISTICAL DISCREPENCIES

2.3.8.1 Stats compiled by the Home Team are OFFICIAL, and should be accepted as such. Only serious and irrefutable mistakes should be questioned.

2.3.8.2 In the event of a dispute involving specific game statistical numbers between Team A (home team) and Team B (visiting team), the following procedure shall be followed:

2.3.8.2.1 Team B (visiting team) shall have a 48-hour period from the time of when they receive the statistics to appeal the game statistics to the MCC Sports Information Director

2.3.8.2.2 The MCC Sports Information Director will immediately contact and notify the sport's associate commissioner of the appeal

2.3.8.2.3 The MCC Sports Information Director will also contact Team A's (home team) head coach and institution's sports information director

2.3.8.2.4 If after discussion with Team A's (home team) head coach and sports information director an agreement can be made amongst both teams, the statistics will be officially changed and re-entered in the conference statistics

2.3.8.3 In the event that an agreement can not be made between Team A and Team B, the home team's (Team A) game statistics will be the final statistics officially recognized by the MCC

2.3.8.4 NOTE: The Midwest Collegiate Conference places a high degree of responsibility on the coaches to look at the statistics immediately after they receive the statistics and to address the problem as soon as possible, preferably after the halftime period and at the conclusion of the game.

2.3.9 DISCIPLINARY PROCEDURES & CONSEQUENCES

2.3.9.1 Failure to report weekly statistics or failure to follow other MCC sports information guidelines including the roster naming policy, will first result in a warning for the guilty institution as the sport's commissioner and institution's athletic director will be notified

2.3.9.2 Failure to report weekly statistics on a second occasion or to comply with the MCC sports information guidelines will result in notification of the Commissioner and institution's athletic director, as well as the enacting and enforcement of a \$50.00 fine upon the guilty institution.

2.3.9.3 All fines levied and collected will be used to provide food at league meetings

Section 3 – BASEBALL GUIDELINES

Chair – Desi Drushel, Mount Mercy

ADC Rep – Troy Plummer, Grand View

3.1 EQUIPMENT AND GAME SITE

- 3.1.1 The official baseball of the MCC will be the same as that ball used in the NAIA World Series.
- 3.1.2 Home team is to provide game balls.
- 3.1.3 Home team will provide water for both the home and visiting teams.
- 3.1.4 Locker and training rooms should be accessible to all teams 90 minutes prior to the start of the first game.
- 3.1.5 A "Game Day Itinerary" will be sent to all Visiting Teams (by the Home Team) at least 24 hours before the scheduled game.
- 3.1.6 A Certified Athletic Trainer will be provided by the home team for both teams.

3.2 GAME FORMAT

- 3.2.1 Each Coach will complete a 30 man Line Up Card prior to the scheduled start time.
 - 3.2.1.1 The Line Up Card will be given to the Home Plate Umpire and the opposing Head Coach.
 - 3.2.1.2 Only those players listed on the Line Up Card are eligible to compete in that game.
 - 3.2.1.3 Teams may have additional players in uniform and in the beach area, but they may not play.
- 3.2.2 The home team (game management) is responsible for crowd control.
- 3.2.3 The home team will provide an Official Scorer.
- 3.2.4 Post game
 - 3.2.4.1 Statistics provided by the home team.
 - 3.2.4.2 Statistics will be sent (electronically) by the home team to the MCC Commissioner, SID and league media
 - 3.2.4.3 Coaches may appeal any discrepancies in the Official Stats up to the Tuesday following the game at noon. The appeal is made to the Commissioner and copied to the MCC SID, the opposing Head Coach, and the SID's of the involved schools.

3.3 PERSONNEL

- 3.3.1 The home team will provide someone to keep the official book, a scoreboard operator, and umpires. These people will be supervised by a game-day director. It is recommended that the game-day director NOT be the coach of the home team.

3.4 INCLEMENT WEATHER POLICY

- 3.4.1 Prior to the start of the game the home team is responsible for making decisions on game cancellation
- 3.4.2 Once the game begins all decisions are the umpires responsibility in consultation with both coaches, but a game can not be canceled or suspended for at least 60 minutes after the delay unless ALL parties (coaches and umpires) agree.
- 3.4.3 Each school is strongly urged to purchase and use a full field tarp.
- 3.4.4 It is the home teams responsibility to see that prior to and during game day the mound, home plate, and available bullpens are covered in preparation for inclement weather.
- 3.4.5 If both teams are at the site for a contest you must wait a minimum of 60 minutes after the scheduled start time before a game can be canceled unless field is unplayable.
- 3.4.6 Teams must play at least 2 complete games with every other MCC school
- 3.4.7 Teams should work together to reschedule rainouts within 7 days
- 3.4.8 Rain-outs (make up) will be scheduled/mandated with 3.4.6 in mind
- 3.4.9 If rain outs are not made up due to unwillingness on one or both teams, member institutions may file a protest with the Conference Commissioner within two weeks of the original scheduled game
- 3.4.10 Games not rescheduled on purpose, strengthening a teams chances for post season play will be forfeited by the Conference Commissioner.
- 3.4.11 If there are extraordinary circumstances, the two involved institutions would need to work with the Commissioner to arrive at some agreement as to when to play.

3.5 CONFERENCE STATISTICS AND PLAYER OF THE WEEK

The MCC SID Guidelines (Section 2.3) will govern all Statistical and POW issues

3.6 AWARD PROCEDURES

- 3.6.1 ALL CONFERENCE (see section [2.2 - All Conference Guidelines](#))
 - 3.6.1.1 The MCC will recognize 17 players to the All Conference Team. The team will consist of one: 1B, 2B, 3B, SS, RP, DH, and an additional infielder; two: C; four: OF, SP.
 - 3.6.1.2 Players may only be nominated for one position.
 - 3.6.1.3 All nominations must include DAN stats
 - 3.6.1.4 Upon receiving the nominations, the Commissioner or Chair will e-mail to each head coach a composite of all the nominees and their Game-by-Game (DAN) stats.
 - 3.6.1.5 The All Conference players will receive a plaque and certificate.

- 3.6.1.6 The MCC will also recognize a Gold Glove Team, which will be selected at the same time and method as the All Conference Team. The Gold Glove Team will consist of one player at each position (P, C, 1b, 2b, 3b, SS, 3-OF) selected by vote of the coaches and based on defensive play.

3.6.2 Pitcher of the Year and Player of the Year

- 3.6.2.1 Once the All Conference Team is finalized, there will be a second ballot selecting the Picher of the Year (from those pitchers selected to the All Conference Team) and Player of the Year (from those players selected to the All Conference Team).

3.6.3 COACH OF THE YEAR

- 3.6.3.1 The Coach of the Regular Season Champion will be Coach of the Year.
- 3.6.3.2 The Coach of the Year will receive a plaque and certificate.

3.7 UMPIRES

3.7.1 ASSIGNMENT OF UMPIRES

- 3.7.1.1 The home team is responsible for providing umpires
- 3.7.1.2 All games will utilize a 2-man crew.
- 3.7.1.3 Acceptance of assignments by the officials serves as the contracts.
- 3.7.1.4 Institutions canceling games at a late date for any reason except weather are responsible for paying the officials assigned to those games.

3.8 CONFERENCE DETERMINATION

3.8.1 Regular Season

- 3.8.1.1 The Regular Season Conference Championship and finish will be decided by win percentage, with at least 2 completed games vs. each of the other 8 members of the MCC. Teams not completing at least 2 completed games vs. each of the other 8 members of the MCC will be placed last in final Conference Standings unless due to extenuating circumstances as determined by the Commissioner.
 - 3.8.1.1.1 The MCC will have assigned conference dates.
 - 3.8.1.1.2 The Commissioner will work with the Baseball Chair in setting the schedule
 - 3.8.1.1.3 Weekday series will be played on Tuesday/Wednesday, thus to minimize missed class time when possible.
 - 3.8.1.1.4 All games are either 7 inning doubleheaders or a 9 inning single game with starting time assigned by home team.
 - 3.8.1.1.5 Weekend series will be played on Friday - Saturday or Sunday.
 - 3.8.1.1.6 Weekend series will consist of a double header on day one and a single game on day two.
 - 3.8.1.1.7 In the event of a rainout on day one, a double header will be played on day two.
 - 3.8.1.1.8 No Conference games will be played on the Friday-Sunday of Easter week.
- 3.8.1.2 Tie-breaker for post-season tournament qualification:
 - 3.8.1.2.1 Head-to-Head competition
 - 3.8.1.2.2 Record against teams with best records in conference play until a tie is broken.
 - 3.8.1.2.3 Coin flip.

3.8.2 Conference Tournament (2011)

- 3.8.2.1 A four-day, five team tournament will be held, with the winner receiving a bid to the National Tournament.
- 3.8.2.2 Tournament Location will be determined by the Commissioner, ADC Rep and Baseball Chair
- 3.8.2.3 The Head Coach of the #6, #7, #8 and #9 seed will serve as Tournament Directors.
- 3.8.2.4 Day one will have (G1) #4 vs. #5, (G2) #2 vs. #3; and winner of 4/5 will play #1 in the (G3) third game.
- 3.8.2.6 Day two will have the losers of G1 and G2 in (G4) game 4; the winner G4 vs. the loser of G3 in (G5) game 5 and the winners of G2 and G3 in (G6) game 6.
- 3.8.2.7 Day three will have the winner of G5 vs. the loser of G6 in (G7) game 7; followed by the winner of G6 vs. the winner of G7 in (G8).
- 3.8.2.8 Day four is the if-necessary game.
- 3.8.2.9 Tournament conduct procedures
 - 3.8.2.9.1 Umpire assignments will be made and paid by the Conference. Three-person crews will be used for all games.
 - 3.8.2.9.2 Home Team Determination - The home team for games 1, 2 and 3 will be determined by a flip of the coin.
 - 3.8.2.9.2.1 For subsequent games, the Tournament Games Committee shall designate as home team the institution that has been the home team the fewer number of times. If the two teams are equal in this respect, but unequal in the number of times they were the visitor, then the team that has been the visitor most often will be designated the home team.
 - 3.8.2.9.2.2 If the two teams are equal in the number of times that they have been home and visitor, the Tournament Games Committee will observe the following procedures in the order as listed:
 - 3.8.2.9.2.2.1 the team that was visitor in its preceding game shall be the home team, unless both teams were visitors in their preceding game;
 - 3.8.2.9.2.2.2 if the two teams have met previously in the tournament, the visitor in the previous game shall be the home team in the game in question;
 - 3.8.2.9.2.2.3 if the above procedures do not resolve the matter, the home team shall be determined by a flip of the coin.
 - 3.8.2.9.3 Choice of Dugout - The visiting team in each game of the tournament will be given its choice in determining the dugout (first or third base) it wishes to occupy for that game.
 - 3.8.2.9.4 Choice of Uniform - Coaches of the participating teams involved in the game should decide between the two which color uniforms they will wear. If both coaches cannot agree on uniform color, then the home team will wear light or white, and the visiting team will wear dark-color uniforms.
 - 3.8.2.9.5 Weather recommendations.
 - 3.8.2.9.5.1 EVERY EFFORT MUST BE MADE TO COMPLETE THE TOURNAMENT ON THE FIELD. Thursday, May 7, is the hard deadline for the Midwest Collegiate Conference automatic qualifier. The Tournament Directors (in consultation with Commissioner and ADC Rep) is the final authority on implementation and administration of the inclement weather policy.
 - 3.8.2.9.5.2 If the tournament cannot be played at all, the #1 seed is the champion.

Section 4 – Men’s Basketball

Chair - Alan Magnani, Iowa Wesleyan College

ADC Rep - Barry Fried, Viterbo University

4.1 EQUIPMENT AND GAME SITE

- 4.1.1 Game Ball – The MCC will recognize the official NAIA ball as MCC official ball. In the absence of this ball, each school should have a composite ball available for usage.
- 4.1.2 Home team is to provide a minimum of six balls for visiting team to warm-up with.
- 4.1.3 Home team will provide water and cups for both the home and visiting teams.
- 4.1.4 Home team will provide bench towels for both teams, but not shower towels.
- 4.1.5 Locker and training rooms should be accessible to all teams 30 minutes prior to the start of the first game.
- 4.1.6 Playing floor should be accessible to all teams 30 minutes prior to the start of the first game.
- 4.1.7 A chalk/dry erase board and some chalk or a dry erase marker will be provided to the visiting team by the home team.
- 4.1.8 If there are only 2 locker rooms at the game site, visiting men’s and women’s team will share the same locker room.
- 4.1.9 A Certified Athletic Trainer will be provided by the home team for both teams.
- 4.1.10 There is no pass list or complimentary passes for visiting teams during Conference play.
- 4.1.11 Spouses and immediate family of the basketball coaching staff shall be admitted free of charge.

4.2 GAME FORMAT

- 4.2.1 The home team (game management) is responsible for crowd control. Designated walkway areas will be supervised to ensure fans are not allowed contact with players or officials.
- 4.2.2 Between games a 25-minute warm-up period will be provided.
- 4.2.3 Half time
 - 4.2.3.1 15 minutes in length with the floor being cleared at 5 minutes for teams to warm-up.
 - 4.2.3.2 Statistics provided by the home team.
- 4.2.4 Post game
 - 4.2.4.1 Statistics provided by the home team.
 - 4.2.4.2 Statistics will be sent (electronically) by the home team to the MCC Commissioner and SID
 - 4.2.4.3 Home team will provide the visiting team with a dubbed (new) DVDtape or DVD of the game. This (new) tape or DVD will be provided to the visiting team before their departure. Home team will provide the DVDtape or DVD to be dubbed.
 - 4.2.4.4 Visiting team will provide a typed or emailed media list to the home team (additional to the MCC email blast).
 - 4.2.4.4.1 The home team will make calls or fax game information for both teams (or email blast).
 - 4.2.4.4.2 The home team will provide a place for the visiting team to call or fax their own scores if they so desire.

4.3 PERSONNEL

- 4.3.1 The home team will provide scorekeepers, timers, and officials. These people will be supervised by a game-day director. It is recommended that the game-day director NOT be the coach of the home team.
- 4.3.2 All bench personnel are expected to be competent and trained, and their behavior is at all times the responsibility of the Head Coach

4.4 INCLEMENT WEATHER POLICY

- 4.4.1 In situations where game(s) is/are postponed due to weather, the preferred situation is to have the game(s) played the following day.
- 4.4.2 If there are extraordinary circumstances, the two involved institutions would need to work with the Commissioner to arrive at some agreement as to when to play.
- 4.4.3 This policy will be reviewed after each MCC season to determine if scheduling designated inclement weather would be more effective.

4.5 CONFERENCE STATISTICS AND PLAYER OF THE WEEK

- 4.5.1 Will be handled according to the MCC SID Guidelines (Section 2.3)

4.6 AWARD PROCEDURES

- 4.6.1 ALL CONFERENCE (see section [2.2 - All Conference Guidelines](#))
- 4.6.2 COACH OF THE YEAR
 - 4.6.2.1 Coaches will vote on this selection when they submit their All Conference ballot.
 - 4.6.2.2 The Coach of the Year will receive a plaque and certificate.
- 4.6.3 NEWCOMER OF THE YEAR The following guidelines govern the Newcomer of the Year Award
 - 4.6.3.1 Must be a new player and nominated for the All Conference Team
 - 4.6.3.1.1 Player cannot have been a JV player one season then a Varsity player the next.
 - 4.6.3.1.2 Player cannot be a transfer from within the Conference.

- 4.6.3.1.3 Must be a player not previously identified with your school or program.
- 4.6.3.2 Coaches will vote for the Newcomer of the Year at the time that they vote for Player of the Year.
- 4.6.3.3 The Conference's Newcomer of the Year will receive a plaque and certificate.

4.7

OFFICIALS

4.7.1 ASSIGNMENT OF OFFICIALS

- 4.7.1.1 Supervisor of Officials
 - 4.7.1.1.1 The MCC will employ a Supervisor of Officials
 - 4.7.1.1.2 The SOO assigns officials for all conference games as well as non-conference home games for Conference schools.
- 4.7.1.2 All games will utilize a 3-man officiating crew.
- 4.7.1.3 Acceptance of assignments by the officials serves as the contracts.
- 4.7.1.4 Each school will receive copies of all assignments.
- 4.7.1.5 Institutions canceling games at a late date (after October 1) for any reason except weather are responsible for paying the officials assigned to those games.
- 4.7.1.6 Blackballed Officials
 - 4.7.1.6.1 Each school is allowed to blackball one official from working any of its games for a season.
 - 4.7.1.6.2 Blackballed officials will not be allowed to officiate a post-season tournament game in which the school blackballing him may participate.
 - 4.7.1.6.3 Schools wishing to utilize the option of blackballing an official need to inform the Commissioner and the SOO of their decision in writing.

4.7.2 SELECTION OF NEW OFFICIALS

- 4.7.2.1 The Supervisor of Officials will be responsible for selection of MCC Officials, under the following guidelines
- 4.7.2.2 Minimum 2 years of post-season high school basketball officiating experience.
- 4.7.2.3 Preference given to those officials that supply verification of at least one summer league event.
- 4.7.2.4 A minimum of three references from school officials, conference commissioner, etc.
- 4.7.2.5 Conference head coaches can recommend officials, which would mean the recommended official would then need 2 more references.

4.7.3 CRITERIA FOR RETENTION OF OFFICIALS

- 4.7.3.1 The SOO will determine if there is justification to dismiss an official based on performance; in addition:
 - 4.7.3.1.1 At the annual Men's Basketball Coaches meeting, head coaches may bring name(s) of officials whose performance they deem as unsatisfactory.
 - 4.7.3.1.2 After discussion with the SOO the head coaches will vote with the following sequence to take place:
 - 4.7.3.1.2.1 If the majority of head coaches (currently 5 or more) vote that any officials performance is unsatisfactory: The official will be placed on probation the following season.
 - 4.7.3.1.2.2 The MCC SOO will notify the official(s) of probationary status.
 - 4.7.3.1.2.3 At the next annual meeting, the head coaches will reevaluate any official(s) on probation.
 - 4.7.3.1.2.4 If a majority of head coaches still deem the official(s) performance to be unsatisfactory, this would be grounds for dismissal from the MCC.

4.8 CONFERENCE DETERMINATION

4.8.1 Regular Season

- 4.8.1.1 The Regular Season Conference Championship will be decided by head-to-head competition.
 - 4.8.1.1.1 The MCC will have assigned conference dates (wherever possible).
 - 4.8.1.1.2 Conference scheduling will begin the last weekend in September and conclude with a vote of the ADC in October one year in advance.
 - 4.8.1.1.3 The Commissioner will work with the Men's Basketball Chairperson in setting the schedule
- 4.8.1.2 Ties will result in Co-champions.
- 4.8.1.3 Tie-breaker for post-season tournament seeding:
 - 4.8.1.3.1 Head to Head competition
 - 4.8.1.3.2 Record against teams with best records in conference play until a tie is broken.
 - 4.8.1.3.3 Krause System
 - 4.8.1.3.3.1 Conference games only
 - 4.8.1.3.3.2 The KRAUSE SYSTEM is a point system where a team is awarded X amount of points depending upon several variables:
 - 4.8.1.3.3.2.1 Winning record vs. Losing record
 - 4.8.1.3.3.2.2 Home or Away game
 - 4.8.1.3.3.2.3 Opponents record
 - 4.8.1.3.3.3 Point System:
 - 4.8.1.3.3.3.1 5 - Win against a winning team away
 - 4.8.1.3.3.3.2 4 - Win against a losing team away
 - 4.8.1.3.3.3.3 4 - Win against a winning team at home
 - 4.8.1.3.3.3.4 3 - Win against a losing team at home
 - 4.8.1.3.3.3.5 2 - Loss against a winning team away
 - 4.8.1.3.3.3.6 1 - Loss against a winning team at home
 - 4.8.1.3.3.3.7 1 - Loss against a losing team away
 - 4.8.1.3.3.3.8 0 - Loss against a losing team at home
 - 4.8.1.3.3.3.9 Points are awarded according to what each team's record is AT THE TIME THEY PLAY. A .500 record is considered a winning record.
- 4.8.1.3.4 Coin Flip

4.8.2 Conference Tournament

- 4.8.2.1 With a seven team conference tournament
 - 4.8.2.1.1 #1 seed receives a first round bye

- 4.8.2.1.2 #2 hosts #7
- 4.8.2.1.3 #3 hosts #6
- 4.8.2.1.4 #4 hosts #5
- 4.8.2.1.5 Higher seed hosts throughout
- 4.8.2.2 With an eight team conference tournament
 - 4.8.2.2.1 #1 hosts #8
 - 4.8.2.2.2 #2 hosts #7
 - 4.8.2.2.3 #3 hosts #6
 - 4.8.2.2.4 #4 hosts #5
 - 4.8.2.2.5 Higher seed hosts throughout
- 4.8.2.3 With an nine team conference tournament
 - 4.8.2.3.1 blank
 - 4.8.2.3.2 #1 hosts #8
 - 4.8.2.3.3 #2 hosts #7
 - 4.8.2.3.4 #3 hosts #6
 - 4.8.2.3.5 #4 hosts #5
 - 4.8.2.3.6 Higher seed hosts throughout
- 4.8.2.4 The bracket format will be used throughout the tournament.
- 4.8.3 The winner of the MCC tournament receives the Conference's automatic bid to the NAIA National Tournament.
 - 4.8.3.1 If tournament games are canceled due to weather, and unable to be completed by the NAIA mandated deadline, then the highest remaining seed will receive the Conference's automatic bid.

4.9 **OTHER**

- 4.9.1 Video Exchange Policy via Hudl
 - 4.9.1.1 Each MCC School unlimited access to all videos of games on a team's schedule.
 - 4.9.1.2 Procedures
 - 4.9.1.2.1 Home games will be downloaded and made available by 10:00am the day after the contest. Non-Conference road games will be downloaded and made available by 10:00am the second day after returning from the road trip.
 - 4.9.1.2.2 Record using best quality possible.
 - 4.9.1.2.3 Record from the middle of the court.
 - 4.9.1.2.4 All ten players, in the half-court, should be in the camera's view.
 - 4.9.1.2.5 In full court play, the video should show as many players as possible while keeping the ball in play.
 - 4.9.1.2.6 Uniform numbers should be clearly identifiable.
 - 4.9.1.2.7 The recording should start about five seconds before the ball is put into play from dead ball situations.
 - 4.9.1.2.8 The scoreboard must be viewed, showing time and score, at least 3 times per half, and at every time-out.
 - 4.9.1.3 Penalties: (Commissioner must be made aware of any violations and he is responsible for dealing with any situations that arise.) 1st Violation: Warning; 2nd Violation: Loss of film exchange privilege.
 - 4.9.1.4 Schools will not exchange videos or scouting reports with non-conference schools.

Section 5 – Women's Basketball

Conference Chair = Bobbi Vandenberg, Viterbo University
 ADC Representative = Meg Schebler, Ashford University

5.1 EQUIPMENT AND GAME SITE

- 5.1.1 Game Ball – The MCC will recognize the official NAIA ball as MCC official ball. In the absence of this ball, each school should have a composite wide channel ball available for usage.
- 5.1.2 Home team is to provide a minimum of six balls to visiting team for warm-up.
- 5.1.3 Home team will provide water and cups for both the home and visiting teams.
- 5.1.4 Home team will provide bench towels for both teams, but not shower towels.
- 5.1.5 Locker and training rooms should be accessible to all teams 90 minutes prior to the start of the first game.
- 5.1.6 Playing floor should be accessible to all teams 45 minutes prior to the start of the first game. In case of travel issues/delays (beyond the institution's control), the first game will start at least 30 minutes after the visiting team's arrival at the locker room.
- 5.1.7 A chalk/dry erase board and some chalk or a dry erase marker will be provided to the visiting team by the home team.
- 5.1.8 If there are only 2 locker rooms at the game site, visiting men's and women's team will share the same locker room.
- 5.1.9 A Certified Athletic Trainer will be provided by the home team for both teams.
- 5.1.10 There is no pass list or complimentary passes for visiting teams during Conference play.
- 5.1.11 Spouses and immediate family of the basketball coaching staff shall be admitted free of charge.

5.2 GAME FORMAT

- 5.2.1 The home team (game management) is responsible for crowd control. Designated walkway areas will be supervised to ensure fans are not allowed contact with players or officials.
- 5.2.2 Between games a 25-minute warm-up period will be provided.
- 5.2.3 Half time
 - 5.2.3.1 15 minutes in length with the floor being cleared at 5 minutes for teams to warm-up.
 - 5.2.3.2 Statistics provided by the home team.
- 5.2.4 Post game
 - 5.2.4.1 Statistics provided by the home team.
 - 5.2.4.2 Statistics will be sent (electronically) by the home team to the MCC Commissioner and SID
 - 5.2.4.3 Home team will provide the visiting team with a dubbed (new) DVDtape or DVD of the game. This recording will be provided to the visiting team before their departure. The Home team will provide the (new) DVDtape or (new) DVD to be dubbed.
 - 5.2.4.4 Visiting team will provide a typed or emailed media list to the home team (additional to the MCC email blast).
 - 5.2.4.4.1 The home team will make calls or fax game information for both teams (or email blast).
 - 5.2.4.4.2 The home team will provide a place for the visiting team to call or fax their own scores if they so desire.

5.3 PERSONNEL

- 5.3.1 The home team will provide scorekeepers, timers, and officials. These people will be supervised by a game-day director. It is recommended that the game-day director NOT be the coach of the home team.
- 5.3.2 All bench personnel are expected to be competent and trained, and their behavior is at all times the responsibility of the Head Coach

5.4 INCLEMENT WEATHER POLICY

- 5.4.1 In situations where game(s) is/are postponed due to weather, the preferred situation is to have the game(s) played the following day.
- 5.4.2 If there are extraordinary circumstances, the two involved institutions would need to work with the Commissioner to arrive at some agreement as to when to play.
- 5.4.3 This policy will be reviewed after each season to determine if scheduling designated inclement weather would be more effective.

5.5 CONFERENCE STATISTICS, RATINGS AND PLAYER OF THE WEEK

- 5.5.1 POW be handled according to the MCC SID Guidelines (Section 2.3)
- 5.5.2 CONFERENCE RATINGS
 - 5.5.5.1 Due to the format for NAIA Division II Women's Basketball Ratings, our conference coaches have decided that involvement of all coaches in the rating process is important and fair. Therefore we have established a procedure for conference ratings.
 - 5.5.5.2 Pre-Season Rating - On the Monday before the NAIA women's basketball pre-season rating, all Midwest Classic Conference head coaches will rate in order all conference teams except their own. The votes will be tallied and the result will be used by the conference rater to submit the conference top five to the NAIA national office.
 - 5.5.5.3 In-Season Ratings - On the Monday of each in-season NAIA women's basketball rating, each head coach should send (by e-mail or fax) their rater update form from the women's basketball manual to all coaches in the conference and the MCC Commissioner by 9:00 a.m.
 - 5.5.5.4 Each head coach should review the information and submit by e-mail their conference rankings (all teams) to the conference rater by 11:00 a.m. The coach should include their own team. In making choices, please consider the criteria outlined in the manual (in no particular order): strength of schedule, head to head competition and win-loss record (home and away)
 - 5.5.5.5 The rater will then compile the votes and send the conference top five to the NAIA national office and MCC Commissioner.
 - 5.5.5.6 Follow the instructions outlined in the manual.

5.6 AWARD PROCEDURES

- 5.6.1 ALL CONFERENCE (see section [2.2 - All Conference Guidelines](#))
- 5.6.2 COACH OF THE YEAR
 - 5.6.2.1 Coaches will vote on this selection when they submit their MVP ballot.
 - 5.6.2.2 The Coach of the Year will receive a plaque and certificate.
- 5.6.3 NEWCOMER OF THE YEAR The following guidelines govern the Newcomer of the Year Award
 - 5.6.3.1 Must be a new player and nominated for the All Conference Team.
 - 5.6.3.1.1 Player cannot have been a JV player one season then a Varsity player the next.
 - 5.6.3.1.2 Player cannot be a transfer from within the Conference.
 - 5.6.3.1.3 Must be a player not previously identified with your school or program.
 - 5.6.3.2 Coaches will vote for the Newcomer of the Year at the time that they vote for Player of the Year.
 - 5.6.3.3 The Conference's Newcomer of the Year will receive a plaque and certificate.

5.7 OFFICIALS

- 5.7.1 ASSIGNMENT OF OFFICIALS
 - 5.7.1.1 Supervisor of Officials
 - 5.7.1.1.1 The MCC will employ a Supervisor of Officials
 - 5.7.1.1.2 The SOO assigns officials for all conference games as well as non-conference home games for Conference schools.
 - 5.7.1.2 All games will utilize a 3-man officiating crew.
 - 5.7.1.3 Acceptance of assignments by the officials serves as the contracts.
 - 5.7.1.4 Each school will receive copies of all assignments.

- 5.7.1.5 Institutions canceling games at a late date (after October 1) for any reason except weather are responsible for paying the officials assigned to those games.
- 5.7.1.6 Blackballed Officials
 - 5.7.1.6.1 Each school is allowed to blackball one official from working any of its games for a season.
 - 5.7.1.6.2 Blackballed officials will not be allowed to officiate a post-season tournament game in which the school blackballing him may participate.
 - 5.7.1.6.3 Schools wishing to utilize the option of blackballing an official need to inform the Commissioner and the SOO of their decision in writing.

5.7.2 SELECTION OF NEW OFFICIALS

- 5.7.2.1 The Supervisor of Officials will be responsible for selection of MCC Officials, under the following guidelines
- 5.7.2.2 Minimum 2 years of post-season high school basketball officiating experience.
- 5.7.2.3 Preference given to those officials that supply verification of at least one summer league event.
- 5.7.2.4 A minimum of three references from school officials, conference commissioner, etc.
- 5.7.2.5 Conference head coaches can recommend officials, which would mean the recommended official would then need 2 more references.

5.7.3 CRITERIA FOR RETENTION OF OFFICIALS

- 5.7.3.1 The SOO will determine if there is justification to dismiss an official based on performance; in addition:
- 5.7.3.2 At the annual Women’s Basketball Coaches meeting, head coaches may bring name(s) of officials whose performance they deem as unsatisfactory.
- 5.7.3.3 After discussion with the SOO the head coaches will vote with the following sequence to take place:
 - 5.7.3.3.1 If the majority of head coaches (currently 5 or more) vote that any officials performance is unsatisfactory: The official will be placed on probation the following season.
 - 5.7.3.3.2 The MCC SOO will notify the official(s) of probationary status.
 - 5.7.3.3.3 At the next annual meeting, the head coaches will reevaluate any official(s) on probation.
 - 5.7.3.3.4 If a majority of head coaches still deem the official(s) performance to be unsatisfactory, this would be grounds for dismissal from the MCC.

5.8 CONFERENCE DETERMINATION

5.8.1 Regular Season

- 5.8.1.1 The Regular Season Conference Championship will be decided by head-to-head competition.
 - 5.8.1.1.1 The MCC will have assigned conference dates (wherever possible).
 - 5.8.1.1.2 Conference scheduling will begin the last weekend in September and conclude with a vote of the ADC in October one year in advance.
 - 5.8.1.1.3 The Commissioner will work with the Men’s Basketball Chairperson in setting the schedule
- 5.8.1.2 Ties will result in Co-champions.
- 5.8.1.3 Tie-breaker for post-season tournament seeding:
 - 5.8.1.3.1 Head to Head competition
 - 5.8.1.3.2 Record against teams with best records in conference play until a tie is broken.
 - 5.8.1.3.3 Krause System
 - 5.8.1.3.3.1 Conference games only
 - 5.8.1.3.3.2 The KRAUSE SYSTEM is a point system where a team is awarded X amount of points depending upon several variables:
 - 5.8.1.3.3.2.1 Winning record vs. Losing record
 - 5.8.1.3.3.2.2 Home or Away game
 - 5.8.1.3.3.2.3 Opponents record
 - 5.8.1.3.3.3 Point System:
 - 5.8.1.3.3.3.1 5 - Win against a winning team away
 - 5.8.1.3.3.3.2 4 – Win against a losing team away
 - 5.8.1.3.3.3.3 4 – Win against a winning team at home
 - 5.8.1.3.3.3.4 3 – Win against a losing team at home
 - 5.8.1.3.3.3.5 2 – Loss against a winning team away
 - 5.8.1.3.3.3.6 1 – Loss against a winning team at home
 - 5.8.1.3.3.3.7 1 – Loss against a losing team away
 - 5.8.1.3.3.3.8 0 – Loss against a losing team at home
 - 5.8.1.3.3.3.9 Points are awarded according to what each team’s record is AT THE TIME THEY PLAY. A .500 record is considered a winning record.
 - 5.8.1.3.4 Coin Flip

5.8.2 Conference Tournament

- 5.8.2.1 With a seven team conference
 - 5.8.2.1.1 #1 seed receives a first round bye
 - 5.8.2.1.2 #2 hosts #7
 - 5.8.2.1.3 #3 hosts #6
 - 5.8.2.1.4 #4 hosts #5
 - 5.8.2.1.5 Higher seed hosts throughout
- 5.8.2.2 With an eight team conference
 - 5.8.2.2.1 #1 hosts #8
 - 5.8.2.2.2 #2 hosts #7
 - 5.8.2.2.3 #3 hosts #6
 - 5.8.2.2.4 #4 hosts #5
 - 5.8.2.2.5 Higher seed hosts throughout
- 5.8.2.3 With an nine team conference
 - 5.8.2.3.1 blank

- 5.8.2.3.2 #1 hosts #8
- 5.8.2.3.3 #2 hosts #7
- 5.8.2.3.4 #3 hosts #6
- 5.8.2.3.5 #4 hosts #5
- 5.8.2.3.6 Higher seed hosts throughout
- 5.8.2.4 The bracket format will be used throughout the tournament.
- 5.8.3 The winner of the MCC tournament receives the Conference's automatic bid to the NAIA National Tournament.
- 5.8.3.1 If tournament games are canceled due to weather, and unable to be completed by the NAIA mandated deadline, then the highest remaining seed will receive the Conference's automatic bid.

5.9 OTHER

- 5.9.1 Video Exchange Policy via hudl
 - 5.9.1.1 Each MCC School unlimited access to all videos of games on a team's schedule.
 - 5.9.1.2 Procedures
 - 5.9.1.2.1 Home games will be downloaded and made available by 10:00am the day after the contest. Non-Conference road games will be downloaded and made available by 10:00am the second day after returning from the road trip.
 - 5.9.1.2.2 Record using best quality possible.
 - 5.9.1.2.3 Record from the middle of the court.
 - 5.9.1.2.4 All ten players, in the half-court, should be in the camera's view.
 - 5.9.1.2.5 In full court play, the video should show as many players as possible while keeping the ball in play.
 - 5.9.1.2.6 Uniform numbers should be clearly identifiable.
 - 5.9.1.2.7 The recording should start about five seconds before the ball is put into play from dead ball situations.
 - 5.9.1.2.8 The scoreboard must be viewed, showing time and score, at least 3 times per half, and at every time-out.
 - 5.9.1.3 Penalties: (Commissioner must be made aware of any violations and he is responsible for dealing with any situations that arise.) 1st Violation: Warning; 2nd Violation: Loss of film exchange privilege.
 - 5.9.1.4 Schools will not exchange videos or scouting reports with non-conference schools.

6

Section 6 – Men's Golf

Men's Conference Chair = Chris Winkle, Grand View University
 ADC Representative = Greg Hafner, William Penn University

6.1 SCHEDULING

- 6.1.1 With the exception of the MCC Championship, each institution is responsible for scheduling its own matches.

6.2 FORMAT

- 6.2.1 The host school for all regular season matches will determine the format of the event

6.3 WEATHER

- 6.3.1 Events may be shortened, rescheduled or canceled due to weather related issues.

6.4 CONFERENCE STATISTICS AND PLAYER OF THE WEEK

- 6.4.1 Results for the previous weeks contests, including team and individual results will be submitted to the MCC SID, by 12:00 pm (noon) every Monday during the season.
- 6.4.2 Golfer of the Week, will be handled via the SID Guidelines (section 2.3)

6.5 AWARDS

- 6.5.1 Men's Conference All-Tournament Team = Top 5 individuals (54 hole totals)
- 6.5.2 Men's Conference Tournament Medallist = Individual 54 hole champion
- 6.5.3 Men's All Conference Team = Coaches vote at end of spring. Top 5 = first team, next 5 = 2nd team
- 6.5.4 Men's Conference Player of the Year = Coaches vote at end of spring season
- 6.5.5 Men's Conference Coach of the Year = Coaches vote at end of spring season

6.6 MCC Championship

- 6.6.1 The MCC Championship will be conducted over 54 holes with played in the spring at the host site.
 - 6.6.2 Location
 - 6.6.2.1 Host site (spring) will be set by the host institution with cost and course standards set by the Coaches and approved by the ADC in June the year before the Tournament.
- | | |
|-------|---------------|
| Year: | Host School: |
| 2011 | Iowa Wesleyan |
| 2012 | St. Ambrose |
| 2013 | Ashford |
| 2014 | Viterbo |
| 2015 | Clarke |
| 2016 | Mount Mercy |
| 2017 | Waldorf |

2018 William Penn
2019 Grand View

6.6.3 Date

6.6.3.1 The Conference Tournament will determine the conference team champions, the MCC Championship Medallist and the All-Tournament Team.

6.6.3.2 Format

6.6.3.2.1 Low team score after three 18 hole rounds determines team champion (54 hole total).

6.6.3.2.1.1 All MCC Institutions agree to field at least 4 golfers for the MCC Championship.

6.6.3.2.2 Count low 4 of 5 scores each day for team score.

6.6.3.2.3 The United States Golf Association (USGA) dictates rules of competition.

6.6.3.2.4 The Golf Coaches will create minimum course standards

6.6.3.2.5 The local tournament committee may make amendments as necessary.

6.6.3.2.5.1 The local tournament committee will consist of the PGA Pro of the facility used, the Golf Chair, the Golf Coach of that year's host school.

6.6.3.3 Reporting

6.6.3.3.1 Responsibility of the host school for that specific year.

Section 7 - Women's Golf

Women's Conference Chair = Colin Williams, Mount Mercy

ADC Representative = Greg Hafner, William Penn

7.1 SCHEDULING

7.1.1 With the exception of the MCC Championship, each institution is responsible for scheduling its own matches.

7.2 FORMAT

7.2.1 The host school for all regular season matches will determine the format of the event

7.3 WEATHER

7.3.1 Events may be shortened, rescheduled or canceled due to weather related issues.

7.4 CONFERENCE STATISTICS AND PLAYER OF THE WEEK

7.4.1 Results for the previous weeks contests, including team and individual results will be submitted to the MCC SID, by 12:00 pm (noon) every Monday during the season.

7.4.2 Golfer of the Week, will be handled via the SID Guidelines (section 2.3)

7.5 AWARDS

7.5.1 *Women's* Conference All-Tournament Team = Top 5 individuals (54 hole totals)

7.5.2 *Women's* Conference Tournament Medallist = Individual 54 hole champion

7.5.3 *Women's* All Conference Tournament Team = top 5 scorers during Conference Tournament Play are All-Conference Tournament Team

7.5.4 *Women's* All Conference Tournament Medalist = top scorer during Conference Tournament Play is Tournament Medalist

7.5.5 *Women's* All Conference Team = Coaches vote at end of spring. Top 5 = first team, next 5 = 2nd team

7.5.6 *Women's* Conference Player of the Year = Coaches vote at end of spring season

7.5.7 *Women's* Conference Coach of the Year = Coaches vote at end of spring season

7.6 MCC Championship

7.6.1 The MCC Championship will be conducted over two days played in the spring at a host site.

7.6.2 Location

7.6.2.1 Host site (fall) will be set by the host institution with cost and course standards set by the Coaches and approved by the ADC in June the year before the Tournament.

Year: Host School:

2011 Iowa Wesleyan

2012 St. Ambrose

2013 Viterbo

2014 William Penn

2015 Ashford

2016 Mount Mercy

2017 Waldorf

2018 Clarke

2019 Grand View

7.6.3 Date - The Conference Tournament will determine the conference team champions, the MCC Championship Medallist and the All-Tournament Team.

- 7.6.3.1 Format
 - 7.6.3.1.1 Low team score after all 18 hole rounds determines team champion.
 - 7.6.3.1.2 Count low 4 of 6 scores each day for team score.
 - 7.6.3.1.2.1 All MCC Institutions agree to field at least 4 golfers for the MCC Championship.
 - 7.6.3.1.3 The United States Golf Association (USGA) dictates rules of competition.
 - 7.6.3.1.4 The Golf Coaches will create minimum course standards
 - 7.6.3.1.5 The local tournament committee may make amendments as necessary.
 - 7.6.3.1.5.1 The local tournament committee will consist of the PGA Pro of the facility used, the Golf Chair, the Golf Coach of that year's host school.
- 7.6.3.2 Reporting
 - 7.6.3.2.1 Responsibility of the host school for that specific year.

Section 8 – Cross Country Guidelines

Chair= Tyson Graham, Ashford

ADC Representative = Ray Shovlain, St. Ambrose

8.1 SCHEDULING

- 8.1.1 With the exception of the Midwest Collegiate Conference Championship, each institution is responsible for scheduling its own meets.

8.2 FORMAT

- 8.2.1 The host school for all regular season meets will determine the format of the event

8.3 WEATHER

- 8.3.1 Events may be rescheduled or canceled due to weather related issues.

8.4 CONFERENCE RATINGS AND PLAYER OF THE WEEK

8.4.1 Weekly Ratings

- 8.4.1.1 As mandated by the National Administrative Committee (NAC), all teams are REQUIRED to submit results within 24 hours of competition using the online reporting system.
- 8.4.1.2 If a team competed and no report is submitted, then the team cannot be rated for that week.
- 8.4.1.3 It is the responsibility of institutions to report results on time.
- 8.4.1.4 Institutions failing to report statistics and/or results any two consecutive weeks or a total of four weeks during the reporting period will not be eligible for national or conference statistical reports or ratings for the remainder of the season.
- 8.4.1.5 Weekly ratings will be based off all submitted information. Heavy consideration will be given to head to head competition, team placing, depth of runners 1-8, team spread, and team total time as outlined in the NAIA Cross Country
- 8.4.1.6 Weekly ratings will follow the same guidelines and schedule as the national ratings as posted on the NAIA website.

8.4.1 Final Ratings

- 8.4.1.1 Final ratings will be conducted as a public vote on the Monday prior to the conference championship. Each participating institution's head coach will email the Conference Chair and rank the top three teams based on performance and past ratings. Men's coaches vote for men, women's coaches vote for women.
- 8.4.1.2 The final rating will be based on a cumulative point system drawn from the coaches' votes. One point will be awarded for each first place vote, two points for each second place vote, and three points for each third place vote. The institution with the lowest cumulative total will be rated first and so on. A tie will be broken by the number of first place votes. If a tie remains, it will be broken by reverting to the previous week's rating. A further tie will be broken by the conference chair's first place vote on the public ballot.
- 8.4.1.3 The final rating will determine a men's and women's automatic bid to the National Championship meet if for any reason the Conference Championship meet cannot be conducted.
- 8.4.1.4 At the time of the final rating, coaches will also rank the top 12 MCC runners not on their team. Those results will be used to determine individual qualifiers in the event that the MCC Championship is not conducted.

8.4.2 Cross Country - Runner of the week – Male and Female

- 8.4.2.1 Nominations and voting per MCC SID guidelines
- 8.4.2.2 Protocol – based on time, place, size of meet, type of course, and other relevant details.

8.5 Awards

8.5.1 **Cross Country:**

- 8.5.1.1 Top seven runners to finish the Conference race shall make up the All-Conference team for both men and women.
- 8.5.1.2 The top seven runners in each race will receive an All-Conference plaque.
 - 8.5.1.2.1 The next 8 finishers, plus the top finisher from each institution will be Honorable Mention All Conference and may receive a certificate
- 8.5.1.3 A Team Championship plaque and traveling trophy will be presented to both men's and women's team champions. In the case of a tie, there will be a Co-Championship.
- 8.5.1.4 Coach of the Year Award will voted on by written ballot at the conclusion of the Conference Meet. Coach of the Year shall receive a plaque from the Conference.
- 8.5.1.5 Harrier of the Year Award is given to the individual champion for both men's and women's Cross Country Conference Champions. Harrier of the Year winners will receive a plaque from the Conference.

8.6 MCC Championship

- 8.6.1 All conference schools with a Cross Country program have a mandatory requirement to participate and finish with at least five competitors.
- 8.6.2 Each Institution may have unlimited entries
- 8.6.3 Scoring will now follow the NCAA rulebook with the exception of the Midwest Collegiate Conference allowing unlimited entries.
- 8.6.4 Top 7 figured into team placing (do not have to declare top 7)
- 8.6.5 Top 5 count towards team score
- 8.6.6 Team champions of each race will represent the Midwest Collegiate Conference with an automatic bid to the National championship.
 - 8.6.6.1 In the case of a tie, there will be a co-championship recognized by the conference. Ties for advancement to the National Championship will follow the NCAA rulebook. "Ties in qualifying meets in team competition shall be broken for the purpose of advancement to the championships by comparing the place finish of each team member 1-5 versus their respective competitors on the opposing team (Team A's first finisher vs. Team B's first finisher, etc.). The winner is the team winning the majority (best of five) of the comparisons. If more than two teams are tied, the criteria is applied in the same sequence until only one team remains. If the tie cannot be broken using the five-point system, the average time of each team's top five finishers will be used."

8.6.7 Location and Date

8.6.7.1 Cross Country:

8.6.7.1.1 To be on a rotating basis starting with (each school must take their turn):

| | |
|------|---------------|
| 2010 | Ashford |
| 2011 | Clarke |
| 2012 | St. Ambrose |
| 2013 | Mount Mercy |
| 2014 | Viterbo |
| 2015 | Iowa Wesleyan |
| 2016 | Grand View |
| 2017 | William Penn |
| 2018 | Waldorf |

8.6.7.1.2 Course Requirements

- 8.6.7.1.2.1 The course will be the same length as the NAIA Championship for that year.
- 8.6.7.1.2.2 The course should be on grass as much as possible with some dirt or gravel paths permitted.
- 8.6.7.1.2.3 No road race course will be acceptable to the Midwest Classic Conference for the championship.
- 8.6.7.1.2.4 A DVD camera must be used to record the finish line in case of any placing discrepancies.
- 8.6.7.1.2.5 The Conference Meet shall be held on Saturday, two weeks prior to the NAIA National Championships.
- 8.6.7.1.2.6 A qualified official will be hired to serve as meet starter and finish line judge

Section 9.1 Soccer Guidelines

Men's Conference Chair = Blair Reid, Grand View

Men's ADC Representative = Mike Hampton, Iowa Wesleyan

Women's Conference Chair = Jon Mannall, St. Ambrose

Women's ADC Representative = Denny Jerome, Waldorf

9.1 EQUIPMENT and GAME SITE

9.1.1 Equipment

- 9.1.1.1 Game ball: The MCC will recognize the official NAIA ball as MCC official ball..
- 9.1.1.2 Each team provides balls for warm-ups.

9.1.2 Game Site

- 9.1.2.1 Home team will provide water for both teams.
- 9.1.2.2 Home team will DVD game or duplicate if needed. Visiting team may also DVD game.
 - 9.1.2.2.1 Location of DVD recorder will be in most favorable position available
 - 9.1.2.2.2 DVDs are for use by the two competing institutions and cannot be sent to other teams.
 - 9.1.2.2.3 All films must be sent to the visiting institution within 48 hours
- 9.1.2.3 Locker and training room will be accessible to all teams two hours prior to the start of the game.
- 9.1.2.4 Visiting teams must supply/bring with them the basic training/medical supplies for own use. Additional training supplies, modalities, etc. can/will be supplied by the home team if available and necessary.
- 9.1.2.5 Field will be accessible to both teams one-half hour prior to start of the game.
- 9.1.2.6 Field Size
 - 9.1.2.6.1 Field should meet the minimum/maximum standards set by the NCAA rules committee.
 - 9.1.2.6.2 The width shall not be more than 80 yards (73.15 m) nor less than 65 yards (59.44 m)

- 9.1.2.6.3 The length shall not be more than 120 yards (109.73 m) nor less than 110 yards (100.58 m).
- 9.1.2.6.4 If field does not meet minimum standards, game may be played based on approval of the MCC ADC. This approval (if granted) will be temporary in nature.
- 9.1.2.6.5 Field dimensions must meet the minimum NCAA standards during conference tournament.

9.2 GAME FORMAT

- 9.2.1 Pre-game: None.
- 9.2.2 Halftime: 10 or 15 minutes in length. Coaches must agree on a 15-minute intermission.
- 9.2.3 Post-game
 - 9.2.3.1 Visiting team may provide a media list for the home team to call scores in.
 - 9.2.3.2 Coaches still have the option of reporting their own scores.
 - 9.2.3.3 Home team is responsible for sending in the game stats to the conference SID.
- 9.2.4 In regular season MCC play, if the game is tied at the end of regulation there will be a 10-minute sudden death overtime. If there is no scoring in the first OT, a second 10-minute overtime follows. If the contest remains tied after two overtimes, the game will be declared a draw.
- 9.2.5 In MCC tournament play, if the game is tied at the end of regulation there will be a 10-minute sudden death overtime. If there is no scoring in the first OT, a second 10-minute overtime follows. If the contest remains tied after two overtimes, the game will be decided on penalty kicks.

9.3 PERSONNEL

- 9.3.1 Scorekeepers, timers, officials will be provided by home team.
- 9.3.2 Home team will provide a game-day supervisor.
- 9.3.3 A game-day management list should be used by the supervisor on duty.

9.4 INCLEMENT WEATHER POLICY

- 9.4.1 In situations where game(s) is/are postponed due to weather, the preferred situation is to have the game(s) played the following day.
- 9.4.2 If there are extraordinary circumstances, the two involved institutions would need to work with the Commissioner to arrive at some agreement as to when to play.

9.5 CONFERENCE STATISTICS AND PLAYER OF THE WEEK

- 9.5.1 Conference statistics will be kept in the following categories:
 - 9.5.1.1 Goals
 - 9.5.1.2 Assists
 - 9.5.1.3 Goalkeeper saves
 - 9.5.1.4 Shots
 - 9.5.1.5 Shots on goal
 - 9.5.1.6 Corner kicks
 - 9.5.1.7 Yellow/Red cards
 - 9.5.1.8 Fouls.
- 9.5.2 Coaches and game scorekeepers will use the NCAA rules manual for a complete description and interpretation of the above-mentioned categories.
- 9.5.3 The SID Guidelines (section 2.3) will be followed for all statistical and reporting issues.
- 9.5.4 Reporting of scores and cards is mandatory
 - 9.5.4.1 Officials are to sign the report/stats book at the end of each game for both the home and the away team.
 - 9.5.4.2 The SIDs of the home school is responsible to send the report to the SID of the away team and the chair.
 - 9.5.4.3 This will ensure a tighter control on the yellow and red cards and strict enforcement of the penalties.
 - 9.5.4.4 Yellow and Red Cards will be tracked by the MCC Office and posted on the MCC website.
- 9.5.5 PLAYERS of the WEEK
 - 9.5.5.1 The MCC will recognize an Offensive and Defensive Player of the Week
 - 9.5.5.2 Players of the week will be determined by the Commissioner, the Men's Soccer Chairperson and Conference Sports Information Director.
 - 9.5.5.3 Selection will be based on individual statistics for the week (Field/GK)
 - 9.5.5.4 Players should be nominated through the NAIA web site www.naia.org via SID's.

9.6 AWARDS

- 9.6.1 ALL CONFERENCE (see section [2.2 - All Conference Guidelines](#))
- 9.6.2 The Coach of the Year is determined by the coaches In the event of a tie, coaches will re-vote

9.7 GAME OFFICIALS

- 9.7.1 All schools will use area Soccer Officials Association assignors to assign game beginning in 2008.
- 9.7.2 Cost as set by Soccer Officials Association.
- 9.7.3 In a case of NCAA soccer rules or MCC rules disputes, an evaluation report needs to be filled out by both the host coach and the visiting coach.
- 9.7.4 MCC will utilize an evaluation survey to be completed by each coach after each MCC contest

9.8 CONFERENCE DETERMINATION

- 9.8.1 Regular Season
 - 9.8.1.1 The Regular Season Conference Championship will be decided by head-to-head competition.

- 9.8.1.1.1 The MCC will have assigned conference dates by the Commissioner.
- 9.8.1.1.2 The Conference schedule will begin late in September and conclude during the month of October.
 - 9.8.1.1.2.1 Four Saturday, two Tuesdays and one Wednesday alternating weekend and weekday.
 - 9.8.1.1.2.2 Switch Home and Away every year.
 - 9.8.1.1.2.3 Allow for longest trips on a Weekends
 - 9.8.1.1.2.4 Two games days, Weekend and Weekday from the end of the season are rotated to the front of the schedule
 - 9.8.1.1.2.5 All teams play on the set game day
- 9.8.1.2 The conference champion will be determined by the greatest number of conference points during the regular season. Teams will earn (3) points for a WIN, (1) point for a TIE, (0) points for a LOSS. Ties in points will result in Co-champions.
- 9.8.1.3 Tie-breaker for post-season tournament seeding:
 1. Head-to-Head competition
 2. Goal Differential (goals scored, minus goals allowed, up to + or - 4 goals per game) - MCC games only
 3. Number of Conference wins
 3. Goals Allowed - MCC games only
 4. Longo (overall)
 5. Coin Flip
- 9.8.2 Conference Tournament
 - 9.8.2.1 blank
 - 9.8.2.2 First Round
 - 9.8.2.2.1 #1 hosts #8/#9
 - 9.8.2.2.2 #2 hosts #7
 - 9.8.2.2.3 #3 hosts #6
 - 9.8.2.2.4 #4 hosts #5
 - 9.8.2.2 Semifinals (at higher seeds home)
 - 9.8.2.2.1 Winner of #1 - #8 vs Winner #4 - #5
 - 9.8.2.2.2 Winner of #2 - #7 vs Winner #3 - #6
 - 9.8.2.3 Championship match will feature the two remaining teams at the highest seed.
 - 9.8.2.4 The bracket format will be used throughout the tournament.
 - 9.8.2.5 The MCC will schedule and pay officials for Tournament games

Section 10

Softball

Conference Chair = Lou Yacinich Jr., Grand View

ADC Representative = Scot Reisinger, Mount Mercy

10.1 Regular Season

- 10.1.1 9 Conference Schools – three games each – 24 game schedule
 - 10.1.1.1 Weekday dates
 - 10.1.1.1.1 Weekday game times are 3:00 w/o lights
 - 10.1.1.1.2 Weekday game times are 5:00 w/ lights
 - 10.1.1.1.3 All dates are doubleheaders
 - 10.1.1.2 Weekend dates
 - 10.1.1.2.1 Saturday game times are 2:00
 - 10.1.1.2.2 Sunday game times are 1:00
 - 10.1.1.2.3 All dates are doubleheaders
 - 10.1.1.3 Two MCC Challenge weekends (all 9 at one site) will be scheduled by the MCC
 - 10.1.1.4 To Qualify for the MCC Regular Season Championship
 - 10.1.1.4.1 A team must complete a minimum of 20 Conference games
 - 10.1.1.4.2 If no MCC team completes 20 Conference games the 75% rule (based on team who completes the most Conference games) is in effect
 - 10.1.1.4.3 Winning % will determine the Regular Season Champion and standings
 - 10.1.1.5 Tie breakers for the MCC Regular Season standings
 - 10.1.1.5.1 Head-to-head
 - 10.1.1.5.2 Head-to-head vs. opponents – start at top of standings and work down until tie is broken
 - 10.1.1.5.3 Coin Toss
 - 10.1.1.6 Games that are suspended that do not fulfill the requirements for a Regulation called game will start at point of interruption
 - 10.1.1.7 All conference games will use 8-run rule after 5 innings. No tie-breaker rule will be used
 - 10.1.1.8 Weekly results, statistics, and player of the week nominations will be reported to the MCC sports information according to the MCC SID Guidelines (section 2.3).

10.2 PERSONNEL

- 10.2.1 Scorekeepers, and officials will be provided by home team.
- 10.2.2 Home team should provide a game-day supervisor.
- 10.2.3 A game-day management list should be used by the supervisor on duty.

10.3 INCLEMENT WEATHER POLICY

- 10.3.1 The home team is responsible for making decisions on game cancellations, however once the game begins all decisions are the umpires responsibility in consultation with both coaches.
- 10.3.2 It is the home team's responsibility to see that prior to and during the game day the mound, home plate, and available bullpens are covered in preparation for inclement weather.
- 10.3.3 If both teams are at the site for a contest, you must wait a minimum of 60 minutes after the scheduled start time before a game can be canceled.
- 10.3.4 All rainouts must be rescheduled within 7 days of the original scheduled date. If the make up date is rained out, you may not make that date up.
- 10.3.4.1 Exception to this is that every team must play each conference school at least 2 games except due to extenuating circumstances as determined by the Commissioner.
- 10.3.4.2 There will be no make up dates played during a schools final week.
- 10.3.4.3 Rain dates on our schedule are rain dates. Every school shall not schedule non-conference games on those dates.
- 10.3.4.4 Rainouts after April 23 will not be made up except on the scheduled rain make up date. If 2 game limit absolutely cannot be done because of this stipulation, schools will not be penalized for not playing the 2 games against all conference schools.
- 10.3.5 If rainouts are not made up due to unwillingness on one or both teams, member institutions may file a protest with the Conference Chair and Commissioner within two weeks of the original scheduled game. The Conference Chair or Conference Commissioner will forfeit a game not rescheduled on purpose that strengthens your team's chances for post season play.
- 10.3.6 The MCC rain dates should be used as your last resort. Teams should try to follow the 7-day rule for rescheduling.
- 10.3.7 No team shall be required to play 4 or more MCC games on a given day.

10.4 AWARDS

- 10.4.1 ALL CONFERENCE (see section [2.2 - All Conference Guidelines](#)).
- 10.4.2 The All-MCC team will be voted on using each nominee's conference stats.
- 10.4.1.1 MCC Player of the Year- Only players on the 18-member All-MCC Team are eligible.
- 10.4.5.4 MCC Pitcher of the Year- Only pitchers on the All-MCC team are Eligible.
- 10.4.5.5 MCC Coach of the Year as selected by the Coaches receives a plaque and certificate.

10.5 Conference Tournament

- 10.5.1 A nine team, three pod, double elimination system will be used
- 10.5.1.1 Seed #1 will host #6 and #9
- 10.5.1.2 Seed #2 will host #5 and #8
- 10.5.1.3 Seed #3 will host #4 and #7
- 10.5.2 The three winners of the pods and the highest seed who did not win a pod will play in the final four
- 10.5.2.1 To be played at a true stadium
- 10.5.2.2 Regular season #1 seed will serve as host
- 10.5.2.3 4 team double elimination format
- 10.5.2.3.1 #1 Championship seed will be the highest regular season seed who wins their pod.
- 10.5.2.3.2 #2 Championship seed will be the next highest regular season seed who wins their pod.
- 10.5.2.3.3 #3 Championship seed will be the next highest regular season seed who wins their pod.
- 10.5.2.3.4 #4 Championship seed will be the highest regular season seed who does not win their pod.
- 10.5.3 Three umpires for all games

Section 11 - Outdoor Track & Field Guidelines

Track & Field Chair – Chris Adams, Ashford
ADC Rep – Ray Shovlain, St. Ambrose

11.1 Meet Entry Fee

The cost of the conference meet shall be divided equally among the MCC members with track & field programs. This includes all costs for the meet. (Examples: Workers, starter, officials, timing, facility, etc.)

11.2 Meet Director/Organizer

The MCC Track & Field Chair along with the MCC Commissioner will be responsible for the following:

- Securing a site to host the MCC Championships, and set up a 2 year plan/contract (if possible)
- Hire two certified collegiate meet officials: a starter and a finish judge/clerk
 - The officials may switch duties throughout the meet
- Hire an Announcer – to announce team score, results, start lists, background info., records, etc.
- Hire a certified athletic trainer to be present throughout the meet to deal with any emergency medical situations
- Organizing meet workers

- Hiring/Organizing FAT Timing, Entries, and Results
- Organizing meet set-up/conduct
- Ordering all awards & All-Conference T-Shirts

11.3 Meet Conduct

- The MCC Championship meet will be held over two days on the Friday/Saturday, 3 weeks prior to the NAIA National Championships.
- A recognition of all student-athletes graduating that spring will occur during the day two break in events
- We will not have a “host school” for the sport of track & field
- Duties such as field event officiating will be divided up equally among the competing schools by the MCC Track & Field Chair.
- In case of inclement weather prior to the start of the meet, it will be pushed back one day until the meet can be completed. It will remain a 2 day meet.
 - Conduct of the remainder of the meet involving partial completion of one day, due to inclement weather, will be decided upon by the games committee with a simple majority vote.

11.4 Scoring:

- Top eight places in each individual event. 10-8-6-5-4-3-2-1
- Top seven places in each relay. 10-8-6-5-4-3-2
- 6 individuals in each event and 1 relay from a school may score.
- In the event of a tie, points from the places involved shall be equally divided between these competitors.

11.5 Outdoor Performance List

- Coaches must update all new and/or improved performances each week to their account set up on Apple Raceberry Jam by Noon Monday from the start of their outdoor season to the Monday following the NAIA Outdoor National Championships. This list will be updated on a weekly basis and available to each coach online and will be linked to the MCC Conference website.
- MARKS REPORTED AFTER THE DEADLINE WILL NOT BE ADDED TO THE PERFORMANCE LIST AND THEY WILL NOT BE ELIGIBLE AS SEED TIMES FOR THE MCC OUTDOOR CHAMPIONSHIPS.

11.6 Reporting Weekly Results

Report results at www.raceberryjam.com

Each coach will have an account set up

Instructions to input data will be e-mailed to each coach from the MCC Conf. Chair

11.7 Entries

- Each school may enter 6 competitors in each individual event and 1 relay team.
- Entries shall be submitted by noon on the Monday prior to the meet.
 - Entries should be done online when possible, or e-mailed to the timing/entry service.
 - The entry list shall be posted by the timing/entry service by Noon Tuesday prior to the meet.
 - Final Scratches should be sent to the timing/entry service by Noon Wednesday prior to the meet.
 - Heat sheets will be posted by 5:00pm Wednesday evening prior to the meet.
- Coaches will enter athletes in events with no entry mark.
- Coaches do not have to declare who will be running on relays.
- Entry marks will be imported manually by the conf. chair/timing service based off the submitted marks for the MCC weekly performance list.
 - *If an athlete has not competed in an event or if the coach has not submitted weekly results for the MCC performance list, they will be entered as NH, NT, or ND for that event.
 - Entry marks may be challenged at the coaches meeting on the morning of the first day of the meet.

11.8 Timing and Results:

- Timing and results will be done with a Fully Automatic Timing system.
- Timing/Entries/Results will be a hired out service
- A minimum of eight hand timers must be used to back up the automated system.
- Results and team scoring should be updated and posted at the meet in a timely fashion after each final event.

11.9 Scratches:

Final Scratches need to be made by Noon on the Wednesday prior to the meet.

From this point on the Honest Effort Rule will be in affect for the MCC Championship Meet.

11.10 Seeding & Lane Assignments:

- Seeding for prelims in both running and field events shall be completely random.
- When running timed finals heats shall be determined according to seed times, running slowest heat to fastest
- For races run in lanes, there shall be no less than three lanes filled in a heat

- 9 entries – 6 fast heat, 3 slow heat
- 10 entries – 7 fast heat, 3 slow heat
- 11 entries – 8 fast heat, 3 slow heat
- 12 entries – 8 fast heat, 4 slow heat
- 13 entries – 8 fast heat, 5 slow heat
- 14 entries – 8 fast heat, 6 slow heat
- 15 entries – 8 fast heat, 7 slow heat
- 16 entries – 8 fast heat, 8 slow heat
- 17 entries back to the beginning, etc. – 8 fast heat, 6 second heat, 3 slowest heat
- Lane assignments will follow the format for finals in each heat.

11.11 Prelims and Finals:

11.11.1 Running Events:

Prelims and finals shall be run in the 100m, 200m and 100m/110m Hurdles when there are more than 8 entrants.

- Finals shall include the heat winners and the next fastest times to fill a field of 8.
- Lane assignments for all FINALS shall be as follows:
 - Fastest Qualifying time: Lane 4
 - 2nd Fastest Qualifying time: Lane 5
 - 3rd Fastest Qualifying time: Lane 3
 - 4th Fastest Qualifying time: Lane 6
 - 5th Fastest Qualifying time: Lane 2
 - 6th Fastest Qualifying time: Lane 7
 - 7th Fastest Qualifying time: Lane 1
 - 8th Fastest Qualifying time: Lane 8

*Tie for last qualifying position: (Running Events)

Shall be determined by reading the phototiming device to the 1/1000th of a second or lesser

11.11.2 Field Events:

- Prelims and finals will be held in the long jump, triple jump, shot put, discus, hammer, and javelin with three attempts in the prelims and three attempts in the finals. If there are 9 or less entrants, all having a legal mark in the prelims will qualify for the finals.
- Top nine marks in prelims will qualify for the finals. Order of competition will be last qualifying mark to best qualifying mark.
- In the event of a tie in both qualifying and placing, the tie shall be broken with the next best mark.
 - If the competitors are tied equally throughout prelims and are tied for the last qualifying spot for finals, both competitors will go to finals.

11.12 Event Workers:

Each event shall have at least one adult official, experienced in the event they are assigned to, along with additional, experienced/knowledgeable, event workers as follows:

(No Students/Athletes will be allowed to officiate an event)

11.12.1 Running & Relay Events:

12 workers – (Finish line judge, 8 hand timers, 3 Hurdle setters/relay exchange zone judges, running umpires – if available)

11.12.2 Long Jump/Triple Jump:

3 workers – (tape measure puller, spotter, raker)

11.12.3 High Jump:

2 bar/standard setters

11.12.4 Pole Vault:

2 bar/standard setters

11.12.5 Shot Put:

4 workers – (tape measure puller, spotter, shot returner, raker)

11.12.6 Discus/Hammer:

4 workers – (tape measure puller, 2 spotters, disc/hammer returners)

11.12.7 Javelin:

4 workers – (tape measure puller, 2 spotters, javelin returners)

11.13 Weigh-Ins:

- All implements must be certified on the day of competition of the event prior to each event.

- A weigh in period shall be set before the first throwing event of each day.
 - Implements must be weighed in during this set time.
 - The MCC will check the following minimum certifications for throwing implements.
 - Weigh in the Shot, Disc, Javelin, Hammer with a digital scale
 - Measure length of the Hammers
 - Measure length of the tip to center of gravity on Javelin

11.14 Site:

- The meet shall be held at a collegiate facility with an 8 lane all-weather track. The location shall have the appropriate facilities to accommodate ALL MCC Conference events. The MCC Commissioner will work in conjunction with the site coordinator as to conduct of the meet and meet workers.

11.15 Protests

11.15.1 For Entry Marks & Seeding:

- Protests for entry marks may be made at the coaches meeting the morning of the first day of the meet.
- ALL entries need to certified results from the current outdoor season.
- Protests should be made in writing to the MCC Track & Field Chair at the coaches meeting.
- Entries that upon protest are non-certified or not from the current outdoor season shall be re-entered as NO TIME or NO DISTANCE/HEIGHT, and the event will be re-seeded.

11.16 Post Event Protests:

- Post event protests will follow the NAIA standard for protests including the fees charged by the NAIA and utilizing the NAIA protest form which will be turned in to one of the hired officials (starter or finish judge), within 30 minutes after the completion of the event. If this is an appeal of a referee's decision, the referee will carry the appeal to the Games Committee. The referee will handle photo appeals.
- No Verbal Protests will be accepted.

11.17 Games Committee:

- Games Committee shall consist of the following:
 - Starter, Finish Judge and all Head Coaches not involved in the possible violation
- After discussion and review of the protest, a written vote will be taken and given to the hired officials and a simple majority will rule on the protest.

11.18 Awards:

Outdoor Awards:

11.18.1 Team Champions:

- A team championship plaque will be given to the men's and women's team champions, provided by the MCC.
- A MCC Traveling trophy will be given to the men's and women's team champions and rotated by the championship teams each season.

11.18.2 Coach of the Year:

- The coach of the year will be voted on by head coaches (written ballot) at the conclusion of the meet. A simple majority vote will decide the conference coach of the year and will also be given a plaque provided by the MCC.

11.18.3 Performers of the Year:

- One male and one female student-athlete will be selected as the indoor "track" athlete of the year and one male and one female will be selected as the indoor "field" athlete of the year by vote (written ballot) of the conference head coaches following the conclusion of the meet and will receive a plaque from the MCC.

11.18.4 All-Conference:

- The champion in each individual event and members of the championship relays will receive a T-Shirt
- The top three performers in individual events at the MCC Championship, as well as the top two in relay events, will be recognized as All Conference and receive a certificate.
- All Student-Athletes who achieve a NAIA National Qualifying mark during the year, but are not All Conference, will be recognized as Honorable Mention and receive a certificate.
- The MCC will recognize the top performer in all NAIA sponsored events, NOT held at the Conference Meet, as the Conference Champion and All-Conference in that event and awarded a T-Shirt.
 - These performances must be reported on Apple Raceberry Jam (same as weekly performances)
 - Racewalk, heptathlon, pentathlon, etc.
 - They will not be scored in the conference meet

11.18.5 Performers of the Week: (Male & Female)

- We will award one "track" athlete of the week and one "field event" athlete of the week for each gender.

- We will follow the nomination and voting procedure as stated in the MCC Sports Information guidelines for athlete of the week awards.

11.19 MCC Outdoor Multi-Event Championship

- **MCC Multi-Event Meet** - will take place 1-2 weeks prior to the MCC Championship meet pending the calendar year, the date will be determined each summer at the MCC coaches meeting.
 - The MCC will host a women's heptathlon and a men's decathlon over a two day period
 - The multi-events will be scored into the MCC Outdoor Championship meet
 - Top 8 finishers score 10-8-6-5-4-3-2-1
 - Each MCC school may enter and score up to 6 individuals per hept/dec.

MCC Outdoor Multi-Event Order of Events

Decathlon

Day 1

100m
Long Jump
Shot Put
High Jump
400m

Day 2

110m Hurdles
Discus
Pole Vault
Javelin
1500m

Heptathlon

Day 1

100m Hurdles
High Jump
Shot Put
200m

Day 2

Long Jump
Javelin
800m

MCC Outdoor Track and Field Championship Order of Events

(Unless a change is needed due to facility / time restrictions)

FRIDAY

1:00-1:30pm

Weigh In for Discus and Javelin

2:00pm

Discus - Men
Long Jump - Men
Shot - Women
Pole Vault - Women followed by Men
High Jump - Women

**Estimated
3:00pm**

Discus - Women
Long Jump - Women
Shot - Men
High Jump - Men

4:00pm

100m Hurdles - Prelims Women
110m Hurdles - Prelims Men
100m Dash - Prelims Women
100m Dash - Prelims Men
10,000m Run - **FINAL** Women
200m Dash - Prelims Women
200m Dash - Prelims Men
10,000m Run - **FINAL** Men
400m Hurdles - **FINAL** Women
400m Hurdles - **FINAL** Men
4x800m Relay - **FINAL** Women
4x800m Relay - **FINAL** Men

SATURDAY

9:00-9:30am

Weigh In for Shot and Hammer

10:00am

Triple Jump - Women
Javelin - Women
Hammer - Men

**Estimated
11:00am**

Triple Jump - Men
Javelin - Men
Hammer - Women

12:00 pm

3,000m Steeple - **FINAL** Women
3,000m Steeple - **FINAL** Men
4x100m Relay - **FINAL** Women
4x100m Relay - **FINAL** Men
1500m Run - **FINAL** Women
1500m Run - **FINAL** Men
100m Hurdles - **FINAL** Women
110m Hurdles - **FINAL** Men
400m Dash - **FINAL** Women
400m Dash - **FINAL** Men
BREAK
100m Dash - **FINAL** Women
100m Dash - **FINAL** Men
800m Run - **FINAL** Women
800m Run - **FINAL** Men
200m Dash - **FINAL** Women
200m Dash - **FINAL** Men
5,000m Run - **FINAL** Women
5,000m Run - **FINAL** Men
4x400m Relay - **FINAL** Women
4x400m Relay - **FINAL** Men

11.19 MCC Outdoor Track and Field Multi-event site

To be contested 4/20-21/10: The top 14 scoring athletes listed on MCC top times on 4/18/10, will be considered automatic qualifiers. In addition to this, each coach will submit a ranked list of no more than six athletes to be considered as alternates in the event that athletes in the top 14 wish to abstain from the competition. In this event, the remaining athletes on the top times list will be admitted

into the MCC Multis championship following the descending order of the list. If no athlete from a school is ranked in the top 14, each school is allowed a single entry into the MCC multis championship--No prior score is necessary for these athletes. The number of athletes from each school shall not exceed six participants.

Section 12 - Indoor Track & Field Guidelines

Indoor Track & Field Guidelines

Track & Field Chair – Chris Adams, Ashford

ADC Rep – Ray Shovlain, St. Ambrose University

12.1 Meet Entry Fee

The cost of the conference meet shall be divided equally among the MCC members with indoor track & field programs. This includes all costs for the meet. (Examples: Workers, starter, officials, timing, facility, etc.)

12.2 Meet Director/Organizer

The MCC Track & Field Chair along with the MCC Commissioner will be responsible for the following:

- Securing a site to host the MCC Championships, and set up a 2 year plan/contract (if possible)
- Hire two certified collegiate meet officials: a starter and a finish judge/clerk
 - The officials may switch duties throughout the meet
- Hire an Announcer – to announce team score, results, start lists, background info., records, etc.
- Hire a certified athletic trainer to be present throughout the meet to deal with any emergency medical situations
- Organizing meet workers
- Hiring/Organizing FAT Timing, Entries, and Results
- Organizing meet set-up/conduct
- Ordering all awards & All-Conference T-Shirts

12.3 Meet Conduct

- The MCC Indoor Championship meet will be a one day meet, held on the Saturday 3 weeks prior to the NAIA Indoor National Championships. (**Feb. 13th, 2009**)
- We will not have a “host school” for the sport of indoor track & field
- Duties such as field event officiating will be divided up equally among the competing schools by the MCC Track & Field Chair.

12.4 Scoring:

- Top eight places in each individual event. 10-8-6-5-4-3-2-1
- Top seven places in each relay. 10-8-6-5-4-3-2
- 6 individuals in each event and 1 relay from a school may score.
- In the event of a tie, points from the places involved shall be equally divided between these competitors.

12.5 Indoor Performance List

- Coaches must update all new and/or improved performances each week to their account set up on Apple Raceberry Jam by Noon Monday from the start of their indoor season to the Monday following the NAIA Indoor National Championships. This list will be updated on a weekly basis and available to each coach online and will be linked to the MCC Conference website.
- MARKS REPORTED AFTER THE DEADLINE WILL NOT BE ADDED TO THE PERFORMANCE LIST AND THEY WILL NOT BE ELIGIBLE AS SEED TIMES FOR THE MCC INDOOR CHAMPIONSHIPS!!!

12.6 Reporting Weekly Results

Report results at www.raceberryjam.com

Each coach will have an account set up

Instructions to input data will be e-mailed to each coach from the MCC Conf. Chair

12.7 Entries

- Each school may enter 6 competitors in each individual event and 1 relay team.
- Entries shall be submitted by noon on the Monday prior to the meet.
 - Entries should be done online when possible, or e-mailed to the timing/entry service.
 - The entry list shall be posted by the timing/entry service by Noon Tuesday prior to the meet.
 - Final Scratches should be sent to the timing/entry service by Noon Wednesday prior to the meet.
 - Heat sheets will be posted by 5:00pm Wednesday evening prior to the meet.
- Coaches will enter athletes in their events with no entry mark (pending the timing/entry service)
- Coaches do not have to declare who will be running on relays.

- Entry marks will be imported by the conf. chair/timing service based off the submitted marks for the MCC weekly performance list.
- *If an athlete has not competed in an event or if the coach has not submitted weekly results for the MCC performance list, they will be entered as NH, NT, or ND for that event.
- Entry marks may be challenged at the coaches meeting on the morning of the meet.

12.8 Timing and Results:

- Timing and results will be done with a Fully Automatic Timing system.
- Timing/Entries/Results will be a hired out service
- A minimum of eight hand timers must be used to back up the automated system.
- Results and team scoring should be updated and posted at the meet in a timely fashion after each final event.

12.9 Scratches:

Final Scratches need to be made by Noon on the Wednesday prior to the meet.

From this point on the Honest Effort Rule will be in affect for the MCC Indoor Championship Meet.

12.10 Seeding & Lane Assignments:

- Seeding for prelims in both running and field events shall be completely random.
- When running timed finals heats shall be determined according to seed times, running slowest heat to fastest
- 55m/60m Dash and 55m/60m Hurdles 8 lanes will be used for prelims and finals
 - Preliminary heats are random with the following number of entries per heat.
 - 8 or fewer entries no prelims, just run a timed final
 - 9 entries 5 first heat, 4 second heat
 - 10 entries 5 first heat, 5 second heat
 - 11 entries 6 first heat, 5 second heat
 - 12 entries 6 first heat, 6 second heat
 - 13 entries 7 first heat, 6 second heat
 - 14 entries 7 first heat, 7 second heat
 - 15 entries 8 first heat, 7 second heat
 - 16 entries 8 first heat, 8 second heat
 - 17 entries 8 first heat, 5 second heat, 4 third heat
 - 18 or more entries – keep following the same pattern as above.
- 200m, 400m, and 600m will run timed FINALS in lanes 2-6 (we will not run in lane one unless only 6 entries)
 - There shall be no less than three lanes filled in a heat.
 - 6 or fewer entries, run one heat
 - 7 entries 4 fast heat, 3 second heat
 - 8 entries 5 fast heat, 3 second heat
 - 9 entries 5 fast heat, 4 second heat
 - 10 entries 5 fast heat, 5 second heat
 - 11 entries 4 fast heat, 4 second heat, 3 third heat
 - 12 entries 5 fast heat, 4 second heat, 3 third heat
 - 13 entries 5 fast heat, 5 second heat, 3 third heat
 - 14 entries 5 fast heat, 5 second heat, 4 third heat
 - 15 entries 5 fast heat, 5 second heat, 5 third heat
 - 16 entries 5 fast heat, 4 second heat, 4 third heat, 3 third heat
 - 17 or more entries – keep following the same pattern as above
- Lane assignments will follow the format for finals in each heat.

12.11 Prelims and Finals:

12.11.1 Running Events:

Prelims and finals shall be run in the 55m or 60m Dash and 55m or 60m Hurdles when there are more than 8 entrants.

- Finals will include the 8 fastest times from prelims.
- Lane assignments for FINALS of the 55m/60m Dashes and Hurdles shall be as follows:
 - Fastest Qualifying time: Lane 4
 - 2nd Fastest Qualifying time: Lane 5
 - 3rd Fastest Qualifying time: Lane 3
 - 4th Fastest Qualifying time: Lane 6
 - 5th Fastest Qualifying time: Lane 2

6th Fastest Qualifying time: Lane 7
7th Fastest Qualifying time: Lane 1
8th Fastest Qualifying time: Lane 8

- Lane assignments for timed FINALS run in lanes (200m, 400m, or 600m)
 - Fastest Seed time: Lane 4
 - 2nd Fastest Seed time: Lane 3
 - 3rd Fastest Seed time: Lane 5
 - 4th Fastest Seed time: Lane 2
 - 5th Fastest Seed time: Lane 6
- *We will not run in lane one for these races unless we have 6 or fewer entries.
 - If that is the case lane 3 will be the fastest seed time.(3,4,2,5,1,6)

*Tie for last qualifying position: (Running Events)

Shall be determined by reading the phototiming device to the 1/1000th of a second or lesser fraction

12.11.2 Field Events:

- Prelims and finals will be held in the long jump, triple jump, shot put, and weight throw with three attempts in the prelims and three attempts in the finals. If there are 9 or less entrants, all having a legal mark in the prelims will qualify for the finals.
- Top nine marks in prelims will qualify for the finals. Order of competition will be last qualifying mark to best qualifying mark.
- In the event of a tie in both qualifying and placing, the tie shall be broken with the next best mark.
 - If the competitors are tied equally throughout prelims and are tied for the last qualifying spot for finals, both competitors will go to finals.

12.12 Event Workers:

Each event shall have at least one adult official, experienced in the event they are assigned to, along with additional, experienced/knowledgeable, event workers as follows:

(No Students/Athletes will be allowed to officiate an event)

12.12.1 Running & Relay Events:

12 workers – (Finish line judge, 8 hand timers, 3 Hurdle setters/relay exchange zone judges, running umpires – if available)

12.12.2 Long Jump/Triple Jump:

3 workers – (tape measure puller, spotter, raker)

12.12.3 High Jump:

2 bar/standard setters

12.12.4 Pole Vault:

2 bar/standard setters

12.12.5 Shot Put:

3 workers – (tape measure puller, spotter, shot returner)

12.12.6 Weight Throw

3 workers – (tape measure puller, spotter, returner)

12.13 Weigh-Ins:

- All implements must be certified on the day of competition prior to each event.
- A weigh in period shall be set before the first throwing event of the day.
 - Implements must be weighed in during this set time.
 - The MCC will check the following minimum certifications for throwing implements.
 - Weigh in the Shot and Weights with a digital scale
 - Measure length of the Weights

12.14 Site:

- The meet shall be held at a facility with a six lane indoor track and 8 lanes on the straight-away. The location shall have the appropriate facilities to accommodate ALL MCC Indoor Conference events. The MCC Commissioner will work in conjunction with the site coordinator as to conduct of the meet and meet workers.

12.15 Protests

For Entry Marks & Seeding:

- Protests for entry marks may be made at the coaches meeting the morning of the meet.
- ALL entries need to certified results from the current indoor season.
- Protests should be made in writing to the MCC Track & Field Chair at the coaches meeting.
- Entries that upon protest are non-certified or not from the current indoor season shall be re-entered as NO TIME or NO DISTANCE/HEIGHT, and the event will be re-seeded.

12.16 Post Event Protests:

- Post event protests will follow the NAIA standard for protests including the fees charged by the NAIA and utilizing the NAIA protest form which will be turned in to one of the hired officials (starter or finish judge), within 30 minutes after the completion of the event. If this is an appeal of a referee’s decision, the referee will carry the appeal to the Games Committee. The referee will handle photo appeals.
- No Verbal Protests will be accepted.

12.17 Games Committee:

- Games Committee shall consist of the following:
 - Starter, Finish Judge and all Head Coaches not involved in the possible violation
- After discussion and review of the protest, a written vote will be taken and given to the hired officials and a simple majority will rule on the protest.

12.18 Awards:

Indoor Awards:

12.18.1 Team Champions:

- A team championship plaque will be given to the men’s and women’s team champions, provided by the MCC.
- A MCC Traveling trophy will be given to the men’s and women’s team champions and rotated by the championship teams each season.

12.18.2 Coach of the Year:

- The coach of the year will be voted on by head coaches (written ballot) at the conclusion of the meet. A simple majority vote will decide the conference indoor coach of the year and will also be given a plaque provided by the MCC.

12.18.3 Performers of the Year:

- One male and one female student-athlete will be selected as the indoor “track” athlete of the year and one male and one female will be selected as the indoor “field” athlete of the year by vote (written ballot) of the conference head coaches following the conclusion of the meet and will receive a plaque from the MCC.

12.18.4 All-Conference:

- The champion in each individual event and members of the championship relays will receive a T-Shirt
- The top three performers in individual events at the MCC Championship, as well as the top two in relay events, will be recognized as All Conference and receive a certificate.
- All Student-Athletes who achieve a NAIA National Qualifying mark during the year, but are not All Conference, will be recognized as Honorable Mention and receive a certificate.
- The MCC will recognize the top performer in all NAIA sponsored events, NOT held at the Conference Meet, as the Conference Champion and All-Conference in that event and awarded a T-Shirt.
 - These performances must be reported on Apple Raceberry Jam (same as weekly performances)
 - Racewalk, heptathlon, pentathlon, etc.
 - They will not be scored in the conference meet

12.18.5 Performers of the Week: (Male & Female)

- We will award one “track” athlete of the week and one “field event” athlete of the week for each gender.
- We will follow the nomination and voting procedure as stated in the MCC Sports Information guidelines for athlete of the week awards.

MCC Indoor Track and Field Championship Order of Events

(Unless a change is needed due to facility / time restrictions)

Weigh Ins

9:00am-9:30am

Field Events

10:00am

| | |
|------------|-----------------------|
| Wt. Throw | Men followed by Women |
| Long Jump | Men followed by Women |
| High Jump | Women followed by Men |
| Pole Vault | Women followed by Men |

| | | |
|----------|-------------------------------|-----------------------|
| Shot Put | After conclusion of Wt. Throw | Men followed by Women |
|----------|-------------------------------|-----------------------|

*We will run 60m Dash/60m Hurdles if the facility is set up for it, otherwise we will run 55m/55H.

Running Events –

Noon DMR Women
 DMR Men
 5000m Women
 5000m Men
 60m H Women **Prelims**
 60m H Men **Prelims**
 60m Women **Prelims**
 60m Men **Prelims**
 600m Women
 600m Men
 60m H Women **Finals**
 60m H Men **Finals**
 60m Women **Finals**
 60m Men **Finals**
 Mile Women
 Mile Men
 400m Women
 400m Men

Estimated 30 min. BREAK (at conclusion on Men's 400m)

800m Women
 800m Men
 200m Women
 200m Men
 3000m Women
 3000m Men
 4x800m Women
 4x800m Men
 4x400m Women
 4x400m Men

Indoor Conversions:

- 1) All hand times will be converted to FAT, by rounding up to the nearest tenth of a second, then adding .24 to the rounded time
- 2) 1500m times will be converted to Mile times, by multiplying the 1500m time in seconds x 1.08, then after multiplying calculate it back into min./sec.
- 3) 55m to 60m for men divide by .926, for women divide by .922
- 4) 55m Hurdles to 60m Hurdles for men and women divide by .93
- 5) Any over/undersized track performances will be converted as needed

Section 13 Volleyball Guidelines

Conference Chair = Ryan DeLong, Viterbo University

ADC Representative = Curt Long, Clarke College

13.1 EQUIPMENT AND GAME SITE

- 13.1.1 Game Ball – The MCC will recognize the official NAIA ball as MCC official ball. . .
- 13.1.2 Home team will provide a minimum of 25 balls to be used by both teams for prematch warmup.
- 13.1.3 Home team will provide water and cups for both the home and visiting teams.
- 13.1.4 Home team will provide bench towels for both teams, but not shower towels.
- 13.1.5 Locker and training rooms should be accessible to both teams 60 minutes prior to the start of the match.
- 13.1.6 The playing floor should be accessible to both teams 60 minutes prior to the start of the match.

- 13.1.7 There is no pass list for visiting teams during regular season and postseason conference play. Spouses and immediate family of the volleyball coaching staff shall be admitted free of charge.

13.2 GAME FORMAT

- 13.2.1 The home team (game management) is responsible for crowd control. Each spectator is expected to remain seated throughout the pre-game and game situations. Designated walkway areas will be supervised to ensure fans are not allowed contact with players or officials.
- 13.2.2 Game format and rules shall be as stated in the NAIA Volleyball Coaches Manual, released annually.
- 13.2.3 Prematch warmup shall be as stated in the NAGWS Rule Book, unless stated differently in the NAIA Volleyball Coaches Manual.
- 13.2.4 Post game
- 13.2.4.1 The Home team will use live scoring for all stat collection in MCC contests.
 - 13.2.4.2 Statistics will be sent by the home team to the MCC Commissioner and SID
 - 13.2.4.3 The home team will email statistics and scores for the visiting team, using a media list provided by the visiting team.

13.3 PERSONNEL

- 13.3.1 The home team will provide scorekeepers, scoreboard operator, linesmen and two NAGWS certified officials. These people will be supervised by a game-day director. It is recommended that this position NOT be the coach of the home team.

13.4 INCLEMENT WEATHER POLICY

- 13.4.1 In situations where match(s) is/are postponed due to weather, the preferred situation is to have the match(s) played the following day.
- 13.4.2 If there are extraordinary circumstances, the two involved institutions would need to work with the Commissioner to arrive at some agreement as to when to play.

13.5 CONFERENCE STATISTICS

- 13.5.1 Refer to the MCC SID Guidelines (section 2.3) for all statistical and reporting requirements
- 13.5.2 Appendix C Volleyball Raters form (see attachment VB1) needs to be filled out each weekend and e-mailed to the VB Chair, Commissioner and MCC SID before 8:00 am every Monday.

13.6 AWARD PROCEDURES

- 13.6.1 ALL CONFERENCE (see section [2.2 - All Conference Guidelines](#))
- 13.6.2 COACH OF THE YEAR
- 13.6.2.1 The All-Conference ballot will include a listing of all of the conference coaches.
 - 13.6.2.2 Each coach will pick a first and second choice for Coach of the Year.
 - 13.6.2.3 The coach receiving the most first place votes will be named the Coach of the Year.
 - 13.6.2.4 In the event of a tie, the tie will be broken by the number of second place votes received by the coaches involved in the tie.
 - 13.6.2.5 The Coach of the Year will receive a plaque and certificate.

13.7 OFFICIALS

- 13.7.1 ASSIGNMENT OF OFFICIALS
- 13.7.1.1 All officials are to be assigned by the NAGWS (National Association of Girls and Women in Sports) Board Chairperson in your area. It is recommended that NAGWS certified officials be used for all matches.
 - 13.7.1.2 All officials used for conference matches must be NAGWS certified.

13.8 CONFERENCE DETERMINATION

- 13.8.1 Regular Season
- 13.8.1.1 The Regular Season Conference Championship will be determined by regular season conference records.
 - 13.8.1.2 Ties will result in Co-Champions.
 - 13.8.1.3 Tie-breaker for post-season tournament seeding:
 - 13.8.1.3.1 Match record - regular season conference competition
 - 13.8.1.3.2 Match results - head to head among tied teams
 - 13.8.1.3.3 Game record - percentage of (games won / total games) among tied teams
 - 13.8.1.3.4 Game record - during regular season conference competition percentage of games won / total games
 - 13.8.1.3.5 Point differential of match(s) between tied teams.
 - 13.8.1.3.6 Point differential of all regular season conference competition
 - 13.8.1.3.7 Coin flip
- 13.8.2 Conference Tournament
- 13.8.2.1 The postseason conference tournament shall be held on the Saturday, Wednesday, Saturday
 - 13.8.2.2 The MCC will schedule the 4 floor Officials for all Tournament matches
 - 13.8.2.2.1 The Host will provide the Table personnel
 - 13.8.2.3 The playoff format shall be a single elimination bracket with each match at the highest remaining seeds.
 - 13.8.2.4 blank
 - 13.8.2.5 Quarterfinals
 - 13.8.2.5.1 #1 hosts #8/9; #2 hosts #7; #3 hosts #6; #4 hosts #5
 - 13.8.2.6 Semifinals (at higher seeds home court)
 - 13.8.2.6.1 Winner of #1 - #8/9 vs Winner #4 - #5; Winner of #2 - #7 vs Winner #3 - #6
 - 13.8.2.7 The Championship match will feature the two remaining teams at the highest seed.
- 13.8.3 The winner of the conference postseason tournament shall advance to the NAIA Championship
- 13.8.3.1 If tournament games are canceled due to weather, and unable to be completed by the NAIA mandated deadline, then the highest remaining seed will receive the Conference's automatic bid.

13.9 Other

- 13.9.1 Home team responsible for taping and providing new DVD (or Hudl access) immediately after the game. Camera should set up on end line, if not possible, it should be set up above floor level and, if possible, above the end line.

Section 14 – Bowling

Conference Chair = Christopher Uffman, Clarke University

ADC Representative = TBD

14.1 SCHEDULING

- 14.1.1 With the exception of the MCC Championship, each institution is responsible for entering or scheduling its own events.

14.2 FORMAT

- 14.2.1 The host school for all regular season matches will determine the format of the event.

14.3 CONFERENCE STATISTICS AND PLAYER OF THE WEEK

- 14.3.1 Results for the previous week's contests, including team and individual results will be submitted to the MCC SID, by 12:00 pm (noon) every Monday during the season.
- 14.3.2 Bowler of the Week, will be handled via the SID Guidelines (section 2.3)

14.4 AWARDS

- 14.4.1 Men's Conference All-Tournament Team = Top 5 individuals (top 5 total pin-fall)
- 14.4.1.1 Tie-breaker?
- 14.4.2 Men's Conference Tournament Individual Champion = Highest tournament pin-fall
- 14.4.2.1 Tie-breaker?
- 14.4.3 Men's All Conference Team = Coaches vote at end of February.
- 14.4.3.1 Top 5 = first team, next 5 = 2nd team
- 14.4.4 Men's Conference Player of the Year = Coaches vote at end of February Men's Conference
- 14.4.5 Coach of the Year = Coaches vote at end of February

14.5 MCC Championship

- 14.5.1 The MCC Championship will be conducted over two days in February at the host site.
- 14.5.2 Location - Host site will be set by the host institution with cost and lane standards set by the Coaches and approved by the ADC in June the year before the Tournament.
- Year: Host School:
- 2010/11 Clarke
 - 2011/12
 - 2012/13
 - 2013/14
 - 2014/15
 - 2015/16
 - 2016/17
- 14.5.3 The Conference Tournament will determine the conference team champions, the MCC Championship Medalist and the All-Tournament Team.
- 14.5.4 Format
- 14.5.5 Highest team total pin-fall after 6 Traditional Games and 20 Baker Games determines team champion. (10 Game Equivalent)
- 14.5.6 The United States Bowling Congress (USBC) dictates rules of competition.
- 14.5.7 The Tournament Director will determine and provide a read out of the lane condition.
- 14.5.8 The tournament committee may make amendments as necessary.
- 14.5.9 The tournament committee will consist of the Tournament Director, the Host Coach, and bowling center staff if necessary.
- 14.5.10 Reporting will be the responsibility of the host school for that specific year.