

**2002 - 2003**

**ACCAC**

**PREAMBLE**

**and**

**CONSTITUTION**

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## PREAMBLE TO THE CONSTITUTION AND BY-LAWS

### A. Mission

The mission of the Arizona Community College Athletic Conference (ACCAC) shall be the administration of intercollegiate athletics among its members and with other colleges. This is established through enforcement of procedures and regulations in conjunction with the ACCAC CONSTITUTION AND BY-LAWS to maintain the following:

1. A balance between the athletic and the academic programs of the college,
2. Standards of academic performance,
3. Standards of amateurism as defined by the NJCAA,
4. Institutional control of athletics,
5. High ideals of sportsmanship,
6. Fair and equal competition among the member institutions,
7. An ongoing review of Athletic policy and procedures to insure continuous improvement.

### B. Code of Conduct for All Contests and Tournaments Sponsored by the Arizona Community College Athletic Association

The basic principles of the Arizona Community College Athletic Conference stand for the highest ideals in sportsmanship. One of the primary objectives of competition is to develop and foster respect for fellow participants, coaches, officials and spectators. With this in mind, and since it is fundamental to the continuance of the activities sponsored by the ACCAC that the rights of the majority shall not be jeopardized by the actions of a few, this **CODE OF CONDUCT** has been adopted as follows:

#### **Basic Responsibilities**

1. Participants shall recognize the responsibility for appropriate conduct at any tournament, contest or event sponsored by the ACCAC or its member colleges.
2. Coaches shall recognize and assume responsibility for the actions of themselves and their team members.
3. The host of any activity sponsored by the ACCAC shall establish all procedures deemed necessary for the encouragement of appropriate conduct of the participants in the activity. This shall include publicizing the **CODE OF CONDUCT** in advance of the sponsored activity so that the responsibilities of each participant shall be clearly understood before the event begins. Each coach who has participants competing in the event shall be responsible for informing each member of the **CODE**.

# ACCAC CONSTITUTION

## **ARTICLE I NAME**

SEC 1      **NAME:**            The name of the conference shall be the Arizona Community Athletic College Conference (ACCAC).

## **ARTICLE II AUTHORITY**

SEC 1      **PURPOSE:**        The purpose of the conference shall be to foster and promote wholesome athletic programs as an integral part of the total educational offerings of each member institution.

SEC 2      **AUTHORITY:**        The ACCAC is authorized by and accountable to the Arizona Community College Presidents' Council and operates in accordance with the rules and regulations of the NJCAA.

## **ARTICLE III MEMBERSHIP**

SEC 1      **MEMBERSHIP:**      The ACCAC is open to all Arizona Community Colleges who have made application for membership to the conference in accordance with the bylaws.

SEC 2      **MEMBERS:**        The members of the conference are:

1. Arizona Western College
2. Central Arizona College
3. Chandler-Gilbert Community College
4. Cochise College
5. Eastern Arizona College
6. Gateway Community College
6. Glendale Community College
7. Mesa Community College
8. Northland Pioneer College
9. Paradise Valley Community College
10. Phoenix College
11. Pima Community College
12. Scottsdale Community College
13. South Mountain Community College
14. Yavapai College

SEC 3      **CONDITIONS:** The members of this conference severally agree to:

- A. Administer their athletic programs in accordance with the constitution, bylaws and other legislative acts of the conference;
- B. Establish and maintain a high standard of ethics and fair play;
- C. Pay the annual dues before the deadline as stipulated in the bylaws;
- D. Have representation at each meeting.

#### **ARTICLE IV OFFICERS**

SEC 1      **TITLES:**            The elected officers of the conference shall be the President, President elect, Secretary and Treasurer.

SEC 2      **ELECTIONS:**        The officers will be elected and serve in accordance with the bylaws of the conference.

#### **ARTICLE V MEETINGS**

SEC 1      **REGULAR:**            There shall be four (4) meetings during each academic year. The location, date and time of each meeting will be scheduled by the conference at the last meeting of the preceding year.

SEC 2      **SPECIAL:**            A special meeting of the conference may be held at any time on the call of the Executive Committee.

#### **ARTICLE VI STANDING COMMITTEES**

SEC 1      **COMMITTEES:**            The standing committees of the Conference are:

- a. Executive Committee
- b. Rules and Ethics Committee
- c. Officiating Committee
- d. Service and Recognition Committee
- e. Nominating Committee
- f. Athletic Health and Safety Committee
- g. Sport Committees

SEC 2      **PURPOSE:**            The purpose and function of each committee is stipulated in the bylaws.

#### **ARTICLE VII FINANCES**

SEC 1      **ADMINISTRATION:**    All funds and property of the conference shall be held and administered in accordance with the bylaws of the conference.

**ARTICLE VIII  
REPRESENTATION**

SEC 1      **REPRESENTATION:**      Three voting representatives shall be appointed by the President or Chief Executive Officer of each member institution in accordance with the bylaws of the conference.

**ARTICLE IX  
AMENDMENTS**

SEC 1      **AMENDMENTS:**      The constitution and bylaws of the conference may be amended by the procedures and stipulations set forth in the bylaws.

**ARTICLE X  
VIOLATIONS**

SEC 1      **VIOLATIONS:**      Questions regarding alleged violations of the constitution and bylaws shall be administered in accordance with the procedures set forth in the bylaws.

## BYLAWS

### ARTICLE I NAME

- SEC 1 **NAME:** The name of the Conference shall be the Arizona Community College Athletic Conference (ACCAC).
- SEC 2 **ATHLETIC COUNCIL:** The ACCAC shall conduct its business through action by the Athletic Council. The Athletic Council is a group consisting of a maximum of three authorized representatives from each institution responsible for administering collegiate athletics.

### ARTICLE II AUTHORITY

- SEC 1 **AUTHORITY:** The ACCAC is authorized by and accountable to the Arizona Community College Presidents' Council and operates in accordance with the rules and regulations of the NJCAA. ACCAC and Region I Rules may be more restrictive than NJCAA Rules.
- SEC 2 **ELIGIBILITY:** For a student to represent his/her college in intercollegiate competition, he/she must meet all current eligibility rules of the NJCAA. Individual institutional rules may be more restrictive than NJCAA, ACCAC or Region I Rules.
- SEC 3 **FINANCIAL ASSISTANCE:** An athletic grant-in-aid may be awarded to any student-athlete in recognition of his/her athletic ability in accordance with NJCAA. Individual institutional rules may be more restrictive than NJCAA, ACCAC or Region I Rules.

### ARTICLE III MEMBERSHIP

- SEC 1 **MEMBER:** A member college is an Arizona community college which conducts an athletic program and has been approved for membership by the athletic council.
- SEC 2 **APPLICATION:** A written application for membership in the conference shall be presented to the Athletic Council through the Secretary no less than one calendar year prior to the beginning of the selected sport season(s). An applicant will become a member of the conference upon approval by a 2/3 vote of the quorum of the Athletic Council.
- SEC 3 **RESIGNATIONS:** A written letter of resignation as a member of the conference in a selected sport shall be submitted to the President of the ACCAC prior to the season of that sport.
- SEC 4 **DUES:** Annual dues, as approved by the Athletic Council shall be paid by each member college prior to October 1 of each year. Failure to pay annual dues in a timely manner may result in member institutions losing membership in the Conference, if so determined by 2/3 vote of the Athletic Council quorum.

**ARTICLE IV**  
**OFFICERS**

- SEC 1      **OFFICERS:**      The elected officers of the conference shall be the President, President Elect, Secretary and Treasurer.
- SEC 2      **NOMINATIONS:**      The nomination and election of officers shall occur during the May meeting of the even numbered year. The slate of officers shall be presented to the Council in accordance with Article VI, Sec 4 of the bylaws.
- SEC 3      **TERM OF OFFICE:**      Each officer of the conference shall serve a two year term of office.
- SEC 4      **SUCCESSION:** The President Elect, Secretary Elect and Treasurer Elect shall succeed the out going President, Secretary and Treasurer at the conclusion of the last regularly scheduled meeting of the previous term.

**DUTIES OF OFFICERS****A. The President shall:**

1. Preside at ACCAC Council meetings;
2. Serve as chairperson of the Executive Committee;
3. Prepare the agenda for the council meetings in consultation with the Secretary;
4. Be responsible for all flip-of-the-coins when deemed necessary according to the individual sport policies;
5. Serve as liaison with the Arizona Community College President's Council;
6. Receive a stipend of \$1200 per year.

**B. The President Elect shall:**

1. Act in the absence of the President;
2. Succeed to the office of President after the completion of the two year term;
3. Perform other duties as assigned by the President;
4. Serve on the Executive Committee;
5. Serve as Chair of the Nominating Committee.

**C. The Secretary shall:**

1. Record the minutes of all ACCAC council meetings;
2. Provide written copies of all minutes to the ACCAC council representatives, and the CEO of each member college, the Supervisor of Officials for each sport;
3. Serve as a member of the Executive Committee;
4. Prepare the agenda for the scheduled ACCAC meetings in consultation with the ACCAC President and mail such to each Athletic Council and the Supervisor of Officials for each sport at least one week prior to the scheduled meeting;
5. Carry on all general correspondence for the ACCAC;
6. Maintain a file that includes the following:
  - a. Minutes of all meetings,
  - b. Copies of all correspondence,
  - c. All reports from committee chairpersons,
  - d. Other items of special significance or of a historical nature;
7. Request the names of the ACCAC council representatives in writing from the president of each member college for that academic year prior to the August meeting;
8. Call the roll of the voting membership prior to the transaction of business at each regular meeting;
9. Receive a stipend of \$1000.00 per year.

**D. The Treasurer shall:**

1. Serve as a member of the Executive Committee,
2. Issue an annual invoice statement of dues to each member college;
3. Be responsible for making all financial transactions;
4. Be responsible for collecting all dues and fees;
5. Purchase and ensure presentation of all ACCAC awards;
6. Submit to the council an annual treasurer's report;
7. Receive a stipend of \$750.00 per year.

## **ARTICLE V MEETINGS**

SEC 1     **REGULAR MEETINGS:**     The four regularly scheduled meetings of the conference may be held during the months of August/September, November, February/March and May. Exceptions to the regularly scheduled meetings may be approved by a 2/3 vote of the Athletic Council quorum.

SEC 2     **QUORUM:**     In order for the Athletic Council to conduct business, a quorum must be present. A quorum is defined as one more than one-half of the total number of official representatives appointed annually by the Chief Executive Officer of each member school.

SEC 3     **PARLIAMENTARY AUTHORITY:**     The Athletic Council shall be governed by the latest edition of Roberts Rules of Order.

### SEC 4     **VOTING OF THE COUNCIL**

- A.     Each of the three authorized representatives of the member institutions is allowed to cast one separate vote.
- B.     In all matters requiring a vote (other than those listed in the bylaws Article V, Sec 4,c) Article 1X, Sec 2 a majority vote of the quorum is necessary.
- C.     A 2/3 vote of the athletic quorum is required in the matters of application for membership, and proposed changes of the Constitution and bylaws.
- D.     Rules and Ethics are based on one vote per Institution and a majority of the quorum present is required to render a decision. (See Article VI, Sec. 2)

**ARTICLE VI**  
**STANDING COMMITTEES**

(All Standing and Sport Committee Chairs must be one of the three representatives from their college.)

**SEC 1 EXECUTIVE COMMITTEE**

- A. **Function:** The Executive Committee shall be responsible for conducting the work of the conference during the time between the regularly scheduled meetings. The Executive Committee shall not make decisions in violation of the constitution and bylaws.
- B. **Membership:** The members of the Executive Committee shall be as follows:
1. The Conference President
  2. The President Elect
  3. The Secretary
  4. The Treasurer
  5. The Past President (Ex Officio)
- C. **Duties:** The duties of the Executive Committee shall be:
1. Review the agenda of the scheduled meetings;
  2. Assign the Chair and Membership of the various committees, except membership to Rules and Ethics Committee.
  3. Exercise the powers of the Council between meetings in accordance with Article VI, Sec 1 A (above). This includes any and all protests not covered by the official rulebook/handbook for that sport.
  4. When possible, provide twenty-four (24) hour notice by facsimile to all member Athletic Directors of a scheduled or emergency meeting with an agenda and outline and results of all action. If this is not possible, the action will be reported at the next scheduled Council meeting.

**RULES AND ETHICS**

- A. Function:** The Rules and Ethics Committee is responsible for the investigation of alleged violations of the constitution and bylaws and/or any other questions of misconduct by member institutions, exclusive of questions of eligibility which fall under the purview of the NJCAA. In addition, the Rules and Ethics Committee is responsible for adjudication of all cases and awarding of appropriate sanctions as necessitated in accordance with Article X (“Violation”) of these by-laws.
- B. Membership:** The President of each member college will select one designated individual (plus a first and second alternate who may serve as substitute) from the official list of representatives to the Council to serve (vote) on the Rules and Ethics Committee. The Chair of the Rules and Ethics Committee will be appointed from the Committee membership by the Executive Committee. The Chair of Rules and Ethics Committee may not be designated as the voting representative. No member of The Executive Committee may be designated as The Rules and Ethics voting representative.
- C. Duties:**
1. The Committee will review and investigate formal written complaints of any alleged violations, or infringement of policies, procedures, rules, misconduct and other such infractions by a member school. The Rules and Ethics Committee Chair will contact the Athletic Director of the accused institution regarding his/her response within forty-eight (48) hours of receipt of complaint. The Athletic Director has ten (10) calendar days to respond in writing to the Chair via hand delivery or certified mail. Action will be taken by the Committee for any written complaint. It is the responsibility of the Chair to gather a quorum of Committee members to adjudicate the issue and impose any sanction rendered. Failure to reach a decision within thirty days will result in the matter being referred to the Executive Committee for approved extension of time or a final decision.
  2. At the discretion of the Chair, the Committee need not be convened if preliminary discussion between all parties has resulted in satisfaction to the original plaintiff. The Chair must simply report the alleged violation and subsequent resolution to the Rules and Ethics Committee at its next scheduled meeting.
  3. The Rules and Ethics Committee’s decision will be final and not subject to the Athletic Council’s approval. Any Appeals by member institutions must be filed in accordance with stipulations delineated in Article X, Section 3 (“Appeals”) of this Handbook.
  4. For all matters of official adjudication by the Rules and Ethics Committee, a formal written complaint must first be forwarded directly to the Chair; letters of complaint may be submitted by any individual voting member of ACCAC.
  5. For alleged violations involving the Chairperson’s institution, the Executive Committee will appoint a temporary Chairperson from among the other Committee members to serve in his/her capacity.

6. Sanctions rendered by the Committee may be imposed before the current or following sports season at the discretion the Committee.
7. Committee decisions will be summarized and presented orally at regular ACCAC Council meetings. In addition, written summaries will be submitted by the Chairperson to the President of ACCAC immediately following Rules and Ethics Committee action. The President of ACCAC will notify the President and Athletic Director of the sanctioned institution in writing of the Rules and Ethics Committee's decision within forty-eight (48) hours of receipt of written summary.
8. The sanctioned institution may appeal the Rules and Ethics Committee's decision in accordance with stipulations in Article X, Section 3.
9. A majority of the quorum present is necessary to impose any and all sanctions.

### SEC 3      **OFFICIATING COMMITTEE**

- A. **Function:** The Officiating Committee shall oversee the activities of the Supervisor of Officials for the following sports:
  - Baseball
  - Basketball
  - Football
  - Soccer
  - Softball
  - Volleyball
- B. **Membership:** The Chair and the Members of the Committee shall be appointed by the Executive Committee.
- C. **Duties:** The Officiating Committee shall:
  1. Recommend the duties, job description and pay rate for each Supervisor of Officials;
  2. Recommend the hiring, retention or firing of the Supervisor of Officials to the Council;
  3. Meet and confer with each Supervisor of Officials at the end of each sport season;
  4. Report, in writing, the results of the meetings with each Supervisor of Officials;
  5. Recommend pay rates for officials for each sport;
  6. Recommend changes to the handbook relative to officiating.

## SEC 4

### **SERVICE, RECOGNITION, AWARDS COMMITTEE**

- A. **Function:** The responsibility of the Service, Recognition and Awards Committee is to identify and recognize those individuals who have rendered outstanding service to athletics in Arizona Community Colleges.
- B. **Membership:** The Members and Chair of the Service, Recognition and Awards Committee shall be appointed by the Executive Committee.
- C. **Duties:** The Service, Recognition and Awards Committee shall recommend, in writing, the names of individuals who have distinguished themselves in athletics in Arizona Community Colleges.

## SEC 5

### **ATHLETIC HEALTH AND SAFETY COMMITTEE**

- A. **Function:** The Athletic Health and Safety Committee shall serve as a vehicle to promote the communication of athletic health care issues and the improvement of athletic training services within the ACCAC.
- B. **Membership:** The committee shall consist of three athletic trainers, one athletic director and one at large member from the ACCAC Council.
- C. **Duties:**
1. Develop, recommend and implement ACCAC sports athletic training coverage standards.
  2. Advise the ACCAC on all health care issues.
  3. Identify athletic healthcare concerns within the ACCAC.
  4. Work cooperatively with other ACCAC athletic trainers.
  5. Maintain and publish a directory of ACCAC athletic trainers.
  6. Promote cooperative working relations with the medical community serving ACCAC athletics.

## SEC 6

### NOMINATING COMMITTEE

- A. **Function:** The responsibility of the nominating committee is to identify and recommend candidates for the offices of the ACCAC council during election years.
- B. **Membership:** The President Elect will serve as Chair of the Nominating Committee. The members of the nominating committee will be appointed by the Executive Committee.
- C. **Duties:** The nominating committee shall:
  - 1. Identify viable candidates for the offices of the ACCAC,
  - 2. Present, in writing, a slate of candidates for consideration as officers to the Athletic council no later than the evening prior to the election meeting,
  - 3. Receive nominations from the floor prior to the final presentation of candidates to the council.

## SEC 7

### SPORT COMMITTEES

- A. **Function:** The sport committees are to serve as liaisons between representative coaching associations and the Athletic Council.
- B. **Membership:** The chair and membership of each sport committee will be appointed by the Executive Committee. Any of the three representatives from each college are eligible for membership on The Sport's Committee. The current president of each coach's association will also serve as a member of The Sport Committee. There will be a committee for each of the following sports:
  - 1. Baseball
  - 2. Basketball
  - 3. Cross Country
  - 4. Football
  - 5. Golf
  - 6. Tennis
  - 7. Track
  - 8. Soccer
  - 9. Softball
  - 10. Volleyball
- C. **Duties:** The Sport Committees shall:
  - 1. Recommend the sport master schedule for the upcoming season;
  - 2. Review and evaluate sport procedures for the purpose of making recommendations to the Council for appropriate changes;
  - 3. Provide the Council with an end-of-season Conference report inclusive of standings, champions, ACCAC All-Conference teams, and all related matters.
  - 4. Hold a mandatory post-season meeting involving the sports committee chair, all head coaches, and the sport supervisor of officials if applicable. This meeting is necessary to review the season, develop the schedule and select all-conference teams and coaches to be honored in accordance with the provisions of Article XIII Awards.

**ARTICLE VII  
FINANCES**

- SEC 1      **FISCAL YEAR:** The fiscal year of the Conference shall be from August 1 to July 31 of each year.
- SEC 2      **DUES:** The ACCAC annual dues will be assessed to each member college each year. The Executive Committee recommends guidelines for dues to the Joint Council.
- SEC 3      **ANNUAL REPORT:**      The treasurer shall render and publish a report of funds collected and expended during the fiscal year.

**ARTICLE VIII  
REPRESENTATION**

- SEC 1      **REPRESENTATIVES:**    Each ACCAC member college shall be entitled to the following ACCAC Council Members: A Women's Athletic Representative, a Men's Athletic Representative and an Administrative Representative.
- SEC 2      **APPOINTMENT:**    The Chief Executive Officer of each member college shall designate the representatives of each college in writing to the ACCAC President.

**ARTICLE IX  
AMENDMENTS**

- SEC 1      **AMENDMENTS:**      Amendments to the ACCAC Handbook may be made according to the following procedure: submit proposed amendments/changes to the ACCAC Secretary on the designated form by February 1; read and discuss the proposed changes at the March meeting; vote for acceptance, denial or modification at the May meeting. All approved handbook changes will become effective on August 1.
- SEC 2      **RATIFICATION:**      A 2/3 vote of the Athletic Council quorum shall be necessary for an amendment to pass.

## ARTICLE X VIOLATIONS

### SEC 1      **GENERAL VIOLATIONS:**

- A.    **"Number" Violations:** For a violation that involves a number (i.e. number of scrimmages, games, letter of intent, scholarship agreements) the following progressive series of sanctions shall be imposed:
  - 1.    **First Offense:** Two to one ratio/penalty in which next season's games (or other type of "numerical infractions") are reduced in direct proportion to the offense.
  - 2.    **Second Offense:** One year probation for the sport in violation (see Article X, Section 2,B)
  - 3.    **Third Offense:** Suspension for the sport in violation (See Article X, Section 2,C)
  
- B.    **"Date" Violations:** For a violation that involves starting dates, ending dates, signing dates, etc., the following sanctions will be Imposed:
  - 1.    **First Offense:** Letter of warning (see Article X, Section 2,A)
  - 2.    **Second Offense:** One year probation for the sport in violation (see Article X, Section 2,B)
  - 3.    **Third Offense:** Suspension for the sport in violation (see Article X, Section 2,C)

### SEC 2      **SANCTIONS:**    Examples are not all inclusive. (If you have questions that affect your college call the Rules and Ethics Chair about possible sanctions.)

- A.    **Warning:**
  - 1.    Shall be invoked when a violation has occurred but is not considered serious enough in and of itself to warrant more than a formal notification to the offender that it not be repeated.
  - 2.    The penalty for receiving warning will be a formal letter by the ACCAC President in accordance with Article VI, Section 2, Paragraph C,7 of these By-Laws.
  - 3.    Example: A team played too may games; i.e., a number violation. A sanction was applied plus a letter of warning concerning a "numbers" violation was sent to the college.
  
- B.    **Probation:**
  - 1.    Shall be invoked when a violation has occurred that, in the judgment of the Rules and Ethics Committee is serious enough to justify probation, or is an example of a continued series of violations.
  - 2.    The penalty for receiving probation will be the loss of eligibility for the next Conference Championship and an opportunity to participate in the postseason competition in the sport in which the violation occurred. (See Article VI, Section 2, Paragraphs C, 6 and 7.)
  - 3.    Example: A team fails to complete a season.

C. **Suspension:**

1. Shall be invoked when a violation has occurred that in the judgment of the Rules and Ethics Committee is serious enough to justify suspension or is an example for a continued series of serious violations.
2. The penalty for receiving suspension will be the loss of the right to participate in the conference in that sport for the next full season. (See Article VI, Section 2, Paragraph C, 6 and 7.)
3. Applications for reinstatement of suspended programs must be in compliance with Article III, Section 2 of these By-Laws.
4. Example: A team on probation fails to complete a season.

D. **Loss of Membership**

1. Shall be invoked when, in the judgment of the Rules and Ethics Committee, the offending school has demonstrated a continued unwillingness to abide by the rules and regulations of the ACCAC, has failed to have representation at the Athletic Council meetings for two consecutive sessions without adequate explanation, has failed to pay dues in a timely manner or has declined to join or renew membership in the NJCAA and Region I.
2. Shall be executed, through a formal letter to the President of the offending school, with a copy to the Executive Director and the State Board detailing the violation and stating the formal severance action.
3. Applications for reinstatement of membership must be in compliance with Article III, Section 2 of these By-Laws.

**APPEALS**

- A. Each member college will have the right to appeal any decision of the Rules and Ethics Committee and/or action by the Athletic Council if the institution deems the decision unfair or unjust. All appeals must be filed solely on the grounds of:
  - 1. New evidence
  - 2. Misinterpretation of printed procedures
  - 3. A deprivation of due process procedures (as provided in Article VI, Section 1 and 2 of these By-Laws)
  - 4. Invidious discrimination
  - 5. Denial of constitutional rights as provided for in the ACCAC Constitution and By-Laws
  - 6. Clearly unreasonable, arbitrary or capricious action
  
- B. The appeal must be in writing and made within fifteen (15) days after the Athletic Council President or Secretary has mailed notice of the action by the council or Rules and Ethics Committee to the member institution.
  
- C. The written appeals must be either hand-delivered to the ACCAC President or forwarded to him/her by certified mail. (For all appeals involving Rules and Ethics Committee decisions, a copy should also be delivered by the same means to the Committee Chair.)
  
- D. All appeals must be inclusive of:
  - 1. The names and addresses of the parties and/or member institutions involved.
  - 2. The alleged grounds upon which the appeal is based.
  - 3. Supporting evidence or documentation upon which the appeal is based.
  - 4. A statement of the decision to be appealed.
  
- E. The Letter of Appeal will be placed on the Agenda of the next Executive Committee Meeting. The Executive Committee will review the case, request official response to the appeal from the Rules and Ethics Chair, and conduct further investigation at its discretion. The Executive Committee will hold a hearing and render a decision regarding the appeal. Within five (5) days after the decision is rendered, all parties affected will be notified by the President or his/her designee. If an appeal involves a member of the Executive Committee's college, that member will withdraw from the committee. If a majority of the Executive Committee is involved in the appeal, the decision of the Rules and Ethics Committee will stand.
  
- F. Institutions wishing to appeal decisions rendered by the Executive Committee (exclusive of decisions initially involving Rules and Ethics) may submit said appeal directly to the Rules and Ethics Committee in accordance with all procedures and stipulations included in this Article X, Section 3, Items A-D.
  
- G. The Chair of the appropriate appeal body, i.e., Executive Committee, has the authority to initially reject an appeal predicated upon the institution's failure to meet the standards of appeal as delineated in this Section X of the By-Laws.

**H. DOUBLE JEOPARDY**

Any institution, having been administered a sanction by the Rules and Ethics Committee and subsequently receiving an additional sanction by the NJCAA for the exact same offense, may appeal to the Executive Committee for relief on the grounds of double jeopardy. If deemed reasonable and prudent by the appeals body, the sanction may be adjusted to reflect a singular and congruent sanction consistent with ACCAC By-Laws.

## ACCAC SPORT PROCEDURES 2002-03

<u>SPRING SPORTS</u>	<u>START DATE</u>	<u>GAME DATE</u>	<u>END DATE</u>	<u>#OF CONTEST</u>	<u>#OF OF LOI</u>	<u>#OF SCHOLAR</u>	<u>DATE SIGNING</u>
Baseball	Jan. 10	Jan. 31	NJCAA Tourney	76 games/scrimmages w/ maximum of 56 in Spring	24	24	Jan. 15
Outdoor Track/Field	Jan. 01	Jan 31	NJCAA Meet	20 dates combined indoor/outdoor	30	30 (Combined track & Cross Country)	Dec. 01
Golf	Jan.10	Jan 31	NJCAA Tourney	30 Dates Fall/Spring combined	08	08	Jan.15
Fast Pitch Softball	Jan.10	Jan 31	NJCAA Tourney	40 playing dates with maximum of 30 in Spring	24	24	Jan.15
Men's/ Women's Tennis	Jan.10	Jan 31	NJCAA	35 dates combined Fall and Spring	08	08	Jan. 15

**Note:** Procedures for out of season practice/scrimmages are determined by the current NJCAA Sport Procedures

## ACCAC SPORT PROCEDURES 2002 - 03

<u>FALL SPORTS</u>	<u>START DATE</u>	<u>GAME DATE</u>	<u>END DATE</u>	<u>#OF CONTESTS</u>	<u>#OF SCRIM</u>	<u>#OF LET OF INT</u>	<u>#OF SCHOLAR</u>	<u>DATE SIGNING</u>
Men's/ Women's Cross Country	Aug.1	Aug. 23	NJCAA	10 Dates	0	30 (Combined track & Cross Country)	30	Dec. 01
Football	Aug.1	Aug.22	Last Bowl	11 games	02	85	85	NCAA Signing Date
Men's/ Women's Soccer	Aug.1	Aug.23	NJCAA Tournament	20 Matches	02	18	18	Dec. 01
Volleyball	Aug.01	Aug.23	NJCAA	32 dates w/ a maximum of 28 in Fall	—	14	14	Dec. 01

**Note:** Fall sports procedures for out of season practice/scrimmages follow the current NJCAA Sports procedures

### WINTER SPORTS

Men's/ Women's Basketball	Oct. 01	Oct. 31	NJCAA	30 games plus Jamboree	4	16	16	Apr. 08
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**ARTICLE XI**  
**SPORTS PROCEDURES**

**SEC 1 Sports authorized by the conference.**

- A. The Constitution, By laws, and ACCAC handbook shall govern all intercollegiate play.
- B. In order to start a new sport, at least 5 colleges must agree to field a team.

**SEC 2 Management of Contests**

- A. All intercollegiate games shall be played under the management of the host college.
- B. Officials for all intercollegiate competition and non-conference games shall be assigned by the appropriate ACCAC Supervisor when applicable.
- C. In the interest of providing a safe playing environment, the following items should be made available for visiting teams prior to, or at the start of, warm-up activities:

- Access to a taping/treatment area\*
- Drinking water (water cooler and cups/bottles/fountain)
- Ice and plastic bags for injuries
- Biohazard container / exposure control plan
- Bench towels (indoor sports)
- Waste container (bench area)
- Ice towels (outdoor sports - hot weather)
- Certified athletic trainer on site \*\*
- Medical emergency plan

\* visiting teams must provide their own athletic training supplies

\*\* if the host certified athletic trainer will not be on-site for event day coverage the host school should notify the visiting school's athletic trainer prior to the event.

- D. The ACCAC will follow the NCAA Sports Medicine Handbook lightning safety guidelines for suspending or terminating athletic events in adverse weather conditions. Host school game management personnel, the athletic trainer, and event officials will work cooperatively to maintain a safe playing environment.

**SEC 3 Restrictions on Competition**

- A. Only one team per sport is permitted to represent a member college in intercollegiate competition.
- B. ACCAC teams shall not play games, either scrimmage or practice, with any high school team. Professional teams may be scheduled within the limits allowed by the NJCAA.
- C. ACCAC teams may compete in post-season play (Regionals/NJCAA) in addition to the regular schedule.
- D. Any ACCAC member's college team which competes in regular season and earns a berth in post season play and then decides not to participate in ACCAC and/or NJCAA play-offs in order to enter an outside tournament or contest shall be dropped from the ACCAC for a period of one year in that sport.
- E. Invitational competition and/or all-star games, held after the close of regular season, shall have approval of the joint council and must receive sanction from NJCAA.

- F. In order for a college to be included in the Conference schedule, and be eligible for a championship in a sport not previously participated in, the President of the college must notify the ACCAC, in writing, of their desire to participate in that sport. This letter must be presented and approved by the Council prior to the scheduling meeting for that sport.
- G. An individual student enrolled at a member college may not compete in a Conference, Regional or National contest unless the college which that student represents has been approved to participate in that sport under existing conference rules.
- H. Without prior Council approval, any student entering any meet or event prior to or after the regular season, as outlined in the By-laws, must participate unattached and without school funds or assistance.

## SEC 4

### **Sportsmanship**

The basic principles of the ACCAC stand for the highest ideals of sportsmanship. One of the primary objectives of competition is to develop and foster respect for fellow participants, coaches, officials and spectators. With this in mind, and since it is fundamental to the continuance of activities sponsored by the ACCAC that the rights of the majority not be jeopardized by the actions of the few, the following rules will be enforced for all conference teams competing in any scheduled contest or scrimmage. If any national rule governing an individual sport or any NJCAA policy imposes additional sanctions for any infraction or behavior listed below, those rules and policies would take precedence.

- A. Participants will recognize their responsibility for proper conduct before, during and after every contest.
- B. Coaches and Athletic Directors will recognize and assume responsibility for themselves and members of their college's athletic teams.
- C. Ejection for violent behavior
  - a. Violent behavior is defined as any act in which physical contact or an attempt to make physical contact occurs, the purpose of which is to damage, harm intimidate or otherwise injure a person or property.
  - b. Any violent behavior as defined above, during a contest, shall result in:
    1. immediate ejection
    2. a two contest suspension to be served during the next two conference or post-season regularly scheduled contests. Suspension of a coach or player that the end of a season of play carries over to the following season.
    3. Should the same individual participate in violent behavior a second time during a given season, that individual shall be prohibited from participating in any intercollegiate athletics for the remainder of that academic year.

- D. Ejection for non-violent unsportsmanlike behavior  
(any ejection for non-violent reasons)
  - a. Non-violent unsportsmanlike behavior is defined as profanity, vulgar gestures, or abusive language directed at players, coaches, game officials, and/or spectators.
  - b. Non-violent unsportsmanlike behavior, as defined above, during a contest shall result in:
    - 1. immediate ejection
    - 2. a one contest suspension to be served during the next scheduled contest during the conference season and/or post-season play. Suspension of a coach or player that occurs at the end of a Season carries over to the following season.
- E. Violent and non-violent unsportsmanlike behavior at a contest site
  - a. All violent behavior and non-violent unsportsmanlike behavior not during a contest and not under the authority of game officials is to be reported to the Conference President immediately.
    - 1. The President shall direct the executive committee of the conference to review the infraction. If it is deemed that in fact violent and/or non-violent unsportsmanlike behavior did occur, the suspensions listed above shall be enforced.
- F. The Officials Commissioner for each sport will notify the appropriate Athletic Directors of all ejections.

**SEC 5 Configuration of Sport Schedules**

- A. **ACCAC Meetings**
  - 1. August Meeting- Preseason concerns
  - 2. November Meeting - Football, Cross Country Volleyball & Soccer
  - 3. March Meeting - Basketball
  - 4. May Meeting - Softball, Baseball, Track/Field, Tennis & Golf.
- B. **Schedule Change:** Once a sport schedule is confirmed, changes must be approved only by the following prescribed procedures.
  - 1. Both athletic directors must agree on a date and time change.
  - 2. The A.D. of the college requesting the change shall contact the officiating commissioner and notify the sports information statistician.
  - 3. If a date cannot be agreed upon, the original schedule shall be upheld or petitioned to the executive committee for a ruling.

**SEC 6 Certification of Eligibility**

For a student to represent his/her college in intercollegiate completion, he/she must meet all current eligibility rules of the NJCAA. The NJCAA eligibility form must be sent to the following for each sport:

NJCAA National Office  
Region I Director

**SEC 7 Postponed or Suspended Contests**

- A. A date for the postponed or suspended contest must be rescheduled by the Athletic Directors within one week of the postponement. If the Athletic Directors can't agree on the date, then the Executive Committee makes this decision.
- B. Failure to comply with the Executive Committee's decision will result in a forfeit.
- C. See individual sport policies for further detail.

**SEC 8 Season Cancellation/Contest Forfeit**

- A. An ACCAC Institution may cancel a season for a reason beyond the control of the Institution after consultation with the ACCAC President and Executive Committee.
- B. Failure to complete an ACCAC season will result in an automatic Rules and Ethics complaint.
- C. Any ACCAC team that does not participate in a scheduled ACCAC contest, or, any ACCAC contest that is ruled a forfeit must be reported to the ACCAC President immediately.
- D. The Conference President will consult the Executive Committee to determine what immediate sanctions (considering the time sensitive nature of schedules and seasons) will be imposed. The President will then refer the matter to the Rules and Ethics Committee for further consideration.

**SEC 9 General Guidelines for All-Star Games**

- A. **Purpose:** The purpose of ACCAC All-Star games is to provide exposure for ACCAC athletes and to provide an opportunity for University/College recruiters to evaluate our athletes at one location.
- B. **Site:** The All-Star game should be played in a community that is serviced by a major airport. College recruiters respond better to easy access.
- C. **Date:** All-Star games should be played following completion of ACCAC schedules. and region and national championships. Baseball and Softball are exceptions.
- D. **Coaches:** Coaches shall be current coaches of ACCAC teams in that sport. They shall be selected by the ACCAC coaches' association of that sport.
- E. **Player Selection:** The respective ACCAC coaches' association will establish a procedure for selection of players to the all-star game.
- F. **Practice:** Practice shall be permitted only on All-Star game day. Practice may not begin before 2:00 p.m. on a school day. Practice shall not exceed one hour per team.
- G. **Officials:** All officials may be volunteer. This includes ticket sellers/takers, game officials, timers, line judges, shot clock operators, athletic trainers, scorers, etc.
- H. **Proceeds:** Money generated from the All-Star games may be used only for the benefit of the respective ACCAC coaches' association.
- I. **Accounting:** A financial report regarding each All-Star game shall be submitted to the ACCAC at the ACCAC meeting which immediately follows the game.
- J. **Sponsors:** A corporate sponsor may be recruited to underwrite the expenses of an All-Star game.

**ACCAC Coaches' Associations**

- A. Coaches from each ACCAC sanctioned sport shall organize a coaches' association.
- B. Each school will be levied a coaches' association membership fee of \$25 per academic year in addition to conference dues.
- C. Associations will meet no less than two times per academic year.
- D. During the final, end of season meeting, officers will be elected for the following academic year. Officers will include President, Secretary and Treasurer.
- E. All financial records and monies will be the responsibility of the ACCAC Treasurer in cooperation with the relative Coaches' Association Treasurer.
- F. Coaches' Associations will be responsible for the following:
  - 1. Selection of All-Conference teams, All-Region teams and All-American nominations following the guidelines set forth in the ACCAC and Region I handbooks.
  - 2. Make recommendations to the appropriate sport committee chair of proposed Handbook changes.
  - 3. Selection of a Coach of the Year.
  - 4. Purchase of the Coach of the Year award with coaches' association funds through the ACCAC Treasurer.
  - 5. Organization and funding of ACCAC All-Star games.

## **BASKETBALL**

### **1. Game Starting Times**

- A. The women's games will begin at 5:30 p.m.
- B. The men's games will begin at 7:30 p.m. or twenty minutes after the conclusion of the women's game. The men's games will not start prior to 7:30 p.m.
- C. Colleges with only one team will begin home games at 7:30 p.m.
- D. Games times may be adjusted for travel reasons by mutual consent of both Athletic Directors.

### **2. Scheduling Guidelines**

- A. The ACCAC basic schedule is formulated on a Wednesday-Saturday basis. (Saturday games may be changed to Saturday at the choice of the visiting college.)

### **3. Conference Play**

- A. Conference Champion shall be determined by double round robin play within a single league structure.
- B. Men: The top six (6) finishers in the ACCAC will qualify for the NJCAA Region I Tournament. The top three Division II finishers in the ACCAC will qualify for the NJCAA Region I, Division II Tournament.
- C. Women: The top four Division I finishers in the ACCAC will qualify for the NJCAA Region I (Division I) tournament. The top four Division II finishers in the ACCAC will qualify for the NJCAA Region I (Division II) tournament.

### **4. Rules and Procedures**

- A. NCAA rules shall be used.

### **5. Method for Breaking Ties**

- A. All ties will be broken in the order in which they occur, from top to bottom, in the standings.
  - 1. When comparing tied teams against positions in the standing which are also tied, those positions shall be considered as a single position for the purpose of establishing the seeding in the Region I Tournament.
  - 2. Examples: Team A and Team B, who tied for second place, would compare against Team X and Team Y, who tied for sixth place as follows: Team A would compare its combined record against both X and Y against Team B's record against both X and Y.
- B. Two Team Ties
  - 1. If two teams tied for a position and one team beat the other twice during the regular season, the team with the two wins receives the higher seed.
  - 2. If two teams split during the regular season, compare each team's record against the team occupying the highest position in the standing. If a tie still exists, continue through the standings until one team gains an advantage.

C. Multiple ties (3 or more teams)

1. Compare the teams record against each other and use the records as a method for seeding.
2. Example: Team A's record against B and C, Team B's record against A and C, Team C's record against A and B. Use these records to get a total:

A's record is 3 -1

B's record is 2 -1

C's record is 1 -3

3. These totals are now used to seed the teams. Team A is seeded higher than B, B is seeded higher than C. If two teams are still tied after using the above method, then revert to a two team tie break procedure.

D. Unbreakable Tie

1. In the event that a tie cannot be broken, then the tie shall be broken by a coin flip conducted by the President of the ACCAC.
2. If a tie still exists for the last playoff spot, there shall be a playoff game. The playoff format shall be determined by the basketball committee with the approval of the executive committee.

E. Conference Statistics

Conference statistics are to be reported to the conference statistician weekly. The procedure shall be determined at the pre-season coaches meeting. Schools which do not report shall not be sent statistics for the reporting period.

# BASEBALL

## 1. Scheduling Guidelines

- a. The twelve baseball-playing schools in the ACCAC will be ranked 1-12 based on final regular season standings from the previous four seasons. If a team is required to forfeit games after the completion of the regular season, that team's rankings will be based on its actual competitive record, not the record produced by the forfeitures. If a team forfeits games during the regular season, its ranking will be determined by its regular season record including forfeits.

Every two years teams will be re-ranked, based on the four most recent seasons. Teams will then be ranked 1-6 according to whether they are a Maricopa County team or a non-Maricopa team. Teams that are ranked 1,4, and 6 in Maricopa County will be combined into one division with teams 2, 3 and 5 from outside of Maricopa County. Teams that are ranked 1, 4 and 6 from outside of Maricopa County will be combined into another division with teams 2,3, and 5 from within Maricopa County.

In the first round of conference play, all teams will play a 3-game series with each team in the other division for a total of 18 conference games. All teams will then play two separate 2-game series with each team in their division for 20 more conference games (total of 38 conference games.)

### Divisions for 2003 and 2004 seasons

#### Cactus Division

Central Arizona  
Chandler-Gilbert  
Cochise College  
Glendale CC  
Scottsdale CC  
Pima CC

#### Copper Division

South Mountain  
Mesa CC  
Phoenix CC  
Yavapai College  
Arizona Western  
Eastern Arizona

After the 2004 season, leagues will be reformed based on conference standings from 2000, 2001, 2002, and 2003.

- b. ACCAC rain out/halted game/suspended game guidelines.
  - all games rained out in the cross-division portion of the schedule must be made up before the interdivision portion of the schedule begins.
  - all games rained out in the inter-division portion of the schedule must be completed on or before the Monday following the conclusion of the regular season. **Exception:** games rained out after the last scheduled makeup date that do not affect conference standings need not be made up.
  - conference make-up games that are to be played on regularly scheduled make-up dates will take precedence over any non-conference games that may have been scheduled for those dates.
- c. game format
  - the format for a three game series will be one of the following: Thursday, Friday and Saturday single games; a Thursday single game followed by a Saturday doubleheader; a Thursday single game followed by a Friday doubleheader; or a single Friday game followed by a Saturday doubleheader.
  - the format for a two game series will be either a doubleheader or two single games played on consecutive days.
  - all single games will be 9 innings in length and doubleheaders will consist of a 7 inning game followed by a 9 inning game. If the first game of a doubleheader goes into extra innings, the second game will be 7 innings.

- d. game starting times
  - single weekday games will have a start time of 3:00 or 2:00
  - doubleheaders and Saturday single games will have a start time of 12:00
  - the second game of a doubleheader should start within 25 minutes of the conclusion of the first game.
  - with the agreement of athletic directors from both schools, alternative starting times may be used and scheduled doubleheaders may be scheduled as single games.
- e. ACCAC halted game and suspended tie game rule
  - from the first inning until the completion of 5 full innings (or 4 1/2 innings if the home time is ahead), any game that is halted for any reason will be rescheduled and resume at the exact point it was stopped.
  - any game halted after the 5<sup>th</sup> inning shall be considered complete as long as the score is not tied at the end of the last complete inning played. If each team has not had an equal number of innings in this situation, the score reverts to the previous complete inning.
  - a suspended tie game will be rescheduled and resume at the exact point it was suspended.

## **2. Regular season champion / Region 1 playoff qualifying**

- a. The ACCAC champion will be the first place team in either the Cactus or Copper Division that has the best conference record. If both teams have the same conference record, they will be conference co-champions.
- b. In 2003, the top four Division I finishers in ACCAC play will qualify for the NJCAA Region I tournament. The top four teams will include the top finisher in each division plus the next two teams with the best overall conference records (regardless of Division). For seeding purposes, the team with the best conference record between the two 1<sup>st</sup> place finishers will be the #1 seed and host the Region I tournament. The other team will be the #2 seed. If both 1<sup>st</sup> place finishers have identical conference records, the winner of the regularly scheduled 3-game series between the two 1<sup>st</sup> place finishers will be the #1 seed for the Region I playoffs, and the loser of that 3-game series will be the #2 seed. The #3 and #4 seeds in the Region I playoffs will be determined in the same manner if possible, or conference tie-breaking procedures will be used.
- c. In 2003, the two Division II teams with the best overall records in ACCAC play will qualify for the NJCAA Region I, Division II playoffs. For seeding purposes, the team with the best overall conference record will be the #1 seed. If both teams have identical conference records, the winner of the conference series between the two teams will be the #1 seed. If head-to-head records are identical, conference tie-breaking procedures will be followed.

## **3. Rules and Procedures**

- A. NCAA baseball rules will be used in all regular season, conference and postseason games.
- B. In ACCAC games, a 10-run rule will be enforced after 7 innings
- C. The game ball selected by the conference will be used in all conference games.
- D. A designated runner may be used for both the catcher and a pitcher-designated hitter.

#### **4. Tie-breaking procedures**

- A. If two teams are tied, the first tie-breaker will be their record against each other in conference play. If the tie cannot be resolved in this fashion, their records against the top finishers in their division will be compared until the tie is broken. If the tie cannot be broken within the division, the teams' record against the top finishers in the other division will be compared until the tie is broken. If an uneven amount of games have been played against the top finishers, ties will be broken by winning percentage.
- B. If more than two teams are tied, compare the teams' record against each other and use the resultant winning percentage as a method for seeding.
- C. For seeding purposes only, if a tie cannot be broken, a coin flip conducted by the President of the ACCAC shall determine seeding.
- D. If a tie cannot be broken for the 6<sup>th</sup> (last) playoff spot, there shall be a playoff game. The game format/location will be determined by the Executive Committee.
- E. At the end of each regular season, all teams will be ranked 1-12 using conference winning percentage or tie-breaking procedures if necessary. This will be done to allow for the formulation of new leagues every two years.

## **CROSS COUNTRY**

### **1. Starting Times**

- A. Month of September, 5:00 pm/5:30 p.m.  
Month of October, 4:00 pm/4:40 p.m.  
Even numbered years the women run first, odd numbered years the men run first.
- B. Saturday meet times: 10:00 am/10:30 am
- C. Meet times may be changed by those participating through mutual agreement of Athletic Directors and coaches.
- D. The scheduling will be based upon a tri/quad meet draw. If a college chooses not to host a scheduled meet, another college may host additional meets.

### **2. Scheduling Guidelines**

- A. Every ACCAC team will meet each other at least one time during the season.
- B. Each college shall have an exclusive course and host one meet for men and women.
- C. Host college shall choose Friday or Saturday. The scheduling shall be based upon a quad, tri, dual, or more (“more” meaning other teams beyond quad) draw. If necessary, colleges may host additional meets.
- E. The Region I Meet shall not be run on any college’s designated home course.
- F. All ACCAC teams must attend all scheduled ACCAC meets.

### **3. Rules**

- A. NJCAA and NCAA rules will be used. All courses shall be approximately 5,000 meters or 3 miles long for women and approximately 8,000 meters or 5 miles long for men. Maps of the course must be sent to participating colleges one week prior to the scheduled meet. Courses must be well marked and monitored.

### **4. Conference Champion**

- A. Meet results must be sent to the Cross Country publicist immediately following each meet by the host college. Results must be typed, complete with athletes’ first and last names, college represented, year of eligibility, official finish time and head to head (dual) scores. Overall team scores may also be included but have no bearing on conference scoring or records.
- B. Team champions, individual champions and final team standings are determined by the first meeting between teams.

### **5. Team Scoring System**

- A. Dual Meet Scoring:
  - First Place = 5 Points
  - Second Place = 3 Points
- B. Forfeited Meets: A team that starts with less than five (5) runners will receive zero (0) points and be indicated in the results as “forfeit.” Any team which forfeits a meet will be ineligible for the conference championship.
- C. Non-Scoring Team: A team that starts five (5) runners, but finishes with less than five (5) runners will receive zero (0) points and be listed as “NS” (non-scoring) in the results.

6. **Individual Scoring Method (determine All-Conference):**

A. Dual Meet Scoring

First Place = 12 Points

Second Place = 10 Points

Third Place = 8 Points

Fourth Place = 6 Points

Fifth place = 4 points

Sixth place = 2 points

All runners who finish the race and appear in meet results = 1 point

B. Individual All-Conference Honors

First team (1<sup>st</sup>-7<sup>th</sup>) - top seven individuals compiling most points

Second team (8<sup>th</sup>-14<sup>th</sup>) - second seven individuals compiling most points

## **FOOTBALL**

1. **Starting Times**

A. All ACCAC games will start at 7:00 p.m. up to and including the first Saturday of October. Start times after that may be changed by mutual agreement of the colleges involved.

2. **Scheduling Guidelines**

A. Contracts are not required for ACCAC conference games. The conference schedule will be binding on all members.

B. Deviation from this schedule requires approval of the joint council of ACCAC.

3. **Rules and Procedures**

A. All ACCAC games are played under the jurisdiction of NCAA rules.

B. There will be no official game ball. Each team will provide two (2) game balls for the game.

C. If an athlete is cut from a school's roster, he can be released from his letter of intent to attend another institution provided the release occurs within 15 calendar days.

4. **ACCAC Champion**

The ACCAC college football team which has the highest place finish in the ACCAC will be the ACCAC champion. Colleges tied for the highest place finish will be declared co-champions.

# GOLF

## 1. SCHEDULING GUIDELINES

In the event that the number of teams in the ACCAC exceeds 8, the golf committee may restructure ACCAC scheduling guidelines and conference scoring/standings procedures.

WOMEN: Each college will host a 36-hole tournament (18 holes per day) and be responsible for all costs of that tournament.

MEN: Conference play shall consist of six or seven 36-hole tournaments (18 holes per day). Hosts of 36-hole tournaments will rotate such that no college is unfairly burdened by financial or personnel demands. For each 36-hole tournament, each college, including the designated host, is responsible for entry fees up to \$30 per player per day. Entry fees must be paid prior to participation in any tournament.

A. Only one (1) team per school may enter ACCAC tournaments.

B. Four year schools may not enter ACCAC tournaments unless the golf committee has granted prior approval.

## 2. STARTING TIMES: 36 HOLE TOURNAMENTS

A. No matches are to be scheduled on Saturdays or Holidays

B. Start times are subject to course availability but shall be after 12 noon whenever possible.

## 3. ACCAC TOURNAMENT GUIDELINES

A. A college may play six (6) players and count four (4) scores each day.

B. A College may play with less than 6 players, but if less than 4 play, no team points are awarded. (for women only, more than one such tournament makes that team ineligible for the ACCAC championship.)

C. There shall be no advice exchanged between teammates or competitors during play.

D. Players cannot be on golf course before and after play.

E. Only one member from each school in a (3/4)some.

F. Rules Committee consists of the head professional of the golf course being played and his/her designee.

G. In the absence of an ACCAC rule/policy, NJCAA rules govern play in ACCAC Tournaments.

#### **4. CONFERENCE STANDINGS**

- A. Final conference standings will be determined by an accumulation of points by each team in conference tournaments. In the event of a tie for 1<sup>st</sup> place in the final conference standings, there will be co/tri-champions.
- B. Points are awarded in the following manner:  
MEN: 36 HOLE TOURNAMENTS (no throw outs) - In each tournament, the lowest team score receives 1 point, the next lowest team scores 2 points, etc. After all conference tournaments, the team that accumulates the fewest points is the conference champion.  
WOMEN: 36 HOLE TOURNAMENTS (with throw out) - In each tournament, the lowest team score receives 1 point, the next lowest team scores 2 points, etc. Each team may throw out one tournament finish. After all conference tournaments and after the throw out, the team that accumulates the fewest points is the conference champion.
- C. Final team standings tie-breaking procedure:  
To break ties among teams tied at season's end, the following are to be used:  
WOMEN: numerical order  
MEN: numerical order starting with #2
1. total team strokes including "throw out" tournament
  2. add the 5<sup>th</sup> lowest score in each round, in all tournaments, to the team total (including "throw out" for women)
  3. add the 6<sup>th</sup> lowest score in each round, in all tournaments, to the team total (including "throw out" for women)
  4. if there is not a 5<sup>th</sup> or 6<sup>th</sup> lowest score to be used, that team is eliminated
  5. a playoff determined by the executive committee to be played at the earliest possible date

#### **5. INDIVIDUAL MATCH TIE-BREAKING PROCEDURE**

- A. TEAM TIE-BREAKING PROCEDURE (in numerical order);
1. 5<sup>th</sup> lowest score on the 2<sup>nd</sup> day
  2. total of 5<sup>th</sup> lowest score on both days
  3. 6<sup>th</sup> lowest score on the 2<sup>nd</sup> day
  4. total of 6<sup>th</sup> lowest score on both days
  5. in the event there is not a 5<sup>th</sup> or 6<sup>th</sup> score available, that team loses the tie-breaker
- B. INDIVIDUAL TIE-BREAKING PROCEDURE (compare scorecards):  
Scores on the second day will be used. Compare scorecards for holes 1-9 (front nine) and low score wins. Then, compare the total score for holes 1-9 plus the score on hole 10, 11, 12 and each succeeding hole until the tie is broken.

## **SOFTBALL**

### **1. Starting Times**

- A. Weekday games - single 4:00 p.m. back to back days.
- B. Weekday games - doubleheaders may be scheduled at 1:00 or 2:00 p.m.
- C. Saturday games - doubleheaders 12:00 noon or 2:00 p.m. with a 15 minute break between games.
- D. Night games - may be played if lights are available and both coaches agree with playing a night doubleheader, these games will begin at 6:00 p.m.

### **2. Scheduling Guidelines**

- A. The conference will consist of one league.
- B. All games scheduled are doubleheaders (home and away).
- C. The round robin format will be changed every two years. Monday shall be used as rain out and/or suspended game day (no conference or non-conference games scheduled on Monday.)
- D. Following a rain out the Athletic Directors shall schedule the make-up on the first available Monday.
- E. Following a suspended game the Athletic Directors shall schedule the time/date as soon as possible (either the first available Monday or prior to the second round double header depending on the number of innings remaining).

### **3. Conference Play**

- A. Conference winner will be determined by the win/loss record based on season play.

### **4. Rules and Procedures**

- A. Each home team shall provide game balls.
- B. NCAA Rules shall be used with the NJCAA approved softball as the game ball.
- C. Unsportsmanlike Conduct - Rule 13, section 3 of the NCAA code of conduct will be strictly enforced . Umpires will enforce this rule and eject players/coaches as per this rule.
- D. The use of tobacco products by any coach, player or official is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in the game.

### **5. NCAA Rules will be used** - states international tie breaker after the completion of ten (10) innings of play.

### **6. Conference Tie Breaking Procedures:**

- A. Head to head competition (win/loss record of the 4 games).
- B. Head to head competition (positive and negative run differential).
- C. Toss of coin if the positive/negative run differential is zero.
- D. If a tie occurs for fourth place, follow steps 6a and 6b. At this point if teams remain tied, there shall be a playoff game(s) Tuesday of the week following the end of season, at a neutral site.
- E. At this point if teams remain tied, there shall be a playoff game(s) Tuesday of the week following the end of season, at a neutral site.

## **SOCCER**

### **1. Starting Times**

- A. If there is only one game to be played at the site, weekday games will begin at 3:30 p.m., weekend games will begin at 12:00 noon and night games at 6:00 p.m.
- B. If there is a doubleheader to be played at the same site, weekday games will begin at 1:00 pm and 3:30 pm, and weekend games will begin at 12:00 noon and 2:30 pm. Night doubleheaders will begin at 4:30pm and 7:00pm.
- C. Game times may be adjusted by mutual consent of the Athletic Directors with the host school responsible for contacting the Official's Supervisor.

### **2. Scheduling Guidelines**

- A. Games are set on the master (2-year) schedule for Wednesdays and Saturday with some Monday dates. Any change in this format must occur with the consent of both Athletic Directors with the host school notifying the Supervisor of Officials.

### **3. Conference Play**

- A. The Conference Champion shall be determined by double round robin play within a single league structure.
- B. The top four teams shall qualify for the Region I Tournament.

### **4. Overtime**

The ACCAC will be governed by the NCAA rules and regulations applicable to overtime periods.

### **5. Rules and Procedures**

- A. Adoption of NCAA Rules as the official ACCAC Rules with the following exception: unlimited substitution.

### **6. Game Management**

- A. Spectators: Spectators must be seated on the side of the field opposite the teams or in an area behind the teams separated by a barrier.
- B. Only those designated on the officials score card may be in the bench area.
- C. A score table, home scorekeeper and sounding device must be set up at mid-field for all games.
- D. It is recommended four ball runners be supplied by the home team and that they be of high school age or older.
- E. Conference line up cards (with conference logo) will be supplied along with the conference score sheets.
- F. The game ball shall be the official NJCAA national tournament ball.

## 7. **Misconduct Policy**

- A. Game officials will settle disruptions promptly, issuing misconduct cards as necessary. After warning both teams the officials will initiate a 5 minute “cooling off” period. The game will be restarted and completed.
- B. After the re-start, if a team continues to engage in violent conduct against their opponent or game officials, the match may be terminated. The terminated match shall be declared a forfeiture to the offended team.
- C. If, after the re-start, both teams engage in violent conduct against each other or game officials, the match may be terminated and each team shall be charged with one (1) loss. If this occurs during tournament play, both teams shall be suspended from further tournament competition.
- D. The act of leaving the team bench area by a coach, non-playing contestants, or nonparticipating school personnel to engage in violent conduct will be grounds for immediate match termination. Termination will result in a forfeiture to the offended team. If both teams are guilty of this infraction a double loss will result.

## 8. **Tie Breaking Procedures**

Ties will be broken by the following system:

- A. League standing determined by total points.  
Wins = 3 points, tie = 1 point, loss = 0 points.
- B. All ties will be broken in the order in which they occur.
- C. Two team ties:
  1. If two teams tied for a position and one team beat the other twice, the team with two wins (or one win and one tie) receives the higher seed. (Head to head comparison.)
  2. If two teams split during the regular season, compare each team’s record against the team occupying the highest position in the standings and continue down through the standings until one team gains the advantage thereby gaining the higher seed.
- D. Multiple Ties (3 or more teams)
  1. Compare the teams’ records against each other and use the records as a method for seeding.
  2. Example: Team A’s Record against B and C, Team B’s Record against A and C, Team C’s Record against A and B. Use these records to get a total:  
A’s Record is 3 - 1  
B’s Record is 2 - 2  
C’s Record is 1 - 3
- E. Unbreakable Tie
  1. If the teams involved are seeking entry as the forth-participating team, then a playoff game will be held at a neutral site on the prescribed playoff date. Example: Team A finishes 1st, Team B finishes 2nd, Team C finishes 3rd, Team D and Team E tie for 4th. If Team D and Team E split during the regular season and had the exact same records against each ACCAC Team, Team D and Team E will participate in a playoff contest.
  2. In the event that a tie cannot be broken , then the tie shall be broken by a coin flip conducted by the Chair of the Soccer Committee. Each school may have a representative at the coin flip. The soccer chairperson will determine site of the flip. Example; If two teams split during the regular season and had exactly the same records against each other. This rule applies to tied teams guaranteed a berth in the playoffs.

# TENNIS

## 1. Starting Times

- A. Match times and sites will be determined by the home Athletic Director and sent to each tennis playing college.

## 2. Scheduling Guidelines

- A. All Conference teams shall play a double round robin on a rotating home and away basis.
- B. Postponed matches shall be rescheduled.
- C. In the event of expected inclement weather, the one coach shall notify the opponent and discuss a date for rescheduling.
- D. The rain out shall be played at the original site. If the rain out occurs during the first round of play, then it shall be rescheduled before the last week of the round. If it occurs during the second round, then it shall be rescheduled prior to the Region Tournament.
- E. In the event that a match is not able to start at the scheduled time, but may be played later in the day, teams will be committed to wait up to two (2) hours to start the match unless mutually agreed upon by the coaches to reschedule.
- F. A match will have officially started when team line-ups are exchanged. If the match is then suspended, the line-ups will be set as exchanged when the match is replayed.

## 3. Conference Team Champion

- A. The ACCAC Team Champion shall be determined by conference play only based on the season conference win/loss record.
- B. A plaque shall be awarded to the Championship team at the completion of the season.
- C. If a tie occurs, co-champions will be named and plaques will be awarded.

## 4. Rules Governing Conference Play

- A. Team, matches shall consist of six (6) singles and three (3) doubles matches.
- B. The singles match shall consist of best of three sets with doubles consisting of one eight game pro set.
- C. United States Tennis Association (USTA) shall govern play except when such rules may be modified for dual match play as described herein.
- D. Conference matches shall follow the scoring system used by the NJCAA (AD), except if both coaches agree to use the no-ad system because of time, daylight or weather.
- E. The 12 point tie-breaker system shall be used when the set score is 6 all in singles. The tie break shall be used when the score is 8 all in doubles.
- F. Coaches shall exchange both singles and doubles line-ups with the home coach determining the order of play (either singles or doubles).

G. Conference Line Ups:

1. Players shall be ranked in order of ability; the best player on the team playing at the number one position, the second best at number two and so on through all the positions. This rule shall also apply to doubles play with the strongest combination listed at number one doubles, and so on.
2. During the first two round of conference play, a team that has less than six players shall default matches at the bottom of their line-up. All other players shall move up according to ability.
3. Beginning with the final round of conference play, players designated in flights 1 through 6 singles and flights 1 through 3 doubles shall hold these positions through the region tournament. If a player becomes sick, injured, or ineligible, he or she may be substituted for with the number seven player at the position. If no player is available, the position will be defaulted or all players may move up in the lineup.
4. If a player becomes sick or injured during a singles match her or she may be substituted for with a number seven player during doubles.

H. The home coach shall serve as referee. He or she shall:

1. Assign courts.
2. Provide the balls.
3. Provide dressing and showering facilities.
4. Begin all matches promptly at the designated time.
5. Default players not ready for play by 15 minutes after starting time.
6. Requires players to be ready to start their doubles within 15 minutes of the completion of a single.

I. Either coach may request a foot fault judge or a court monitor.

J. Coaching shall be permitted during change of court sides and/or between sets limited to one and one-half (1 ½) minutes. Coaches are not permitted on the court except during this time of coaching.

K. At the beginning of each match, the home coach shall announce the NJCAA Code of Conduct.

Use of profanity, obscene gestures, racket throwing shall subject the offending player to disqualification. USTA point penalty system shall be used.

L. Disputes arising during a match that cannot be resolved by the coaches shall be forwarded in writing (within twenty four hours) to the respective Athletic Directors for resolution.

M. Weekly match results shall be sent to the Tennis Sport Chairperson. The Chairperson shall tabulate and send results and standing to each coach.

N. Coaches of both men's and women's teams shall meet jointly prior to the regional tournament to prepare the schedule, discuss changes (every two years). The Pre-Tournament Region I Coaches Meeting shall be mandatory with each school having a men's team representative and a women's team representative. All business will then be forwarded to the ACCAC Tennis Committee for a review and presented to the ACCAC Joint Council in the May meeting.

## TRACK

### 1. Meet Starting Time

- A. Friday Meets = 3:00 p.m.  
Saturday Meets = 11:00am Field Events 12:00 noon Running events.
- B. Meet starting times may be changed by mutual agreement of the Athletic Directors involved in the meet.

### 2. Scheduling Guidelines

- A. Every ACCAC team will meet each other at least one time during the season.
- B. Men and women will run meets together whenever possible.
- C. Host college shall choose Friday or Saturday; Saturday is recommended for ACCAC Meets.
- D. A maximum of 14 meets. Any combination of Heptathlon/ Decathlon and any meet held at the same or different sites/dates shall be counted as one meet.
- E. Meet information must be sent to each college participating ten (10) days prior to the meet.
- F. All dual meets will run the M/W 5K. The option to run this event separate or combined for men and women is at the discretion of the host school.
- G. The M/W steeplechase will be the 1<sup>st</sup> and 2<sup>nd</sup> events if there are competitors. The time of the 4 x 100 relay will be locked in.
- H. Host schools will send out starting times for the steeplechase, 4 x 100 and field events prior to the meet.
- I. Schools need to meet requirements for the Women's Steeplechase per NCAA rules.
- J. The 10 K will not be run in dual meets.

### 3. Conference Champion

- A. Meet results must be sent to the Track and Field Publicist within (3) days.
- B. Team champion shall be determined by the conference meets when teams compete the first time. Other meetings shall not be included in the total score.
- C. All ACCAC designated scoring meets will follow the official NCAA track and field rules and regulations.

### 4. Team Scoring System

- A. Conference Meets Only
  - First Place = 5 Points
  - Second Place = 3 Points

### 5. Individual Scoring System

- A. The First Team All Conference shall be determined by the best mark/time in each event, including relay teams in the ACCAC meets.
- B. The second Team All Conference shall be determined by the second best mark/time, in each event, including relay teams in the ACCAC meets

## VOLLEYBALL

### 1. Match Starting Times

- A. Weekday matches shall be played at 7:00 p.m. Matches will be scheduled on Wednesday, Friday, and Saturday whenever possible. Saturday matches will begin at 2:00 p.m.
- B. Gyms should be set up and available one hour before the scheduled game time.

### 2. Scheduling and Guidelines

- A. League play will consist of a double round robin (home & away).
- B. Schedules shall be drawn up at the end-of-season meeting for the following year. A rotation sequence shall be determined by the volleyball chairperson. The rotation sequence will be used for two years. The master schedule for the following year will be presented to the joint council at the November meeting.

### 3. Conference Play

- A. The conference champion is determined by league play. If tied at the end of play, co-champions will be declared. A coin toss by the ACCAC President will determine the host school for the playoffs.

### 4. Rules and Procedures

- A. The official ball shall be the same as the ball approved by the NJCAA for National Tournament play.
- B. The gym must be made available to both teams one hour and fifteen minutes prior to the game time. The net should be available one hour prior to the game time.
- C. Warm-up Period: At 20 minutes prior to match time the team electing to serve first shall have the first 7 minutes of floor time. The other team shall have the next 7 minutes. Both teams serve for 3 minutes. During the final three minutes the floor is cleared for preparation of the match introductions.

### 5. Tie Breaking Procedures

The top six teams will be determined in the following manner:

- A. All ties will be broken in the order in which they occur from top to bottom, in the standings.
  - 1. When comparing tied teams against positions in the standing which are also tied, those positions shall be considered as a single position for the purpose of establishing the seeding in the Region I Tournament.
  - 2. Examples: Team A and Team B, who tied for second place, would compare against Team X and Team Y, who tied for sixth place as Follows: Team A would compare its combined record against both X and Y against Team B's record against both X and Y.

## B. Multi-Team Tie

1. Compare the teams' records against each other and use the records as a method for seeding.
2. Example: Team A's Record against B and C, Team B's Record against A and C, Team C's Record against A and B. Use these records to get a total:  
A's Record is 3 - 1  
B's Record is 2 - 2  
C's Record is 1 - 3
3. These totals are now used to seed the teams. Team A is seeded higher than B, B is seeded higher than C. If two teams are still tied after using this above method, then revert to a two team tie break procedure.

**ARTICLE XII  
OFFICIATING**

**SEC 1 ACCAC SUPERVISORS JOB DESCRIPTION**

- A. The Supervisor of Officials for the ACCAC shall report directly and be responsible to the ACCAC Officiating Committee.
- B. Duties of the Supervisor:
  - 1. Recruitment of Officials:
    - a. Organize and administer clinics for officials in each sport for which assignments are made.
    - b. Each member college A.D. shall assist the supervisor in determining the need for clinics.
  - 2. Eligibility of Officials:
    - a. The Supervisor of Officials is given full and complete charge to assemble rosters for all officials for sports under his/her discretion.
    - b. Member schools may recommend names for addition and deletion.
    - c. All officials within the state of Arizona with three or more years of high school experience or the equivalent shall have the opportunity to attend a clinic for roster vacancies. Applicants who have attended the clinic for three consecutive years and have not placed on the roster, at the supervisor's discretion, may be denied application to the clinic. Supervisors are to include tryout rosters and actions taken in their post season reports.
    - d. Officials shall exhibit competency through testing of equivalencies as determined by the Supervisors.
  - 3. Training Officials
    - a. All Conference Officials must attend in-service officials' meetings. These meetings will be called by the Supervisor not to exceed three in any given sports season.
    - b. Evaluation of officials shall be assigned by the Supervisor for scheduled ACCAC contests and ACCAC playoff contests.
  - 4. All officials shall be assigned by the Supervisor for scheduled ACCAC contests and ACCAC playoff contests.
    - a. At least three weeks prior to the close of the regular season, the Supervisor will request each conference coach to submit up to five names of officials they feel merit playoff consideration.
    - b. All sports supervisors shall notify officials for assignments for Region I tournaments two weeks prior to that tournament.
    - c. Supervisor retains the sole discretion in assigning officials for ACCAC playoffs. The input of the coaches will be given consideration as well as possible conflicts due to season blackball privilege allowed coaches.
  - 5. Persons working for or affiliated with an ACCAC member college are permitted to officiate ACCAC contest except those in which their college is involved.

6. Releasing of officials:
  - a. The release of officials from the approved list shall be made at the discretion of the Supervisor.
  - b. The release of an official from the approved ACCAC official's list shall occur by a 2/3 vote of the coaches or delegated representative in attendance at the end of season meeting. Coaches must return at least 50% of evaluations to retain the right to vote for the release of an official.
7. End of year report should be given to the Officiating Committee at the end of each season to discuss league play, officiating and/or Supervisor's concerns. Pay rates shall be discussed in March, one year ahead of the actual increase, to be presented to the conference and voted on at the May meeting. In order to standardize the end of the year report to the Officiating Committee, the following format will be utilized:
  1. Title page
  2. Status of program
  3. Present roster of officials plus future officials
  4. Problems and recommended solutions
  5. Game report analysis
  6. Summary of season
  7. Recommendations (do not include pay increases)
  8. Expense record with explanation if over allotted amount
  9. Recommendations for salary increase
8. Supervisor shall attend all Region I playoff contests. (He or she will be paid per diem as denoted in VII (D) by the Region.)
9. The Supervisor shall meet with coaches at the preseason and end of season meetings for the purpose of reviewing league play, officiating problems, rule changes and the evaluation of officials.
10. Supervisor's salary per sport is as follows:
 

Baseball .....	\$1430.00
Men's Basketball .....	\$1500.00
Women's Basketball .....	\$1500.00
Football .....	\$1250.00
Men's Soccer .....	\$1250.00
Women's Soccer .....	\$1250.00
Softball .....	\$1430.00
Volleyball .....	\$1250.00

## 11. ACCAC SPORTS PUBLICISTS

- Duties:
- 1) Gather information from ACCAC coaches, once a week, regarding their teams' records and individual and team statistics
  - 2) Present that information in document form
  - 3) Send the documented information back to all ACCAC coaches, athletic directors, media outlets and NJCAA officials
  - 4) Present all final statistical information, as well as all-region and all-conference teams to the ACCAC for its archives

### 1. Sports Publicist Stipends:

Baseball .....	\$550.00
Men's Basketball .....	\$550.00
Women's Basketball .....	\$550.00
Cross Country (M&W) .....	\$1000.00
Soccer (M) .....	\$500.00
Soccer (W) .....	\$500.00
Softball .....	\$550.00
Track (M&W) .....	\$1000.00
Volleyball .....	\$550.00
Golf (M & W) .....	\$500.00
Tennis (M & W) .....	\$500.00

12. \$500.00 expenses for all Supervisors per sport shall be allowed with specific permission from the Officiating Committee with approval from the Executive Committee to exceed this set limit. Expenses at playoffs are not to be included in the \$500.00 limit.
13. The Supervisor of Officials will be allowed to officiate ACCAC contests in the sport that he/she directs.

## SEC 2 OFFICIALS' FEES

- A. All issues pertaining to pay and number of officials shall be reviewed on a yearly basis.
- B. Colleges must use the approved pay rate for officials and may not deviate from the set amount.
- C. Mileage: \$ .30 per mile to drive  
\$2.00 per official per event for metro mileage.
- D. Per Diem Lodging: Meal per diem - \$15: \$3 for breakfast, \$4 for lunch, and \$8 for dinner.
  1. The host college shall be responsible for the motel, the total of which shall not exceed \$40.00.
  2. Require the assignment of certified area officials to all ACCAC contests when ever possible.
  3. Mileage and/or meals to be paid to officials who show up and have not been notified by host college when contest is postponed or canceled.
- E. Show Up Fee: Officials assigned to the contest must contact host athletic director or coach two (2) hours prior to game time for information on scheduled games when play is doubtful. If the officials are present at game site and that aforementioned procedure is followed, a single game fee plus mileage will be paid to the officials. Assigned officials are responsible for contacting the host Athletic Director or Coach prior to the game regarding cancellation. Host Athletic Director or coach may also initiate a call to assigned officials regarding cancellation.

- F. ACCAC Preseason Volleyball Tournament: Reduction of \$10 per contest.
- G. Suspended pay for Softball
  - 1. If a 1<sup>st</sup> round game is suspended, it will be continued prior to the next regularly scheduled game between the teams involved.
  - 2. Umpire fees for the suspended game will be \$15.00 for the first inning and \$5.00 for every inning thereafter with a maximum of a game fee. Fees will be paid to each official by the home team. If mileage is involved, the driver will be the one paid.
- H. Regulation (Baseball) game shall be defined as:
  - 1. If five (5) innings have been completed; or
  - 2. If the home team has scored more runs in four and one-half innings than the visiting team; or
  - 3. If the home team ties the score in its half of the fifth inning. Then refer to “Suspended Tie Game” rule for completion of game.
  - 4. If a game is called after regulation innings, and is stopped in the middle of an inning, the outcome of the contest will be determined by the last completed inning. If one team is ahead at the time of that complete inning, a winner shall be determined. If the score is tied at the last completed inning, the game will be declared a “Suspended Tie Game”.
- I. “No Game” (Baseball) shall be determined if the game is called by the umpires before it has become a regulation game.
- J. “Suspended Tie Game” (Baseball) shall be requested at the exact point of suspension of the original game. The lineups and batting order at the moment of suspension, are subject to the rules governing substitution. If a suspended tie game occurs during the first round, the game will be completed prior to the next scheduled contest between the colleges. If the suspended game occurs during the second round and completion is deemed essential, date and location will be determined by mutual agreement of the two colleges. If no agreement can be determined, the matter will be referred to the Executive Committee for resolution. Umpires fee for the suspended game will be \$15.00 for the first inning and \$5.00 for every inning thereafter with a maximum of a game fee. Fees will be paid to each official by the home team. If mileage is involved, the driver will be the one paid.

### SEC 3 PUBLIC STATEMENTS

Coaches, Administrators and Athletes are discouraged from making any public statements related to the officiating or the performance of an opposing player or team. Statements critical of officials, host or visiting institutional representatives including coaches and players shall be considered inappropriate and subject to review by the Rules and Ethics Committee.

**ARIZONA COMMUNITY COLLEGE ATHLETIC CONFERENCE**

**Official Fees for 2002-2003**

<b><u>SPORT</u></b>	<b><u>No. OF OFFICIALS</u></b>	<b><u>AMOUNT FOR 2002-03</u></b>
Baseball	2	\$75.00 for nine \$55.00 for seven
Basketball (Men)	3	\$72.00*
Basketball (Women)	2	\$72.00*
Football	6	\$80.00
Soccer	3	\$60.00 center \$50.00 lines (2)
Softball	2	\$55.00
Volleyball	2	\$62.00

**2002-03 BASKETBALL OFFICIATING FEES  
FLAT RATE FOR MEN AND WOMEN - RURAL SCHOOLS**

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AWC .....	\$106.00/Official/Game
CAC .....	\$85.00/Official/Game
COCHISE .....	\$99.00/Official/Game
EAC .....	\$110.00/Official/Game
NPC .....	\$118.00/Official/Game
YAVAPAI .....	\$95.00/Official/Game

**Note: any proposed increase in pay for game officials, sport statisticians, and/or officials' supervisors must be proposed at the ACCAC March meeting one year ahead of the proposed increase. That increase will then be voted on at the May meeting.**

**ARTICLE XIII**  
**AWARDS**

**SEC 1 CHAMPIONSHIP TEAMS**

A conference award shall be given to the first place team in each sport. Should two teams tie, they shall be declared co-champions and two awards shall be given. First place winners in each sport are determined at a conference meet or tournament or by their season record.

**SEC 2 COACH OF THE YEAR**

Coach of the Year may be selected in all ACCAC sports. The representative coaches' association will make the selection by open ballot and selection will require 50% or greater vote on the first ballot. If a 50% vote does not exist on the first ballot, the top two nominees will be voted upon with a second ballot. If a tie exists on the second ballot, a tie shall be declared and two coach of the year awards will be given. The plaque(s) for Coach of the Year will be provided by the representative coaches' association.

**SEC 3 ATHLETE OF THE YEAR**

Athlete of the Year will be selected in all ACCAC sports. The recipient will be the number one vote getter on the All Conference team. The Athlete of the Year will receive a plaque from the ACCAC.

**SEC 4 ALL CONFERENCE TEAM SELECTION PROCEDURES**

- A. All-Conference Teams shall be chosen in the coaches' regularly scheduled meeting after each sport season.
- B. The council shall approve the all-conference selection as determined by the coaches. The public can be notified immediately following the coaches meeting of the selection.
- C. For all ACCAC sports, All-Conference teams shall be determined according to the following procedures:

**Baseball:** A first and second team of 16 players each with the following designations: 4 outfielders, 5 infielders, 3 pitchers, 2 catchers, 1 designated hitter and 1 utility.

The following procedures will be used in the selection process:

- 1. Each coach shall nominate and provide stats on players from his own team.
- 2. Voting for first team only shall be on the first ballot. The vote shall be written, open ballot with each coach casting a vote for each position. No coach may vote for a student athlete from his college. When the tabulation of votes is completed, the player with the most votes in that position is first team.
- 3. Voting for second team shall be a repeat of #2.
- 4. In case of ties, both players will be named to that respective team. However, this will result in fewer players on the second team.

**Basketball:** Six first team, six second team and eight third team players shall be named to All-Conference teams. The following procedures will be used in the selection process.

1. Coaches may nominate the players from their respective teams that they believe to be worthy of consideration (number not specified). These names are written on a chalkboard so all present may see them.
2. The coach may present statistics and any other information which is pertinent to the player being nominated.
3. By open ballot, each coach (one per college) must vote for fifteen players. The #1 player on a coach's ballot will receive fifteen points, 2<sup>nd</sup> will receive fourteen, etc. Refusal to cast 15 votes on a ballot will result in the withdrawal of the college's nomination and ballot.
4. No college/coach may vote for its own athletes.
5. Once balloting is completed, each vote is read aloud, then the numerical value is recorded on the board beside the proper nominee's name. When all votes are recorded, each nominee's total points are tabulated.
6. When the tabulation of votes is completed, the top six players are named ACCAC 1<sup>st</sup> Team - the top person being named player of the year. Players seven through twelve are ACCAC 2<sup>nd</sup> team. Players 13 through 20 are ACCAC 3<sup>rd</sup> team.
7. In case of ties for the last position on a team (i.e., fifth on the 1<sup>st</sup> Team) both players will be included on that team. However, this will result in one fewer person being on the 3<sup>rd</sup> team - only 20 players may be selected.
8. To be selected, a player must appear on at least two ballots.

**Cross Country:** Seven first team and seven second team runners shall be named to the All-Conference Team.

Scoring shall be tabulated as follows:

First Place = 5 Points

Second Place = 4 Points

Third Place = 3 Points

Fourth Place = 2 Points

All finishers appearing in meet results = 1 Point

**Football:** The All-Conference team in football shall be comprised of a first team offense of eleven (11) players by position, a place-kicker (1) and a specialist (1) and a first team defense comprised of eleven (11) players by position and a punter (1). A second team shall be selected in the same manner as first team selection. No honorable mention selections will be made.

The All-Conference team shall be selected in the following manner.

1. Each coach shall nominate and provide statistics on players from his own team.
2. Voting shall open ballot with each school casting one vote for each position designated. No coach may vote for a student athlete from his school. An athlete must receive at least 50% of the votes cast in order to be named the All-Conference Team.
3. Players shall be ranked according to their relative ability. The player or players, in case of a tie, receiving the highest vote shall be designated team captain/co-captain.

**Golf:** The All-Conference Team shall be six (6) first team and six (6) second team plus ties. In the event of a tie for 6<sup>th</sup> place, the 2<sup>nd</sup> team will be reduced so as not to exceed a total of 12. In the event of a tie for 12<sup>th</sup> place, all those tied are to be included on the 2<sup>nd</sup> team. The All-Conference Teams for both men and women will be determined by the following criteria:

Scores in ACCAC regular season tournaments will determine the All-Conference teams. For each individual, the two highest scores will be dropped before calculating the final All-Conference ranking.

**First team All-ACCAC:** 1-6 low gross (plus ties)

**Second team All-ACCAC:** 7-12 low gross (plus ties)

**Soccer:** The selection of the All-Conference team in soccer shall be first team and a second team comprised of 12 players each which includes the goalie (s).

The All-Conference Teams shall be selected in the following manner:

1. Coaches may nominate the players from their respective teams that they believe to be worthy of consideration (number not specified). These names are written on a chalkboard so all present may see them.
2. The coach may present statistics and any other information which is pertinent to the player being nominated
3. By open ballot, each coach (one per college) must vote for twelve players. The #1 player on a coach's ballot will receive twelve points, number two will receive eleven, etc. A goal keeper must be one of the twelve players nominated. Refusal to cast twelve votes on a ballot will result in the withdrawal of the college's nomination and ballot.
4. Goalies shall be selected by a separate ballot.
5. No college/coach may vote for its own athletes.
6. Once balloting is completed, each vote is read aloud, then the numerical value is recorded on the board beside the proper nominee's name, When all votes are recorded, each nominee's total points are tabulated.
7. When the tabulation of votes is completed, the top twelve players, which includes a goalie, are named ACCAC 1<sup>st</sup> Team; the top person being named player of the year. Players 12 through 22 are ACCAC 2<sup>nd</sup> Team (includes one goalie).
8. In case of ties for the last position of one team (i.e., eleventh on the 1<sup>st</sup> team) both players will be included on that team.
9. To be selected, a player must appear on at least two ballots.
10. If twenty-four players each are not named on two ballots, another vote shall be taken. Those players who were nominated, but did not receive two votes shall be eligible to be selected. The top vote getter shall fill out the second team.
11. Coach of the Year shall be selected following ACCAC procedures.

**Softball:** Twelve (12) first team, twelve (12) second team and seven (7) third team shall be named to All-Conference. Teams being defined as: 4 battery (pitchers and/or catchers), 4 infielders, 3 outfielders and 1 designated player. **NOTE:** The designated player category would be flexible yearly based upon the number of nominees. (Minimum of two). If not a designated hitter, this nomination would then be placed as an infielder.

The All-Conference teams shall be selected in the following manner:

1. Coaches may nominate the players from his/her team believed to be worthy of consideration (number not specified). These names are written on a chalkboard.
2. The coach may present statistics and any other information which is pertinent to the player being nominated.
3. By open ballot, by labeling ranking sheet with school name, each coach (one per College) must rank.
4. No college/coach may vote for his/her own players.
5. Once balloting is completed, the numerical value is recorded on the board beside the proper nominees total points are tabulated.
6. To be selected, a player must be ranked on at least two ballots.
7. Once the tabulation is completed, the top (players with the highest point total) in each category: 4 battery, 4 infielder, 3 out-fielders, 1 designated player are named to the first team All-Conference. The second team All-Conference would be comprised of the next 4 battery, 4 infielders, 3 outfielders and 1 designated player. Third team All-Conference would include the highest point receivers, 2 per category, with the exception of designated player, if 2 are not available.
8. In case of ties for the last position on a team, both players will be included on that team. However, this will result in one fewer player being on the third team - 31 total players.

**Tennis:** The All-Conference teams shall be finalists in flight 1 singles (2), winners in flight 2 through 6 singles, (5) winners in flight 1 through 3 doubles.

**Track:** First Team All-Conference certificates will be determined by the best performance by the top individual in each event and by the top relay event in designated ACCAC scoring meets. Second team All-Conference certificates will be determined by the second best performance.

**Volleyball:** Six first team, six second team and eight third team players shall be named to All-Conference teams. The following procedures will be used in the selection process.

1. Coaches may nominate the players from their respective teams that they believe to be worthy of consideration (number not specified). These names are written on a chalkboard so all present may see them.
2. The coach may present statistics and any other information which is pertinent to the player being nominated.
3. By (open) ballot, each coach (one per college) must vote for twelve players. The #1 player on a coach's ballot will receive 12 points, 2<sup>nd</sup> will receive eleven, etc. Refusal to cast 12 votes on a ballot will result in the withdrawal of the college's nomination and ballot.
4. No coach may vote for his/her own athletes.
5. Once balloting is completed, each vote is read aloud, then the numerical value is recorded on the board beside the proper nominee's name. When all votes are recorded, each nominee's total points are tabulated.
6. When the tabulation of votes is completed, the top six players are named ACCAC 1<sup>st</sup> Team. Players 7 through 12 are ACCAC 2<sup>nd</sup> Team. The top vote getter is named the Player of the Year.
7. In case of ties for the last position on a team (i.e., 6<sup>th</sup> on the 1<sup>st</sup> team) both players will be included on that team. However, this will result in one fewer player named to the 3<sup>rd</sup> team - only 20 players may be selected.
8. To be selected, a player must appear on at least two ballots.
9. All American ballots and rankings shall have the name of the school on them.