



# Football Guidelines

Updated **8-29-19**

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## I. ORGANIZATION

### A. Participating Teams

- i. Nine (9) for 2019: Arizona Christian, Langston, Lyon, Oklahoma Panhandle State, Ottawa Arizona, Southwestern Assemblies of God, Texas College, Texas Wesleyan, Wayland Baptist

### B. Conference Representatives

- i. Conference Commissioner: Stan Wagnon
- ii. Athletic Directors Liaison: Jesse Godding, Southwestern Assemblies of God
- iii. Coaches' Chair: Charles Moss, Texas College
- iv. National Raters: Butch Henderson, Wayland Baptist; Jeff Bowen, Arizona Christian
- v. Oversight Committee: Jeff Bowen, Arizona Christian; Butch Henderson, Wayland Baptist, Jesse Godding, Southwestern Assemblies of God
- vi. NAIA All-American Committee Representative: Jeff Bowen, Arizona Christian

### C. Meetings

- i. There is a mandatory postseason meeting of head coaches to select year-end Conference awards, to be held the second Monday after completion of the season. Meeting site will be in locale of the highest-rated Conference team still in the NAIA playoffs, or if no teams remain in the playoffs, at a central location.
- ii. There shall be a spring meeting of head coaches and athletic directors to conduct Conference business.

## II. PLAYING RULES AND REGULATIONS

### A. Length of Season

- i. Per NAIA rules, teams shall have a maximum 24-week practice and competition season established by each member institution within the period of August 1 to May 15.

### B. Number of Contests or Dates of Competition

- i. Per NAIA rules, teams shall be allowed 11 games, with a student limited to participating in no more than 15 contests. (This includes varsity, junior varsity, freshman games and scrimmages.) One scrimmage is allowed, but exhibition competition is prohibited.

### C. Organized Football Training

- i. Organized football training in this Conference shall not begin before August 1 and three (3) weeks before the first scheduled game, or one (1) week before the first day of official classes for the fall semester, whichever is first.

### D. Spring Training

- i. Spring football shall be permitted by this Conference for a maximum of 15 sessions. The NAIA 24-week rule remains in effect. Practice sessions may begin at any time after the start of the spring semester.
- ii. There will be no advertised game or games where admission is charged in spring football. There will be no spring football scrimmages or games with any other school, institution, or organization. This does not prohibit intra-squad scrimmages.

### E. Schedule / Playing Format

- i. The Conference shall provide each team with a single round-robin schedule of 8 games, whereby teams are set to play home-and-away against each opponent over a 2-year span.

### F. Playing Rules

- i. The playing rules governing all contests in this Conference shall be the NCAA Football Rules along with any NAIA-approved modifications.
- ii. Uniforms: Per playing rules, the home team will wear colored jerseys and the visiting team white jerseys.
- iii. Official Football: Teams are required to use an NAIA-approved "Team Issue" ball manufactured by the Big Game USA.
- iv. Travel Squad: Travel squads are not limited in this Conference and may be determined by each member institution.
- v. Start Times: All games in this Conference shall be set for 2 p.m. local on Saturday. Time changes are allowable by mutual agreement of the Athletic Directors of both schools.

### **G. Determining a Champion**

- i. Each team will play eight Conference games – one against each of the other teams – to determine an overall Conference champion, based on highest winning percentage. The champion will receive a berth to the NAIA Football Championship Series, provided the team is ranked among the Top 20 in the final rating. In the event of a tie, each tied team will be recognized as Conference champion, but Conference tiebreaker policy will determine the one team to qualify for the champion team berth.
- ii. If a team with the best Conference record does not meet the NAIA criteria for playoff selection, the team with the next best Conference record will be designated Conference champion for playoff purposes.
- iii. Tiebreaker Policy: To break ties for playoff purposes, the following rules will apply:
  1. In case of a two-way tie, the team that won the Conference contest between the two will advance.
  2. In case of three or more teams tied, the following procedures will apply (Note: If more than one team advances by any method below, the remaining teams are placed at the beginning of the appropriate policy until all ties have been broken.):
    - a. The team with the best won/lost record in Conference games played among the tied teams will advance.
    - b. If the tie still exists among three or more teams, the individual won/lost records against the other Conference opponents in descending order are compared.
    - c. If a champion still is not determined, the team with the highest winning percentage against NAIA teams will advance.
    - d. If the above formula is not conclusive, a coin toss will be used to determine the champion.

## **III. GAME ADMINISTRATION**

### **A. Game Administrator**

- i. Each member institution shall designate before each home game an administrator to be in charge of game administration and to serve as the contact person for game officials and/or visiting coaches should problems arise during the contest. Game administrators are responsible for reporting any incidents or breach of Conference policy to his/her Athletics Director, who in turn shall inform the SAC Commissioner.

### **B. Complimentary Tickets**

- i. The Conference will honor NAIA membership cards for complimentary admissions.
- ii. Conference institutions may not exchange complimentary tickets (No pass policy), except the Commissioner shall provide a minimal number of passes to be used by Conference coaches' wives.

### **C. Marching Bands, Cheerleaders, Etc.**

- i. Uniformed visiting bands, cheerleaders, drill teams and a mascot shall be admitted free. Visiting bands may march at Conference games by invitation only, with the marching time to be determined by the host institution.
- ii. Marching bands at half-time shall assemble outside the 25- to 25-yard lines "team area" and outside the area from the sidelines to the grandstand wall until the teams vacate the area at the conclusion of the first half. Bands shall not assemble in the paths of exiting teams.

### **D. Halftime Clock**

- i. The intermission between halves shall be 20 minutes, unless altered not less than 72 hours before the game by mutual agreement of the Commissioner and Athletic Directors of both schools. Immediately after the second period ends, the referee should begin the intermission by signaling to start the game clock. Any delay at the start of the second half will result in a penalty on the home team.

### **E. Athletic Training**

- i. Each member institution is required to have an Athletic Trainer on site for all home games.
- ii. All games will have a doctor available. If no doctor is available, the host institution must notify the visiting team not later than 5 days prior to the game (i.e., this should be communicated from AD to AD). An ambulance service is recommended to be available for all home games.

### **F. Concussion Management Protocol**

- i. Each SAC member institution shall have a concussion management plan for its student-athletes. The plan shall include components of education, assessment, treatment and return to play (RTP). The following list, while not intended to be comprehensive, outlines minimal requirements for institutions:

1. An annual process that ensures student-athletes are educated about the signs and symptoms of concussions. Student-athletes must acknowledge that they have received information about the signs and symptoms of concussions and that they have a responsibility to report concussion-related injuries and illnesses to a medical staff member;
  2. A process that ensures a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions;
  3. A policy that precludes a student-athlete diagnosed with a concussion from returning to athletics activity (e.g., competition, practice, conditioning sessions) for at least the remainder of that calendar day; and
  4. A policy that requires medical clearance for a student-athlete diagnosed with a concussion to return to the athletics activity (e.g., competition, practice, conditioning sessions) as determined by a physician (e.g., team physician) or the physician's designee.
- ii. An institutional Concussion Management Protocol shall be submitted and on file with the SAC Commissioner. The protocol shall be consistent with NCAA guidelines and shall include:
1. Policies and procedures that meet the requirements of SAC Concussion Management Protocol;
  2. Procedures for pre-participation baseline testing of each student-athlete is highly encouraged;
  3. Procedures for reducing exposure to head injuries;
  4. Procedures for education about concussion, including a policy that addresses return-to-learn;
  5. Procedures to ensure that proper and appropriate concussion management, consistent with best known practices, is made available to any student-athlete who has suffered a concussion;
  6. Procedures requiring that the process of identifying, removing from game or practice, and assessing a student-athlete for a possible concussion are reviewed annually; and
  7. A written certificate of compliance signed by the institution's Athletics Director.

#### **G. Interrupted Game Policy**

- i. For interrupted game procedures, including football-specific guidelines, refer to SAC Bylaws, Article XI Game Management.

### **IV. VIDEO EXCHANGE**

#### **A. Video Coordinator**

- i. Each institution will identify a video coordinator. Name, cell phone, and email of video coordinator will be supplied by July 31 each year to the SAC Commissioner, who will publish a directory to all head coaches.

#### **B. Filming Area**

- i. Adequate room will be given to video personnel from the visiting team in or atop the press box. It is expected that video personnel will not share space with other coaching personnel unless adequate space is provided.
- ii. End zone filming is the responsibility of each team separately. The home team is not required to supply lifts, etc., for visitors.
- iii. Visiting teams may utilize the home team's video should they choose to not bring filmers. If this arrangement is made, the home team is responsible to share video with visiting team ASAP following the game.

#### **C. Film Views**

- i. A sideline wide view will be shot that incorporates from deep safety to tailback in scope.
- ii. An end zone view will be shot that will incorporate from TE to TE in scope.

#### **D. Sharing Film**

- i. All film – both home and visitor, conference and non-conference – shall be uploaded to HUDL and shared by 10 AM on Sunday following a game.
- ii. Shared video will be intercut (wide/end zone) and will include the following information: Quarter, Series, ODK, Play Type (pass, run, special teams), Down, Distance, Yard Line, Hash.

1. For HUDL users the most efficient way to accomplish this is with an I-Pad or smart phone during the game using the HUDL app designed for game interactive breakdown.
- iii. Each game is shared with all conference opponents (i.e. – after game one of season the game is shared with all Conference opponents and so on for each successive game). Teams may “pick and choose” the games they wish to scout on any Conference opponent.
- iv. No team is to exchange Conference film to a team outside of this Conference. This would not include film traded to a non-conference team for the purpose of preparing to play that non-conference team.
- v. All teams will use the pool system when filming. The SAC procedure for tagging exchanged video is required. If a team does not tag by the SAC procedure:
  1. Video will be sent to the Commissioner;
  2. Commissioner will notify HUDL and the offending team will be removed from the SAC pool;
  3. Trading video will then be team-by-team with like tagging;
  4. Teams in the pool still have access to the violating team’s video through their opponents’ video.

## **V. OFFICIATING**

### **A. Supervisor of Officials**

- i. The Conference Supervisor of Officials shall assign officiating crews for all Conference and non-conference games hosted by member institutions. The Supervisor shall assign eight qualified officials for each game.
- ii. Supervisor of Officials is Tim Crowley (Phone: 972-342-9947; Email: ncaasupervisor@gmail.com).

### **B. Fees**

- i. The host institution shall be responsible to pay game fees for officials.
- ii. Fees shall be set at the spring meeting. For 2019 and 2020, the fees shall be \$200 flat per official.
- iii. The Conference will pay all officials assigned to work on behalf of host institutions. Each member institution will receive an invoice for the total cost of officials, with payment due 30 days upon receipt.

### **C. Evaluations**

- i. Head coaches will be provided opportunity to evaluate/grade officials after each game.

## **VI. RATINGS, RESULTS, STATISTICS**

### **A. Conference Rater/Oversight Committee**

- i. The current conference rating committee consists of raters Butch Henderson (WBU) and Jeff Bowen (ACU). Each rater is to provide oversight to the other, along with AD Liaison Jesse Godding (SAGU).
- ii. Conference ratings will occur in conjunction with the national ratings process as established by the NAIA.

### **B. Results Reporting**

- i. Each institution is required to post results to the SAC website in a timely manner.
- ii. All NAIA teams must report results to the NAIA by prescribed deadlines in order to be eligible for weekly ratings and any team/individual honors.

### **C. Statistics**

- i. All NAIA teams must submit weekly statistical reports online according to NAIA-prescribed deadlines.

## **VII. POSTSEASON QUALIFYING EVENT**

### **A. Postseason**

- i. There shall be no Conference championship game or postseason qualifying event in this Conference, as the regular-season champion team receives a berth to the NAIA Football Championship Series, as long as ranked among the Top 20 in the final rating.
- ii. Should there be a tie for the regular-season champion team, only one team – as determined by Conference tiebreaker policy – shall be recognized as qualifying for the champion team berth.

## VIII. AWARDS

### A. Weekly Awards

- i. Player of the Week nominations (Offense, Defense, Special Teams) should be submitted to SID Help by 5 PM Central on Sundays at: <http://www.naiasports.org/admin/>
- ii. In order for nominees to be considered for the weekly awards, a complete and accurate statistical report must be submitted for each player. Failure to provide incomplete or inaccurate statistical information will cause the nominated player to be disqualified from consideration.
- iii. Conference weekly awards will occur in conjunction with the national weekly awards process as established by the NAIA.

### B. All-Conference

- i. Balloting of head coaches will be conducted to determine the following All-Conference honors and awards: Offense: 1 Center, 4 Interior Linemen, 3 Receivers, 3 Running Backs, 1 Tight End, 1 Quarterback; Defense: 4 Defensive Linemen, 4 Linebackers, 4 Defensive Backs; Special Teams: 1 Kicker, 1 Kick Returner, 1 Punter, 1 Punt Returner. First team all-conference will receive individual plaques, while second team and honorable mention will receive certificates.
- ii. Also, individual plaques will be awarded to Offensive Player, Defensive Player, Special Teams Player, Newcomer, Freshman, Athlete and Coach of the Year.
- iii. Nominations from each head coach will be limited to a maximum of 11 Offense, 11 Defense and 8 Special Teams players.
- iv. Coaches may not vote for their own student-athletes or themselves at any point.
- v. Honorable mention listing will include any players receiving at least one vote along with any seniors nominated.

### C. Academic All-Conference

- i. Members of the Academic All-Conference listing are sophomore, junior and senior student-athletes who have posted a minimum 3.25 GPA during the previous two semesters and are regulars (letter winners) on their respective teams.
- ii. Nominated by each institution's FAR and/or Compliance Officer by June 1, using fall and spring semester grades to calculate GPA.
- iii. Announcement of awards will occur on or about June 15. Certificates will be provided to each institution and each athletic department will be responsible for personalizing and presenting to their student-athletes.

### D. All-Academic Team

- i. Recognizes the team with the highest team GPA for the year. (3.0 minimum team GPA required for submission). Team GPA is computed based on all team members certified for eligibility in a given season and will include their cumulative GPA for the year (Fall & Spring semesters combined).
- ii. Deadline for submission is June 30 and the announcement will be July 15. No team award – SAC website only.

### E. Commissioner's Honor Roll

- i. The Honor Roll is recorded and released once per year (June) and is based on the total grade point average for the current year (fall and spring). Students must post a minimum 3.0 grade point average in the current year in order to be recognized.
- ii. Nominated by each institution's FAR and/or Compliance Officer, those honored are not necessarily standout performers on the mat, but those who participate on the team.
- iii. Recipients are listed on the SAC website. Deadline for submission is June 1. Honor Roll announcement will be on June 10.

### F. Champion Team

- i. The team with the best win-loss record in Conference contests will be recognized as SAC Champion and receive a championship trophy. In the event of a tie, each tied team will receive a championship trophy.

## **IX. LEADERSHIP DUTIES**

### **A. Chair**

- i. Communicate with SAC Commissioner, the AD Liaison and head coaches of member institutions to ensure effective Conference operations relative to the sport.
- ii. Work in conjunction with the Commissioner and AD Liaison to set the agenda and facilitate discussion at all meetings of Conference coaches.
- iii. Communicate with the coaches' group regarding deadlines, administrative duties, rule changes and such.
- iv. Assist the Commissioner as needed in ordering awards and coordinating All-Conference balloting.
- v. Maintain current knowledge of sport, including both SAC and NAIA policies and procedures.

### **B. Rater**

- i. Represent and promote SAC teams on the National Rating Committee.
- ii. Participate in NAIA mandatory preseason training for national raters.
- iii. Submit preseason rating information for NAIA and SAC when requested.
- iv. Coordinate weekly conference rating communications with Conference Oversight Committee, lead the process to determine Conference ratings and submit to NAIA by deadlines.
- v. Submit national rating votes by deadlines. (See NAIA coaches' manual).
- vi. Participate in national rating conference calls.

### **C. Oversight Committee**

- i. Participate in weekly communication to assist/advise the Rater in determining Conference ratings.
- ii. In the event of a tie involving the Rater's team, collaborate with the Rater to complete the rating process.

### **D. AD Liaison**

- i. Attend annual meeting of assigned coaches' group.
- ii. Report and provide pertinent information to/from assigned coaches' group and to/from SAC Athletic Directors and the Commissioner in an effort to enhance communication and relationships.
- iii. Assist the Commissioner and/or Chair in annually developing schedules and reviewing sport guidelines.
- iv. Attend SAC Championship event in assigned sport, as budgets and time permit, to show support and to provide administrative counsel and advice.
- v. Maintain current knowledge of assigned sport, including both SAC and NAIA policies and procedures.