

FOOTBALL OPERATING CODE

REGULAR SEASON

1. **Playing Format:** Each team shall play a single round robin within the Conference, consisting of **nine (9)** games for each team, to determine the Lone Star Conference Champion.
2. The playing rules governing all contests in this Conference shall be the official rules of the NCAA.
3. The two universities involved shall determine the financial agreements. In the event of a non-agreement, the matter will be referred to the Commissioner for a ruling.
4. **Practice Requirements:** Apply the NCAA Sport Science Institute football practice safety guidelines as conference policy. For a summary of the practice requirements, please see Appendix B on page 97. All practice sessions are required to adhere to these policies. The entire NCAA Sport Science Institute briefing document can be found at: <https://www.ncaa.org/sport-science-institute/year-round-football-practice-contact-recommendations>.
5. **Roster and Two-Deeps:** Head coaches shall provide to the opposing head coach an accurate roster and two-deep no later than 12 p.m. local time on Monday the week of the game and then review and send changes no later than Thursday at 12 p.m. local time.
6. **Participants:** Travel squads for Conference games will be limited to 60 players in uniform. Exception: Limits will not apply for Lone Star Football Festival games.
7. **Scouting:** A member of the Conference shall not be allowed to scout another Conference football team.
8. Any suspended football game due to darkness, light failure, or inclement weather that cannot be resumed will be resolved based on approved conference policy. (For policy, see page 28).
9. Videotapes of football games shall be taken only by the two teams participating in the contest.
10. **Starting Times:** Game starting times will be determined by the home institution.
11. **Uniforms:** Uniforms shall be in compliance with section 1-4-5 of the NCAA Rules of Football. Any request by the visiting team to wear colored jerseys (per NCAA football rule book section 1-4-5-b-3) must be submitted to the Conference Office by Noon (12:00 PM) Central on Tuesday the week of the game.
12. All Conference football games shall be played in a stadium designated as the "home site" of the host institution and shall not be changed unless approved by the Conference.
13. Marching bands at half-time shall assemble outside the 20 to 20 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.
14. The intermission between halves shall be 20 minutes, unless altered before the game by mutual agreement of the administrations of both schools. After the second period ends and both teams clear the field of play, 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.
15. There will be 150 complimentary admissions for the visiting institution at LSC regular-season games. Protocol for distribution of the 150 complimentary football tickets: It is highly recommended that names are typed and listed alphabetically by players' last names, with no more than four tickets per player. Additionally, the list shall be provided to the host institution by Noon one day prior to the game.
16. **Official Football:** The WILSON 1003 GST, 1005 TRADITIONAL or GST PRIME Footballs will be used for all Conference games.
17. **Recruiting Code of Ethics:** For the complete Recruiting Code of Ethics, please see page 87.

AWARDS

18. A Championship trophy signifying Conference Champion will be awarded to the winner of the regular-season round robin.
19. **Players of the Week:** The Conference Office shall select Player of the Week awards from those nominated, to include Offensive, Defensive and Special Teams selections.

FOOTBALL OPERATING CODE continued

AWARDS continued

20. **All-Conference:** Each team shall be comprised of fifteen (15) defensive players, sixteen (16) offensive players, and one (1) all-purpose player (can be offensive or defensive). The defensive team will have two (2) defensive tackles, two (2) defensive ends, two (2) inside linebackers, two (2) outside linebackers, two cornerbacks (2), three (3) safeties, one (1) punter and one (1) deep snapper. The offensive team will be composed of four (4) wide receivers, one (1) tight end, two (2) guards, two (2) tackles, one (1) center, one (1) quarterback, two (2) offensive backs, one (1) fullback, one (1) place kicker and one (1) return specialist. Individual awards will include: Offensive Player of the Year, Defensive Player of the Year, Offensive Back of the Year, Receiver of the Year, Offensive Lineman of the Year, Defensive Back of the Year, Linebacker of the Year, Defensive Lineman of the Year, Newcomer of the Year [defined as first-year new player in the conference who is not a freshman (i.e., junior college transfer or 4-4 transfer)], Offensive Freshman of the Year, Defensive Freshman of the Year and Coach of the Year. Individual awards shall go to the highest vote-getting first-team selection under consideration with all ties broken. The offensive player of the year will receive the J.W. Rollins award, and the defensive player of the year will receive the J.V. Sikes award. Nominee's supporting information text shall be limited to 140 words for consistency. Coaches will participate in a conference call at 10 a.m. CT the Monday following the regular season to discuss any changes and voting format.
21. **All-Academic:** The team will consist of the top 11 selections, as voted by the sports information directors. Additionally, the top vote-getter will be named Academic Player of the Year.

FOOTBALL GAME ADMINISTRATION POLICIES

22. All game administration items should be reviewed and coordinated with host university personnel. Please review procedures with electric clock operator and 40/25-second play clock operator.
23. Ball boys should be high school age and older. Area football officials are preferred. Group should meet with field judge and side judge at the team bench on their respective sidelines 45 minutes before kickoff. Ball boys are prohibited from using cell phones on the sideline.
24. The Chain Crew and Clip Man should be experienced personnel, preferably high school officials. Group should meet with head linesman at the team bench opposite the pressbox 45 minutes before kickoff.
25. The game clock operator shall meet with the side judge 75 minutes before kickoff in the officials' locker room for a brief discussion coordination of duties with the side judge. The play clock operator shall meet with the back judge at the same time. The referee will also participate to cover signals, reset and malfunction procedures.
26. Game demonstrations (i.e., flag bearers, cheerleaders, bells, trains, etc.) will be allowed provided they are limited from goal post to goal post on the side of the demonstrating team.
27. The home and visiting teams are responsible for providing a minimum of four game balls. The balls will be delivered to the officials' locker room for testing at least 90 minutes before the start of the game. The home team will provide a pressure-measuring device to the Referee, as he is the sole judge of footballs offered for play.
28. The play of bands during the game is to stop when the offensive center goes over the ball. This allows both teams to hear audibles and make adjustments.
29. Each team is responsible for the provision and operation of its own field telephones. Any failure of telephones for either team during the conduct of the game shall not affect telephone usage by the other team. If service outage occurs, the coaching staff should notify game officials, who will pause the game up to five (5) minutes for service restoration and/or staffing adjustments. Each game shall be paused a maximum of once per team; any subsequent outages shall not affect the flow of the game.
30. The home team will provide kicking nets for the visiting team in the team area on the sidelines, if a kicking net is not provided to the visiting team, the home team will not be provided a kicking net either.
31. The home student body section may be located on either side of the field. The home team band may be situated on either side of the field, provided its location is outside the 20-yard lines if on the same side as the visitor team bench.

FOOTBALL OPERATING CODE continued

FOOTBALL GAME ADMINISTRATION POLICIES continued

32. **Media Timeouts:** Media timeouts will be taken at the first two (2) approved opportunities in each quarter. Approved opportunities for media timeouts are following any PAT or successful field goal, **and once both teams have had possession of the ball during the quarter**, following a punt or safety. It should be noted that a media timeout should NOT be taken after a turnover, including a turnover on downs. *NOTE: If any quarter has less than two (2) approved opportunities, the corresponding media timeout(s) will NOT carry over to subsequent quarters.* These timeouts will be in place for every game, regardless of what media is or is not covering the contest. The LSC member institution hosting the game shall provide a Sideline Timeout Coordinator, whose responsibility shall be to ensure proper compliance with this policy. The coordinator should report 75 minutes prior to game time to the football officials' locker room for a brief discussion with the back judge on signals and coordination of duties. **For the entire LSC football media timeout policy please see Appendix A on pages 95-96.**
33. **Sideline Restrictions:** All persons on the sideline by virtue of being associated with the football team (e.g., non-uniformed student-athletes) must be restricted to the team area (between the 20-yard lines).
34. **Football Officials Wireless Mic Split:** Each school will provide equipment to split the football official's wireless mic signal for the radio and webcast feeds to receive the audio from the official.
35. **Halftime Video Review – First Half Targeting Penalties Policy:**
1. Each institution will designate one "LSC Replay Official" in charge of video for halftime reviews. This individual will be introduced to the Head Referee during a pre-game meeting. Designation of the "LSC Replay Official" shall be left up to the host institution's Athletic Director.
 2. Coach's video (both the wide-angle sideline shot and tight end-zone shot of all targeting penalties) will be used for halftime reviews. The host institution will provide a compatible viewing device (e.g. a laptop or monitor) in the officials' locker room.
 3. When a targeting penalty is called during the first half, the "LSC Replay Official" will mark the actual time (e.g. 3:42 p.m.) and game time (e.g. 08:33, 2nd Quarter) of the penalty.
 4. The "LSC Replay Official" will deliver the video to the officials' locker room at halftime for their review. The "LSC Replay Official" must exit the officials' locker room while the video is being viewed.
 5. The Head Referee will conduct the review under the fundamental assumption of Instant Replay: The ruling on the field is correct and may be reversed only on the basis of indisputable video evidence. The decision of the Head Referee is final and may not be appealed.
 6. Upon arriving at a decision, the Head Referee will inform each head coach of the outcome of the review. Prior to the second-half kickoff, the Head Referee will announce to the Stadium the outcome of the review.
36. **Review of Second-Half Targeting Foul:** If an institution wants the Conference Office to review a second half targeting foul, the Head Coach or Athletic Director must submit the form to Tim Crowley, LSC Coordinator of Football Officials, no later than 12:00 p.m. Central on the Monday after the game.
37. **Suspension Notification:** All suspensions shall be shared via internal memo with all football teams head coaches and athletic administrators (AD and SWA).

GAME OFFICIALS

38. It is recommended that the names of the members of the officiating crew not be printed in the game program and not announced over the PA system. Their names may be printed on flip cards distributed in the press box. The referee will also give each coach on the home and visitor teams a card with the names of the officials prior to the game.
39. The host institution, where physical conditions permit, will provide the officials a dressing room separate from the teams' and coaches' dressing rooms and showers so that an effective pre-game conference can be held. Coaches and sideline crews should not be using the same dressing rooms. Coaches will not visit the officials' dressing room before, during or after the game, nor shall officials seek out coaches. A student host should be assigned to the officials when possible.
40. A security escort should be provided to game officials when entering and leaving the playing field and should be stationed outside their dressing room at the end of the game until they dress and leave the stadium.
41. For game activities, the host director of athletics or game administrator should notify the game officials prior to the game as to what activities will be permitted on the field and time schedule of events.

FOOTBALL OPERATING CODE *continued*

PRE-GAME ACTIVITIES

42. It is recommended for the stadium gates to the visiting locker room to be opened three hours prior to game time.
43. Field cleared and available for team warm-ups and practice 75 minutes prior to game time. Field cleared of team personnel for bands and special events 20 minutes prior to game time. The host team Director of Athletics, in consultation with the visiting team Director of Athletics, will determine when both teams will take the field. Coin flip occurs at midfield 3 minutes prior to game time.
44. Pre-game warm-ups will utilize a “long-end” formation up to 75 minutes prior to the published game time. During long-end warm-ups, all personnel and players from each team are to remain in the “L-shaped” area closest to their bench (see field diagrams in NCAA Football Rules). The “L-shaped” area shall extend to the 30-yard line. At 50 minutes prior to the published game time, each team will warm-up “back-to-back,” in which each team shall face its own goalpost during calisthenics and all other drills as possible. During back-to-back warm-ups, all personnel and players from each team are to remain inside their own 45-yard line (see field diagrams in NCAA Football Rules), thus providing a 10-yard “restricted area” buffer between teams. The host institution is responsible for informing non-conference visiting teams of this policy. Game officials are responsible for monitoring this policy on the field.

FOOTBALL VIDEO EXCHANGE POLICY

45. **Overview:** Lone Star Conference members exchange game tapes via the Hudl online system. The program will be monitored by the LSC Office. Each institution is expected to comply with the procedure established by Hudl. Any questions regarding the video exchange process should be directed to Spencer Barr (Spencer.Barr@Hudl.com), Mike Jensen (Mike.Jensen@Hudl.com), or LSC Commissioner Jay Poerner (jay@lonestarconference.org).

Video Exchange

46. Each institution is responsible for capturing and uploading and sharing via Hudl each of its **home games** and **non-conference away games**. When two conference teams are competing against each other, visiting teams may elect to tape the game but the home institution is solely responsible for uploading and sharing via Hudl.
47. All **home games** are to be uploaded and shared with all LSC teams and LSCAC Football Officials via Hudl immediately following the game, making the video ready for download **by 11:59 p.m. CST on the same day the game was played**. (NOTE: The spirit of this rule is to ensure uploading occurs immediately following your contest instead of waiting until the next morning; it is understood that sometimes the entire process may not be fully complete by 11:59 p.m.). An institution will not be able to download any games until its own games are uploaded.
48. All **non-conference away games** are to be uploaded and shared **by Noon CST on the Sunday following the game**. An institution will not be able to download any games until its own games are uploaded and shared. It is permissible, and encouraged, to allow a Hudl-using non-conference opponent upload/share to Hudl on your behalf, provided they adhere to LSC deadlines.
49. Each institution will have access to download all games on the Hudl system.
50. Access to the game tapes will be restricted from the public. Hudl personnel will issue the head coach and/or video coordinator a username and password with administrative access the Hudl system. This information should be treated as sensitive and is not to be shared with anyone outside of the institution’s coaching staff under any circumstance.
51. In addition to timely uploading and sharing, the quality and length of the games must be in the required format outlined by Hudl.
52. In case of catastrophic incident, the institution that is unable to upload its game must contact Hudl personnel, who may be able to provide assistance. After that call, if it appears the issue will not be resolved before the required upload deadlines, the institution must immediately contact all coaches and the Commissioner’s office. After appropriate contacts have been made aware of the problem, the institution is then responsible for resolving the issue as soon as possible. This procedure is for the most extreme cases. Lack of time or knowledge about the equipment or process is not an acceptable excuse for failure to comply with the video exchange policy.

Film Specifications

53. Required that game film be captured by an HD camera and be uploaded in ADHVC format.
54. The host institution is responsible for shooting a **wide-angle sideline shot** that includes all 22 players **as well as a tight end-zone shot**. The wide-angle video must show the scoreboard and time at the beginning of each new possession. Both shots are to be uploaded to the Hudl system for every game.

FOOTBALL OPERATING CODE continued

FOOTBALL VIDEO EXCHANGE POLICY continued

55. Game films should be broken down and sorted by Offense, Defense, Kicking prior to uploading. Included for each play in that breakdown should be tags according to the offensive hash mark for Down and Distance, and offensive field position +/- yard line.
56. All 22 players should be in the picture at the snap of the ball, with the exception of kicking situations. Every effort should be made to follow the coverage teams in this situation. The picture should be zoomed in at the end of the play to determine who made the tackle.
57. Preceding each play, it is recommended for the shot to include the down box and line to gain markers, showing the field position and down and distance. Also include a shot of the scoreboard clock after each and every play to assist in matching up penalties called when grading film for officials. For the same purpose, keep the camera rolling for 3-5 seconds at the end of each play to capture any subsequent dead ball action. Lastly, when a penalty is called, film the subsequent signal and enforcement by the Referee.
58. The video must show every play of the game, through the completion of post-game handshakes. Any institution uploading a game tape with missing plays and/or parts of the film is responsible for notifying the other institutions.

Scouting and Exchange of Tapes Outside Conference

59. In-person scouting of conference opponents is prohibited. No member of the coaching staff or anyone designated by them is permitted to attend a game involving another Conference member team. This includes when conference opponents are playing non-conference games.
60. Game tapes that involve another conference institution shall not be exchanged with a non-conference team that does not appear on your own schedule.

Non-Compliance with Policy

61. All complaints should be forwarded to the LSC Commissioner for processing.