

**KANSAS COLLEGIATE ATHLETIC CONFERENCE  
(KCAC)**

**CONSTITUTION**

**BY-LAWS**

**SPORTS FORMS, GUIDELINES, & PROCEDURES  
2007-2008**

**(Approved October 2007)**



**Bethany College – Lindsborg, KS  
Bethel College – North Newton, KS  
Friends University – Wichita, KS  
Kansas Wesleyan University – Salina, KS  
McPherson College – McPherson, KS  
Ottawa University – Ottawa, KS  
Sterling College – Sterling, KS  
Southwestern College – Winfield, KS  
Tabor College – Hillsboro, KS  
University of Saint Mary – Leavenworth, KS**

## TABLE OF CONTENTS

1	INTRODUCTION	2
2	KCAC CONSTITUTION	3
3	KCAC BY-LAWS	11
4	APPENDIX A: FINANCIAL AID FORMS	16
5	APPENDIX B: KCAC PROCEDURES	23
6	APPENDIX C: OFFICIAL'S FEES SCHEDULE	27
7	APPENDIX D: APPLICATION FOR MEMBERSHIP	28
8	APPENDIX E: REGIONAL CHAMPIONSHIP GUIDELINES	30
9	APPENDIX F: JOB DESCRIPTIONS AND CONTRACTS	31
10	APPENDIX G: EVALUATION FORMS	37
11	APPENDIX H: PARTICIPATION LIST	41
12	APPENDIX I: COACHES AGREEMENT	42
13	APPENDIX J: GEORGE STEPHENS SCHOLARSHIP	43
14	APPENDIX K: CONFERENCE CHAMPIONSHIP RESULT FORM	45
15	APPENDIX L: KCAC ORGANIZATIONAL STRUCTURE	46

## **Introduction**

This Constitution, By-Laws, and Sports Forms, Guidelines, and Procedures were formulated to promote and regulate amateur intercollegiate athletics within the Kansas Collegiate Athletic Conference. The first successful attempt at organization among Kansas Colleges for this purpose seems to have taken place in Lawrence, KS on February 15, 1890. Representatives from at least Baker University, Kansas Agriculture College, Kansas University, and Washburn College were present. This group formed the Kansas Collegiate Athletic Association and elected F.H. Kellog of Kansas University as the first President.

Football seems to have been the major sport sponsored with Baker University winning three of the first four championships. The Kansas Collegiate Athletic Association joined with the Kansas College Athletic Conference in about 1902 and developed the first definite set of rules and regulations. This group sponsored an annual Track and Field Meet which has continued yearly, except for the World War years. Basketball was added in 1904, Football was revived in 1907, Tennis began in 1912, Golf was added in 1923, and Cross Country began in 1964.

The name of the conference was changed to the Kansas Intercollegiate Athletic Conference as the group grew to seventeen colleges and two allied members. Members included Baker, Bethany, Bethel, College of Emporia, Fairmount, Friends, Kansas Wesleyan, KSTC of Emporia, KSTC of Hays, KSTC of Pittsburg, McPherson, Ottawa, St. Benedict's, St. Mary's, Sterling, Southwestern, and Washburn. Kansas City University (Kansas) and St. John's were the two allied members. Kansas University and Kansas Agriculture College had dropped out earlier to join other conferences.

In 1928, the College of Emporia, KSTC of Emporia, KSTC of Hays, KSTC of Pittsburg, Wichita (formerly Fairmount), Southwestern, and Washburn withdrew to form the Central Conference. This resulted in a reorganized Kansas Collegiate Athletic Conference whose members now included Baker, Bethany, McPherson, Ottawa, St. Mary's, and Kansas Wesleyan. St. Mary's College disbanded in 1931, College of Emporia returned in 1933, and Bethel was re-admitted in 1939. Friends joined in 1953 followed by Sterling and Southwestern in 1958.

In 1968, Tabor College and St. Mary of the Plains were admitted to the conference as the eleventh and twelfth members. This resulted in the development of a Southern Division and a Northern Division. When Baker University, College of Emporia, and Ottawa University withdrew their membership in 1970, the Conference returned to a one division, nine-team Conference. In 1981, Ottawa University was re-admitted to the Conference bringing the membership to ten. After the 1991-92 school year, St. Mary of the Plains closed its doors; in 2000, University of Saint Mary in Leavenworth was admitted into the Conference.

In 1975, women's intercollegiate athletics were incorporated into the functions of the Kansas Collegiate Athletic Conference.

# **KANSAS COLLEGIATE ATHLETIC CONFERENCE CONSTITUTION**

## **PREAMBLE**

### **Philosophy of the Kansas Collegiate Athletic Conference**

Our intention is that intercollegiate athletics, among Kansas Collegiate Athletic Conference (KCAC) members, be an integral part of the total educational process. Through athletics, participants find one more avenue to experience and understand themselves, others, and the world in which they live. In the act of competition there is an emphasis on commitment, cooperation, high achievement, and working toward a common goal. Member institutions, although varied and diverse, share a common commitment to Christian values, high standards of character development, moral integrity, and social values. The KCAC supports equality in all facets of athletics.

The KCAC is subject to the National Association of Intercollegiate Athletics (NAIA) rules and regulations. The governance of the KCAC, like that of the NAIA, is based upon the integrity of member institutions. The KCAC embraces the concept of “acting so as to bring about the greatest possible good” and considers specific “conditions” when making decisions that will impact either the conference or individual institutions.

### **Article I**

**NAME**: The name of the organization shall be the Kansas Collegiate Athletic Conference (KCAC).

### **Article II**

**PURPOSE**: The purpose of this Conference is to provide a forum in which member colleges may participate in intercollegiate athletics with institutions that share common goals for their athletic programs. The Conference shall provide regulation and supervision among its members for all intercollegiate athletic programs. Institutions electing to join the KCAC share the belief that the athletic program of a member institution is an integral part of the total educational purpose of the institution. Such a program must be subject to the control of the faculty and administration in each case. The President of each institution has the ultimate responsibility for athletics.

### **Article III**

**BOARD OF PRESIDENTS**: Consistent with the beliefs stated in Article II, the Conference is governed by the Board of Presidents, comprised of the Chief Executive Officer of each institution. The Board has ultimate responsibility for the operation of the Conference. The Board has the authority to create and amend Conference governing documents such as the Constitution, By-laws, and various rules, regulations, and procedures. To implement the desired programs, the Board may elect to employ persons on behalf of the Conference. To facilitate broader participation in Conference

governance and operations, the Board may elect to establish other bodies, such as the Governing Council. All actions of the Governing Council and other Conference bodies are subject to ratification of the Board of Presidents. The Board of Presidents will elect one of its members to serve as Chair of the Board of Presidents, who also will be the Conference's representative to the NAIA Council of Presidents.

#### **Article IV**

**GOVERNING COUNCIL:** The Governing Council shall consist of two representatives from each member institution. One shall be the faculty athletics representative (FAR), who must be a regular member of the faculty, other than a coach. The other shall be the athletics director (AD) of that institution. Each representative must be certified by letter to the Commissioner of the Conference by the President of the institution, which is presented on or before the date of the first meeting attended.

**COMMISSIONER:** The Commissioner is hired by the Board of Presidents and reports to the Board of Presidents. The Commissioner serves as the primary spokesperson for the Conference, the primary liaison to the NAIA, and a liaison between the Board of Presidents, Governing Council, and groups associated with each sport. The Commissioner will supervise other persons employed by the KCAC, assure appropriate officiating for all sports, and provide overall administrative leadership and management for the KCAC. These include, but are not limited to maintenance of the Constitution/By-Laws and overseeing all awards and certificates associated with the Conference.

Following is a list of duties and authorities assigned to the Commissioner:

- A. The Commissioner must assure that all activities of the Conference are conducted according to the KCAC Constitution, By-Laws, and Sport Forms Guidelines.
- B. Member Institutions
  1. The Commissioner must maintain a directory of the Conference members with the following entries: name and telephone number of athletic directors, faculty athletic representatives, sports information directors, and head coach of each sport.
  2. The Commissioner will visit each institution at least once during the fall for a home contest in football, volleyball, or soccer, and again during the basketball season. The purpose of the visit(s) will be to observe factors such as officials, contest administration, and facilities. Attendance at championship events in all sports is strongly encouraged.
  3. The Commissioner will compile four written reports during the year: one for fall sports, winter sports, spring sports, and an end-of-year summary report. These reports are to be forwarded to the Governing Council and the Board of Presidents in a timely manner. These reports should be made available as soon as possible after the seasons conclude and in time for discussion at the next scheduled meetings of the Governing Council and/or the Board of Presidents.

- C. Officials
  - 1. The Commissioner is responsible for the management of and assigning of officials for each respective KCAC sport.
  - 2. The actual assigning of officials may, at the discretion of the Commissioner, be delegated to an Assignor of Officials for each sport. The final responsibility for all official's management and assigning lies with the Commissioner.
  - 3. The Commissioner will develop and maintain a process of evaluating events and officials that includes input from coaches, officials, and game administrators. Clinics will be provided for officials in all KCAC sports with an emphasis on the mission and vision of the KCAC.
  - 4. The Commissioner will provide the following information each year to Athletic Directors, Officials, and Coaches:
    - a. Officiating assignments
    - b. Instructions to officials
    - c. Roster of officials listing names, addresses, telephone numbers, and the fees to be paid for each respective sport.
  - 5. The Commissioner will promote "top" KCAC officials, referees, and umpires for recognition and assignment at NAIA National Championships.
- D. To the extent possible, the Commissioner will attend all scheduled meetings of the Conference, such as the Board of Presidents, Governing Council, Sport Groups, and Sports Information Directors.
- E. Financial Matters
  - 1. The Commissioner will serve as Treasurer of the Conference and manage the financial affairs.
  - 2. The Commissioner will prepare an annual budget for approval of the Governing Council and the Board of Presidents at the fall meeting. This should include any proposals to increase supervisor or officials fees for the following year.
- F. Protests and Infractions
  - 1. The Commissioner will receive protests of infractions related to contests.
  - 2. The protest will be forwarded to the chair of the Compliance/Protest Committee.
  - 3. The Commissioner will aid in the investigation of the alleged infraction(s).
  - 4. The committee's recommendation will be forwarded to the Governing Council for action.
- G. The Commissioner will decide questions involving interpretation of the rules. Appeal of a decision of the Commissioner may be made to the Governing Council at its next meeting. While the appeal is in process, the commissioner's decision is binding.

H. Additional Duties

1. The Commissioner will work with coaches, sport chairs, and supervisors (athletic directors) of respective KCAC sports to develop, compile, and submit to the Governing Council for approval, Conference schedules in all sports for at least five years in advance.
2. Complete other duties and develop reports as assigned by the Board.

**Article V**

**MEMBERSHIP**

**Section 1 – Members**

The members of this organization shall be Bethany College, Lindsborg; Bethel College, North Newton; Friends University, Wichita; Kansas Wesleyan University, Salina; McPherson College, McPherson; Ottawa University, Ottawa; Southwestern College, Winfield; Sterling College, Sterling; Tabor College, Hillsboro; and University of Saint Mary, Leavenworth.

**Section 2 – New Membership**

Upon receipt of a written application to the Commissioner of the Conference, another institution may be admitted by a two-thirds vote of the Board of Presidents. Board members will be provided a minimum of 30 days notice of such a vote. A written application should include an introductory letter expressing reasons for the interest in joining the KCAC and the information specified in Appendix C. Usually, the Commissioner will request that the Governing Council review the application, conduct necessary and appropriate study, and prepare a recommendation for action by the Board of Presidents.

**Section 3 – Termination of Membership**

Termination of membership requires a two-thirds vote of the Board of Presidents. Board members will be provided a minimum of 30 days notice of such a vote. Usually, the Commissioner will have the Governing Council conduct necessary and appropriate study, review the findings, and prepare a recommendation for action by the Board of Presidents.

**Article VI**

**FEES AND DUES:** The fee for admission to the Conference shall be \$1,000 plus the annual dues for the current year. A recommendation for the annual dues for each academic year shall be prepared by the Governing Council at its fall meeting and forwarded to the Board of Presidents. The recommendation will set forth the annual dues for the subsequent academic year. Dues payments must be received by September 15 to remain in good standing.

## **Article VII**

### **FORFEITURE OF MEMBERSHIP**

#### **Section 1 – Forfeiture**

All members of the Conference are required to maintain men’s teams each year in football and basketball as well as track and field and/or baseball. Required women’s sports each year are volleyball and basketball as well as track and field and/or softball. Refusal to comply with any provision of the Constitution and By-Laws or failure to send a representative to regular meetings of the Governing Council of the Conference for two consecutive meetings shall, by such act or failure, result in forfeiture of membership in the Conference. It shall be the duty of the Commissioner to give immediate notice of such forfeiture to each member of the Board of Presidents and the Governing Council.

#### **Section 2 – Re-Instatement**

An institution, which has forfeited membership in the Conference, may be reinstated by a two-thirds vote of the Board of Presidents. Any institution that is reinstated per this provision shall be required to pay the fee for admission, plus all arrears of annual dues and fees. Usually the Commissioner will request that the Governing Council review the application for reinstatement, conduct necessary and appropriate study, and prepare a recommendation for action by the Board of Presidents.

#### **Section 3 – Contracts**

If a member institution is dropped from membership in the Conference, all existing athletics contracts between the various members of the Conference and the institution are void.

## **Article VIII**

### **OFFICERS AND DUTIES**

#### **Section 1 – Officers**

The officers of the Conference will be a Chair, 1<sup>st</sup> Vice-Chair, and 2<sup>nd</sup> Vice-Chair. This group shall be called the Executive Committee. The officers will serve two-year terms in each position. After completing the two-year term, the Chair will be succeeded by the 1<sup>st</sup> Vice-Chair. The 2<sup>nd</sup> Vice-Chair will succeed the 1<sup>st</sup> Vice-Chair, and a new 2<sup>nd</sup> Vice-Chair will be elected at a spring meeting of the Governing Council.

#### **Section 2 – Duties**

The Chair shall preside at meetings of the Governing Council. The Chair will appoint members for the nominating, eligibility, and compliance/protest committees, as well as other ad-hoc committees formed from time to time.

The 1<sup>st</sup> Vice-Chair will assume the duties of the presidency in the absence of the Chair. The 1<sup>st</sup> Vice-Chair will chair the compliance/protest committee, and, with the help of the Commissioner, supervise athletic directors and coaches involved in the sports of football, soccer, tennis, and baseball (including championships).

The 2<sup>nd</sup> Vice-Chair will be the official recorder for Governing Council meetings and distribute the minutes within 7 days of the meetings to council members and the Presidents of the Conference. With the help of the Commissioner, the 2<sup>nd</sup> Vice-Chair will also supervise athletic directors and coaches involved in the sports of volleyball, cross-country, softball, track, basketball, and golf (including championships).

## **Article IX**

### **MEETINGS OF THE GOVERNING COUNCIL OF THE CONFERENCE**

#### **Section 1 – Regular Meetings**

There shall be three regular meetings annually; fall, winter, and spring. The Chair of the Governing Council shall set the date, time, and location of each meeting. The agenda for the meetings will be determined by the Executive Committee.

#### **Section 2 – Special Meetings**

Other special meetings may be held at any time and place upon call of the Executive Committee, or at the request of six member representatives.

#### **Section 3 – Robert’s Rules of Order**

At meetings of the Governing Council of the Conference, Robert’s Rules of Order, newly revised, will be followed unless altered by the Constitution or By-Laws.

#### **Section 4 – Quorum and Vote**

A majority of Governing Council members (a minimum of 11) is required to constitute a quorum. Each member institution shall be entitled to two votes, unless stipulated otherwise in the Constitution or By-Laws, however, only members present may vote.

## **Article X**

### **COMMITTEES OF THE GOVERNING COUNCIL**

#### **Section 1 – Executive Committee**

This committee shall consist of the elected officers of the Governing Council. Its duties shall be to organize the work of the Governing Council through the preparation of meeting agendas.

## **Section 2 – Compliance/Protest Committee**

- A. This committee shall consist of three members. One member shall be the 1<sup>st</sup> Vice-Chair, and the other two members shall be elected on a staggered basis by the Governing Council at the spring meeting with the senior member being replaced each year. The Conference 1<sup>st</sup> Vice-Chair shall be chairperson of this committee.
- B. The committee shall inquire into and pass judgment on protests and financial aid violations except those involving interpretation of the Conference rules. Appeals of decisions made by this body may be made to the Governing Council at the next scheduled meeting. If the Compliance/Protest Committee believes the appeal should be addressed sooner, they can request a special vote of the Governing Council organized by the Chair of the Governing Council.
- C. In the event that the institution of any member of the Compliance/Protest Committee is involved in a protest or potential financial aid violation, that member shall be excused from the consideration of the case. The Chair of the Governing Council shall appoint another member of the Governing Council to serve in that instance.

## **Section 3 – Eligibility Committee**

- A. This committee shall consist of three members. One member shall be the Conference Eligibility Chair, who is elected by the Governing Council to a three-year term. The seated Eligibility Chair may be re-elected if the Governing Council so chooses. The other two members of this committee shall be Faculty Athletic Representatives appointed by the Chair of the Governing Council.
- B. This committee shall serve two functions: 1) Respond to any questions from member institutions concerning eligibility issues. 2) Review all materials necessary to be submitted for any eligibility case or requests for an exception ruling. Upon review, the committee will forward each of the above, with a committee recommendation to the National Eligibility Committee.
- C. In the event that the institution of any member of the Eligibility Committee is involved in a question of eligibility, such a member shall be excused from the consideration of the case, and the Chair of the Governing Council shall appoint another Faculty Athletics Representative to serve in that instance.

## **Section 4 – Nominating Committee**

The purpose of this committee is to insure that we have a nominee from our Conference each year for every award given by the NAIA or Region where the committee feels there is a suitable candidate. This will be a three person committee. Each member will serve a

three-year term with the senior member stepping down and a new member being added each spring. Members of this committee are appointed by the Chair of the Governing Council. Seated members may be re-appointed to an additional three-year term.

### **Section 5 – Special Committees**

Special committees may be established by the Governing Council or the Chair of the Governing Council when appropriate. The members of such committees may be elected by the Governing Council or appointed by the Chair of the Governing Council.

### **Section 6 – Vacancies**

In case of a vacancy in any committee of the Governing Council, the Governing Council Chair shall fill it through appointment. If such position was initially filled by election of the Governing Council, this appointee shall serve until the next meeting of the Governing Council when the position may be filled by an election.

## **Article XI**

### **AMENDMENTS**

#### **Section 1 – Vote**

The Constitution may be altered or amended by the Board of Presidents at any regular or called meeting by a 2/3 vote of the Board membership. Notice of proposed amendments must be given to members of the Board of Presidents at least 30 days prior to such a vote.

#### **Section 2 – Governing Council consideration of a recommendation to the Board of Presidents regarding proposed amendments to the Constitution.**

A proposed amendment to the Constitution must have been submitted to the 2<sup>nd</sup> Vice-Chair and Chair of the Governing Council at least 30 days before the meeting at which the amendment is to be considered. The 2<sup>nd</sup> Vice-Chair will send out a copy of the proposed amendment to all members at least 20 days prior to the said meeting.

# **KANSAS COLLEGIATE ATHLETIC CONFERENCE BY-LAWS**

## **GENERAL POLICIES**

The Conference accepts the current By-Laws of the National Association of Intercollegiate Athletics as its functioning By-Laws with the following clarifications/exceptions:

### **I. Membership**

- A. If a member college belongs to another national collegiate association (such as the NCAA), that institution shall abide by the NAIA policies when those policies are more restrictive.
- B. Any member institution may enact institutional policies more restrictive than those defined by the NAIA or another national affiliation.

### **II. College Aid and Non-College Aid**

A financial aid report for each sport sponsored by an institution shall be submitted to the conference Commissioner by June 30 of each year. To be in compliance, institutions must meet one of the following:

“Institutionally-controlled funds” to athletes are not to exceed “institutionally-controlled funds” to non-athletes by a ratio of more than 1.5 to 1 on a cumulative basis for all sports.

**OR**

“Institutionally-controlled funds” to athletes are not to exceed the conference average by more than five percentage points on a cumulative basis for all sports.

When an institution is in compliance for all sports, but an individual sport is not in compliance (the sport exceeds the 1.75 to 1.00 ratio and is over 5% above the Conference average for that sport), the Conference Commissioner shall send a letter to the President of that institution notifying them of this situation. The institution will then provide documentation to explain the reason for non-compliance. This documentation should be submitted along with the Conference financial aid report. If the Compliance/Protest Committee finds the rationale to be unacceptable, a recommendation would be sent to the Governing Council for action. If the Governing Council agrees with the recommendation of the Compliance/Protest Committee, an infraction has occurred for that sport. A recommendation of action will then be forwarded by the Governing Council to the Board of Presidents who will make a final ruling on the action.

- A. Institutionally-controlled funds shall include the following; grants, including SEOG; scholarships; tuition waivers, excluding faculty tuition benefits; room and board waivers; and all funds awarded by any campus department.
- B. Non-institutionally-controlled funds shall include the following: federal and state grants; loans; special programs such as BIA or SRS; aid from other agencies which determine the recipient and stipend (i.e. church scholarships, foundation grants, vocational rehabilitation, and local clubs excluding any type of booster club); and faculty tuition benefits.
- C. The total cost of attending an institution shall include tuition and mandatory fees required of all full-time students.
- D. No students who are in non-traditional programs that have a different fee (tuition) structure are to be included in the calculations.

### **III. Infractions/Penalties**

Infractions/Penalties are for those sports that are out of compliance if the school as a whole is under the 1.5 to 1 ratio. If the school as a whole is not within the 1.5 to 1 ratio, then all sports would be subject to these actions.

1<sup>st</sup> Violation – A notice from the Conference will be sent to the offending institution to let them know they are in violation and need to adjust the aid to athletes accordingly for the following year.

2<sup>nd</sup> Violation – A second violation in any three-year period will result in probation for that institution, which means it would not be eligible for conference championships or post-season competition the year following the second violation.

3<sup>rd</sup> Violation – Any further violations in a five-year period will result in expulsion from the Conference.

In the event of a violation, the Compliance/Protest Committee of the Conference shall meet with the athletics director, the faculty athletic representative, and the financial aid officer of that institution to determine the intent and purpose of the violation. The Compliance/Protest Committee should then bring a recommendation to the Governing Council for appropriate action.

Factors to be considered by the Committee to determine if a subjective finding of “non-violation” is appropriate includes: amount of scholarship aid based on high academic achievement, low number of participants, campus-wide scholarships (i.e., minority scholarships), multi-sport athletes, high percentage of out-of-state athletes, and the average scholarship for the sport as reported on the NAIA Financial Aid Report (how it compares to the KCAC average).

## **IV. Penalties and Forfeitures**

### **A. Enforcement Policy**

1. Power to enforce provisions of the Constitution and By-Laws and to carry out suspensions and penalties for infractions, shall be vested in the Commissioner, subject to review of the Governing Council and the Board of Presidents.
2. The Governing Council may recommend to the Board of Presidents appropriate action to be taken, after the president of the offending institution has had a reasonable opportunity to justify the actions of their institution.

### **B. Infractions**

1. Member institutions who submit payments for special assessments more than one month late or who pay annual dues after October 15 for the current academic year, shall be fined \$500 for each offense.
2. Required conference forms and/or reports: Any member institution that is late or delinquent in filing required forms and/or reports, (i.e. eligibility certificates, financial aid forms, post-season participation reports) shall be fined \$200 for each offense.

### **C. Forfeitures**

1. All games in which ineligible athletes were played are automatically forfeited to the opposing team with these exceptions: track and field meets, cross country meets, and tennis and golf matches in which an ineligible athlete may have competed. The institution for which he/she competes shall forfeit all points and trophies won, and the institution's position in the meet, but the records, places, and trophies of the eligible athletes competing in that meet/match for the institution shall not be affected thereby.
2. If a member institution plays an ineligible athlete in an intercollegiate game, that institution shall report the facts at once to the Commissioner. Having concurred in the fact of ineligibility, the Commissioner shall immediately declare the game forfeited, inform the Eligibility Chair of the Conference, and inform the institution to which the game is forfeited. All regulations of the NAIA will be followed in these situations.

## **V. Conference Sports**

### **A. Definition**

A Conference sport is one in which at least half of the total membership of the Conference file an official eligibility certificate.

## B. Championships

A Conference championship is awarded in all official Conference sports. In men's football, soccer, basketball, and baseball, and women's volleyball, soccer, basketball, and softball, winners shall be determined based upon the percentage of Conference games won. These sports, with the exception of football, also have post season Conference tournaments. The winners of the tournaments qualify, along with the Conference champion, for regional or national tournament play.

In track and field, cross country, golf, tennis, and any other sport as may later be designated as official by the Conference, championships are determined at the annual Conference meets.

## C. Conference Awards

The Conference is to provide championship awards in all official Conference sports. Individual awards for All-KCAC and Academic All-KCAC will be given by the Conference. Individual awards for cross country, track and field, tennis, and golf will also be given by the Conference.

## D. Conference Meets

Arrangements for the annual Conference meets in cross country, track and field, tennis, and golf shall be made by the appropriate committee of coaches with the approval of the Governing Council.

## **VI. Infractions**

A member institution may file a written complaint with the Commissioner alleging that a fellow member institution is in violation of the Conference financial aid guidelines. The institution alleging such a violation is to provide any information that supports the complaint. The Commissioner will refer the challenge to the Compliance/Protest Committee for investigation. This committee will make its investigation report and recommendation to the Commissioner and the Executive Committee as soon as possible. The recommendation will be processed at the next regular meeting or a special meeting of the Governing Council. The Governing Council findings and recommendations will be forwarded to the Board of Presidents for final action.

## **VII. Amendment Procedures**

### **A. Amendment**

These By-Laws may be altered or amended at any regular meeting of the Board of Presidents by a simple majority vote of the membership. Usually, the Governing Council and/or the Commissioner will propose changes and prepare a recommendation for action by the Board of Presidents.

### **B. Specific Sport Amendment**

A proposed specific-sport amendment must be presented as a written document. Documents initiated by coaches must show that the amendment was discussed, voted on, and passed (vote recorded) by a majority of the coaches in that sport. The chair for that sport will then submit the proposed amendment to the KCAC sport supervisor and the Commissioner. The proposal for an amendment should clearly articulate the rationale for the proposed change. The sport supervisor will bring the proposal to the Governing Council at the next regularly scheduled meeting.

### **C. Submission**

Any proposed amendment to the By-Laws must be submitted to the Commissioner (preferably emailed as an attached word document) at least 15 days prior to the Governing Council meeting at which it is to be presented. This will allow the Commissioner adequate time to provide a copy to each member of the Governing Council at least 10 days prior to the meeting at which the amendment is to be considered.

## **VIII. Payment of Officials**

Officials will receive a voucher the day they work a KCAC event, and checks will be issued within 7 to 10 days of the conclusion of the event.

**APPENDIX A  
KCAC FINANCIAL AID REPORT**

**INSTITUTION NAME:** \_\_\_\_\_  
**REPORT YEAR (July 1 - June 30):** \_\_\_\_\_  
**REPORT PREPARED BY:** \_\_\_\_\_  
**DATE SUBMITTED:** \_\_\_\_\_

- |  |         |
|--|---------|
| <b>1. Annual (FA+SP) Tuition and Mandatory fees required of all FT students</b>      |         |
| <b>2. Number of Fall full-time students from the IPEDS report</b>                    |         |
| <b>3. Number in Line 2 who are athletes</b>  |         |
| <b>4. Percentage of athletes to FT Fall students</b>                                 | #DIV/0! |
| <b>5. Number of fall non-athletes (subtract line 3 from line 2)</b>                  | 0       |
| <b>6. Total Institutional Assistance for Fall non-athletes (fall assistance x 2)</b> |         |
| <b>7. Average Institutional Assistance for Fall non-athletes (Line 6/Line 5)</b>     | #DIV/0! |
| <b>8. Average Net Cost for Fall non-athletes (Line 1- Line 7)</b>                    | #DIV/0! |

9	10	11	12	13	14	15
<b>Sport</b>	<b>Aid Term</b>	<b>Number of Athletes</b>	<b>Total Inst Asst Athletes</b>	<b>Average Asst Athletes</b>	<b>Ave Net Cost Athletes</b>	<b>Ratio Athl/Non-Athl</b>
Baseball	Spring					
Basketball (M)	Fall					
Basketball (W)	Fall					
Cross Cntry (M)	Fall					
Cross Cntry (W)	Fall					
Football	Fall					
Golf (M)	Spring					
Golf (W)	Spring					
Soccer (M)	Fall					
Soccer (W)	Fall					
Softball	Spring					
Tennis (M)	Spring					
Tennis (W)	Spring					
Track (M)	Spring					
Track (W)	Spring					
Volleyball	Fall					
<b>Weighted average</b>						

Report Due: June 30 of report year indicated above  
Submit electronically to the Commissioner

## KCAC FINANCIAL ASSISTANCE FORM INSTRUCTIONS

This report is due at the close of the year (June 30) in which the participation occurs. The report form and instructions will be distributed in electronic form to financial assistance officers at KCAC institutions annually in April. The financial assistance officers will complete the form and return by e-mail to the KCAC Commissioner. The KCAC Commissioner will distribute the report of each reporting institution electronically to the financial assistance officer at the institution. The financial assistance officer is responsible to distribute the information on their campuses as appropriate.

**(Note: The bolded items below are required fields for the report.)**

### Line #

1. **Report the annual (fall+spring) tuition and mandatory fees** required of all full-time students.
2. **Report the number of fall full-time undergraduate students** from the IPEDS (Integrated Post-secondary Education Data System) report. This report may be completed by the institution in either the fall or spring and is typically completed by the Registrar's office. Do not include graduate students or students in non-traditional programs with a different cost (tuition and fee) structure.
3. **Report the number of fall full-time students who were an athletic participant at any time during the academic year (unduplicated athletic participants from the *KCAC PARTICIPATION LISTS*)**. If a student participated in multiple sports, count that student only one time. If a student is enrolled for the fall semester, but didn't participate until his or her spring sport, include the student here. If a new student athlete transfers in for the spring semester, he or she will not be counted in this line. (Note to ACCK Schools—After entering ATHLETIC involvement codes for the participants, run report "Student Invlmnt/4 Session" on the Athletic Involvement Reports menu using FA as the default for all sessions)
4. The percentage of athletes to full-time students will compute automatically by dividing the number of athletes (Line 3) by the number of fall full-time students (Line 2).
5. The number of fall non-athletes will compute automatically by subtracting the number of athletic participants who were fall full-time students (Line 3) from the number of fall full-time students (line 2) to calculate the number of fall non athletes.

6. **Total Institutional Assistance to Fall Non-Athletes**—determine the **institutionally controlled funds** disbursed for the **fall semester** for non-athletes. ***DOUBLE THE AMOUNT*** to create an annualized amount and enter on Line 6. (Note to ACCK Schools—After entering ATHLETIC involvement codes for the participants, run report “Aid By Stu/Non-Ath/Inst.” on the Athletic Involvement Reports menu using FA as the default for all sessions).
7. The average institutional assistance to fall non-athletes will compute automatically by dividing the Institutional Assistance to Non-Athletes (Line 6) by the Number of fall non-athletes (Line 5).
8. The average net cost for fall non-athletes will compute automatically by subtracting the average institutional aid (Line 7) from the annual tuition and mandatory fees (Line 1).

**Column #**

9. The report should be completed for each sport that the institution sponsors.
10. Each sport is allocated a PRIMARY AID TERM for which financial assistance will be reported. KCAC Financial Assistance Report Summary, Directions, Page Two
11. **The number of athletes from the *KCAC PARTICIPATION LIST* should be reported for each sport.** Enter the number of athletes into Column 11 for each sport. Financial assistance will be reported only for these athletic participants. Students certified for the sport, but without actually participating, will not be included.
12. **DEFINITION OF INSTITUTIONAL ASSISTANCE:** all institutionally controlled funds disbursed such as: scholarships, grants, awards, departmental or activity based awards, booster clubs, tuition waivers or discounts (excluding tuition benefits for dependents due to employment), tuition exchange waivers, church matching scholarships, room and board waivers, etc. Also include SEOG funds. Do not include Kansas Comprehensive Grants, Kansas Scholarship programs, Federal Pell Grants, Federal Academic Competitiveness Grants, Federal SMART Grants, student loans (federal or alternative), Federal College Work Study, or Institutionally funded work study.

**Total Institutional Assistance to Athletes—determine the institutionally controlled funds disbursed to athletic participants for the primary aid term designated for each sport. DOUBLE THE AMOUNT to create an annualized amount.** Enter into column 12 for each sport. For multiple sport athletes, include all institutionally controlled funds disbursed for the athlete in each sport line regardless of the sport designation of the funds. (Note to ACCK schools: After entering ATHLETIC involvements, run the Stu Aid By Ath Iv/Inst. using the session of FA. For the sports with an aid term of Fall (Column 10), double the total aid for that sport and enter into Column 12. Next, run the Stu Aid By Ath Iv/Inst using the session of SP. For the sports with an aid term of Spring (Column 10), double the total aid on the report for that sport and enter into Column 12.)

13. The Average Assistance to Athletes for each sport will compute automatically by dividing the Total Institutional Assistance to Athletes (Column 12) by the number of Athletes (Column 11). The weighted average for Assistance to Athletes will compute automatically by dividing the Total Institutional Assistance to Athletes (total of all lines in Column 12) by the Total Number of Athletes (total of all lines in Column 11).
14. The Average Net Cost for Athletes for each sport will compute automatically by subtracting the Average Aid for Athletes for the sport (Column 13) from the Annual Tuition and Mandatory Fees (Line 1). The weighted average Net Cost for Athletes will compute automatically subtracting the weighted average aid to Athletes (Column 13) from the Annual Tuition and Mandatory Fees (Line 1).
15. The Ratio, by sport, of institutional assistance--athletes to institutional assistance--non-athletes will compute automatically by dividing the Average Aid to Athletes for each sport (Column 13) by the Average Aid to Non-Athletes (Line 7). Conference rules require that the overall ratio for "Weighted Average" may not exceed 1.5 to 1, and that individual sports may not exceed a ratio of 1.75 to 1. If individual sports exceed the ratio of 1.75, the KCAC Financial Assistance Infractions Report must be completed and submitted to the KCAC Commissioner with this report.

Revised 2/07

## KCAC FINANCIAL ASSISTANCE INFRACTIONS REPORT

**INSTITUTION NAME:** \_\_\_\_\_  
**REPORT YEAR (July 1 - June 30):** \_\_\_\_\_  
**REPORT PREPARED BY:** \_\_\_\_\_  
**DATE** \_\_\_\_\_  
**SUBMITTED:** \_\_\_\_\_  
**SPORT:** \_\_\_\_\_

	#1	#2	#3	#4	#5	#6	#7
ATHLETE	STATE	ACADEMIC	SPORT	2ND/3RD	OTHER	SEOG	TOTAL
#1							0
#2							0
#3							0
#4							0
#5							0
#6							0
#7							0
#8							0
#9							0
#10							0
#11							0
#12							0
#13							0
#14							0
#15							0
#16							0
#17							0
#18							0
#19							0
#20							0
#21							0
#22							0
#23							0
#24							0
#25							0
#26							0
#27							0
#28							0
#29							0
#30							0
<b>TOTALS</b>	0	0	0	0	0	0	0

**KCAC FINANCIAL ASSISTANCE  
INFRACTIONS REPORT  
Instructions**

This form is to be completed for any individual sport that is not in compliance (the sport exceeds the 1.75 to 1.00 ratio) and submitted to the KCAC Conference Commissioner. This report is due at the close of the year (June 30) in which the participation occurs. Do not disclose the names of the students on this report.

Each sport is allocated a primary term for which financial assistance will be reported.

Total Institutional Assistance should include all institutionally controlled funds disbursed such as: scholarships, grants, awards, departmental or activity based awards, booster clubs, tuition waivers or discounts (excluding employee tuition benefits), tuition exchange waivers, church matching scholarships, room and board waivers, etc. Also include SEOG funds. Do not include Kansas Comprehensive Grants, Kansas Scholarship programs, Federal Pell Grants, Federal Academic Competitiveness Grants, Federal SMART Grants, student loans (federal or alternative), Federal College Work Study, or Institutionally funded work study.

Total Institutional Assistance for Athletes participating in this sport— determine the institutionally controlled funds disbursed to athletic participants for the primary aid term designated for each sport. ***DOUBLE THE AMOUNT to create an annualized amount and enter in columns 2-6.***

1. State of residence of the student. For example, KS, OK, TX, CA, etc.
2. The academic scholarship amount for the student.
3. The athletic scholarship, award, or grant amount that student received for that sport.
4. The athletic scholarship, award, or grant amount that student received for a 2<sup>nd</sup> or 3<sup>rd</sup> sport.
5. The other institutionally controlled financial assistance received by the student.
6. The SEOG amount received by the student.
7. The total institutionally controlled financial assistance received by the student. The total of this column must equal column 12 on the KCAC Financial Assistance Report.

Revised 2/07

## SAMPLE KCAC FINANCIAL REPORT

<b>REPORT YEAR</b> (July 1 - June 30):	<u>KANSAS WESLEYAN UNIVERSITY</u>
<b>REPORT PREPARED BY:</b>	<u>2005-06</u>
<b>DATE SUBMITTED:</b>	<u>Glenna Alexander</u>
	<u>2/19/2007</u>

1. Annual (FA+SP) Tuition and Mandatory fees required of all FT students	\$15,800
2. Number of Fall full-time students from IPEDS report	664
3. Number from Line 2 above who are athletes	272
4. Percentage of athletes to FT Fall students	41.0
5. Number of fall non-athletes (subtract line 3 from line 2)	392
6. Total Institutional Aid for Fall non-athletes (Fall aid x 2)	\$2,685,928
7. Average Institutional Aid for Fall non-athletes (Line 6/Line 4)	\$6,852
8. Average Net Cost for Fall non-athletes (Line 1- Line 6)	\$8,948

9	10	11	12	13	14	15
Sport	Aid Term	Number of Athletes	Total Inst Aid Athletes	Average Aid Athletes	Ave Net Cost Athletes	Ratio Athl/Non- Athl
Baseball	Spring	22	171,050	7,775	8,025	1.13
Basketball (M)	Fall	27	177,990	6,592	9,208	0.96
Basketball (W)	Fall	23	210,250	9,141	6,659	1.33
Cross Cntry (M)	Fall	6	54,400	9,067	6,733	1.32
Cross Cntry (W)	Fall	6	61,400	10,233	5,567	1.49
Football	Fall	86	594,910	6,918	8,882	1.01
Golf (M)	Spring	12	76,650	6,388	9,413	0.93
Golf (W)	Spring	5	42,000	8,400	7,400	1.23
Soccer (M)	Fall	34	239,050	7,031	8,769	1.03
Soccer (W)	Fall	20	177,850	8,893	6,908	1.30
Softball	Spring	20	185,550	9,278	6,523	1.35
Tennis (M)	Spring	7	64,600	9,229	6,571	1.35
Tennis (W)	Spring	7	60,000	8,571	7,229	1.25
Track (M)	Spring	10	85,050	8,505	7,295	1.24
Track (W)	Spring	13	125,400	9,646	6,154	1.41
Volleyball	Fall	15	150,820	10,055	5,745	1.47
<b>Weighted average</b>				7,914	7,886	1.15

## **APPENDIX B KCAC PROCEDURES**

The following procedures in the KCAC provide more clarity to the operation of Conference policies. It should be of particular value to athletic personnel new to the Conference who occasionally find it difficult to locate various Conference procedures. *Additional procedures are located in the sports guidelines.* Any proposed amendment to the procedures must be submitted to the Commissioner (preferably e-mailed as an attached word document) at least 15 days prior to the Governing Council meeting at which it is to be presented. This will allow the Commissioner adequate time to provide each member of the Governing Council with a copy of the proposed amendment at least 10 days prior to the meeting.

1. Limitations on scheduling will not include NAIA or other affiliated post-season contests. Exceptions need to be cleared with the KCAC Governing Council.
2. Original copies of all eligibility forms must be mailed to the KCAC Eligibility Chair postmarked on or before the first scheduled competition. The post season participation list (Appendix F) shall be submitted to the KCAC Eligibility Chair postmarked on or before the following dates: Fall Sports – December 1; Winter Sports – March 15; Spring Sports – June 1. The above forms shall be made accessible to any KCAC institution upon request. On split seasons (e.g. indoor track, basketball), the updated eligibility certificate will be sent to the KCAC Eligibility Chair 14 days following the opening of each institution's spring semester.
3. All KCAC Academic Award Criteria: a) Sophomore standing at the start of the season; b) Minimum cumulative GPA of 3.333; c) Letter in the sport during the season they become eligible according to 1 & 2 above; d) Finish the semester during which they met 1, 2, and 3 above maintaining the minimum GPA of 3.333. Academic All-KCAC is due no later than June 15.
4. The KCAC Governing Council decides standard student admission prices for visiting students. That price may not exceed \$2.00 for conference games. NAIA Passes are honored at all KCAC games including tournaments and classics.
5. Faculty/Staff ID's are honored at all KCAC contests – 2 people are admitted with each ID.
6. There are no pass lists for visiting teams at KCAC contests.
7. A certificate approved by the KCAC Governing Council is awarded to athletes who are named to All-Conference Teams. Costs for these certificates are included in the annual dues.

8. Head coaches, SIDs, head athletic trainers, and athletic directors from each college are expected to attend KCAC Sports Management Conferences.
9. It is the responsibility of each college to communicate cheerleading policy at their respective campus to all visiting teams.
10. It is expected that all KCAC member institutions honor a letter-of-intent and refrain from further recruitment of an athlete who has been signed. Violations should be sent to the Commissioner who will forward them to the compliance/protest committee.
11. Pep bands of visiting teams must get approval from host schools if they wish to perform.
12. Each sporting event must have a designated game administrator.
13. If a team must forfeit games/matches for any reason, the win/loss records of all participating schools will be revised and Conference standings and/or champions will be restated.
14. There is to be an audit of the KCAC Financial records every 5 years and at the change of treasurers.
15. The Conference Champion for each sport and the coach of the year for each sport are to be recorded in the minutes of the Governing Council meetings.
16. Officials should have a secure locker room with shower facilities available. Additional hospitality of drinks, sandwiches, and towels are encouraged.
17. If the Conference is dissolved, any assets remaining after all expenses and liabilities are eliminated, will be divided equally among the Conference members.
18. The Executive Committee will be provided copies of the employment agreements, or contracts, for all employees or contract workers of the Conference.
19. The KCAC Commissioner will be provided travel, meal, and housing reimbursement expenses incurred at the NACDA convention, as well as convention registration fees.
20. All participants listed on the official roster will be admitted to post season tournament games. It is the responsibility of the coach to send a copy of the official roster to each host site.
21. No reimbursements will be dispersed to member institutions for post-season participation in any sport.

22. Criteria for receiving a lifetime pass should include: 1) associated with the athletic department for a minimum of 10 years as a member or volunteer, 2) make a significant contribution to the athletic department, 3) majority vote of approval by the Governing Council. The pass can be used for all regular-season and post-season events.
23. Criteria for the George Stephens Scholarship includes: 96 cumulative hours; must be on track to graduate within 10 semesters; 3.0 GPA; two letters of recommendation; must be an academic senior; 2 varsity letters at the nominating institution; and must demonstrate leadership ability in academics and athletics. The award will be presented during a home basketball game during the month of February. An invitation should be extended to the Dixie Stephens family to participate in the presentation of the award. The recipients name should be recorded in the minutes of the Governing Council spring meeting. The rotation cycle is as follows: 2007-08 Bethany, 2008-09 Bethel, 2009-10 Friends, 2010-11 KWU, 2011-12 McPherson, 2012-13 Ottawa, 2013-14 Saint Mary, 2014-15 Southwestern, 2015-16 Sterling, and 2016-17 Tabor. (Repeat the rotation cycle).
24. The KCAC Awards Committee will process NAIA awards according to the following schedule:

**A O Duer Award** – The outstanding male and female junior student of any NAIA intercollegiate athletic team with an overall GPA of at least 3.75 (on a 4.00 scale). Send nominations to KCAC Nominating Committee by February 7.

**Emil Liston Award** – The outstanding male & female junior student of an NAIA men's or women's basketball team with an overall GPA of at least 3.5 (on a 4.00 scale). Send nominations to KCAC Nominating Committee by February 7.

**Al Ortolani Award** – Athletic Director responsible for Athletic Training is responsible for processing nominations.

**Clarence "Ike" Pearson** – Awarded annually to a member of the NAIA Sports Information Directors Association to honor outstanding contributions to the profession. The award is named for the former statistical crew chief of the NAIA men's basketball national tournament in Kansas City, Missouri. This nomination may be sent to the NAIA rather than the KCAC Nominating Committee. Send nominations to the NAIA by March 1.

**LeRoy Walker** – All NAIA student-athletes are eligible for this award that considers academic achievement, campus leadership, community service, and the embracing of the five core character values of the NAIA Champions of Character initiative. Nominee must have been in attendance at the nominating institution a minimum of two terms at the time of the nomination. This nomination is sent to

the NAIA, not the KCAC Nominating Committee. Send nominations to the NAIA by March 1.

**Hall of Fame** – Bring nominations to the KCAC Governing Council by spring meeting.

**Charles Morris** – Bring nominations to the KCAC Governing Council by spring meeting.

**Larry Lady Award** – Commissioner is responsible for processing nominations by spring meeting.

**Wally Schwartz FAR** – Send nominations to KCAC Nominating Committee by March 1.

**Athletic Director of the Year** – Bring nominations to KCAC Governing Council by spring meeting.

25. New member institutions must complete a one-year probationary period before they are eligible to compete for Conference championships. They will play a Conference schedule but are not eligible for championships.

**APPENDIX C  
OFFICIALS FEE SCHEDULE  
(April 2007)**

<b>Baseball</b>	Crew – 2	\$140 per official - doubleheader (2-7 inning games)
<b>M/W Basketball</b>	Crew – 3	\$160 per official (no mileage)
<b>Football</b>	Crew – 7	\$150 per official; \$25 mileage to referee only
<b>Soccer</b>	Crew – 3	\$115 – Center; \$85 – Linesmen Sterling and Kansas Wesleyan will pay: \$125 – Center; \$90 – Linesmen The KCAC will reimburse Sterling and Kansas Wesleyan the difference.
<b>Softball</b>	Crew – 2	\$100 per official – doubleheader; \$50 single game
<b>Volleyball</b>	Crew – 2	\$100 – Varsity 3/5 (no mileage) \$120 – Varsity 3/5; JV 2/3 (no mileage) \$130 – Varsity 3/5; JV 3/5 (no mileage) Tournaments: \$90 for 1 <sup>st</sup> match and \$65 for additional matches.

**APPENDIX D**  
**APPLICATION FOR MEMBERSHIP**  
**Kansas Collegiate Athletic Conference**

Using the following categories and questions, please provide information for consideration to join the Kansas Collegiate Athletic Conference (KCAC) and submit to the Commissioner.

1. Provide a brief history of your school.
2. What is your school's mission statement?
3. How many students do you have?
  - a. Full-time
  - b. Part-time
  - c. Residential
  - d. Commuter
  - e. Male
  - f. Female
  - g. What is your full-time equivalent?
4. What academic majors and minors does your school offer?
5. Summarize the philosophy of your athletic department.
6. What sports do you offer?
7. How many students participate in each of the above-listed sports?
8. What is the cost of tuition?
9. What is the amount of financial aid given to your students? See the attached Financial Aid Report form.
10. Summarize the criteria your school uses to award financial aid:
  - Need-based?
  - Merit-Based?
  - Special requirements? (e.g. minimum Grade Point Average)
11. Describe your athletic facilities:
  - a. Fields
  - b. Track
  - c. Stadiums
  - d. Field House
12. Give the size of your athletic budget, with breakdowns according to sport.  
What is covered by each sport budget? (e.g. travel, postage, meals, etc...)
13. How many sport-related staff do you have? Provide a breakdown by sport of:
  - a. Staff
  - b. Responsibilities (both sport related and non-sport related)
  - c. How many full-time?
  - d. How many part-time?
14. Why does your school wish to be considered for membership in the KCAC?
15. Please list travel time and mileage to all KCAC schools.

## **Application and Approval Process**

1. Membership application accompanied by a non-refundable fee of \$1,000 must be sent to the KCAC Commissioner 30 days prior to a campus visit. Once these items are received, a campus visit will be arranged by the Commissioner.
2. Expenses for the campus visit will be covered by the \$1,000 fee.
3. The Chair of the Governing Council will appoint members of an evaluation team.
4. The team should consist of six individuals:
  - a. The Governing Council Chair or other member of the executive committee.
  - b. An athletic director of a member institution.
  - c. A faculty athletic representative of a member institution.
  - d. The Conference sports information director or a member SID.
  - e. A president of a member institution.
  - f. The Commissioner.

Recommended discussion and meeting time would consist of a campus tour and meetings with the Chief Executive Officer, the Athletic Director, and the Faculty Athletic Representative

The KCAC visit team would provide information such as:

1. History of the KCAC
2. Operational structure of the Conference
3. Highlights unique to the Conference
4. Basic eligibility and recruiting issues
5. Financial Aid in the KCAC
6. Explain eligibility certification issues and process
7. Present the process for violations
8. Answer all questions

Supplemental meetings may be held with:

1. Registrar
2. Head Coaches
3. Assistant Coaches
4. Trainers
5. Sports Information Director

Upon completion of the visit, the visit team will meet to evaluate the institution based on a pre-approved list of criteria and develop a written report and recommendation for the Governing Council. The Governing Council will discuss the written evaluation and act on the team's recommendation at the next regularly scheduled meeting. This action will be forwarded to the Board of Presidents along with a recommendation and rationale for the recommendation. The Board of Presidents will take action to accept or decline membership.

## **APPENDIX E**

### **REGIONAL CHAMPIONSHIP GUIDELINES**

#### **Administration**

The regional tournaments are under the direct control and supervision of the Regional Management Committee (RMC). The host site coordinator for each tournament is to implement the policies and procedures set forth by the region. The RMC will assign a regional sport chair for each sport that will serve as liaison between the coaches in the region and the RMC.

#### **Qualification Plans**

Each year the regional sports chairs must solicit input from all coaches in the region and present a regional qualification plan to the RMC. The RMC will review the plan and make any changes it deems necessary. These plans will then be distributed through conference commissioners and regional sport chairs.

#### **Tournament**

The host site administrator is responsible for the administration of the regional event including but not limited to; distributing event information to participating teams, venue preparation, ticketing, concessions, registration of teams, housing, coaches meetings, procuring officials, distributing pre-event information (dates, site, participating teams) to the media, issuing media credentials, assigning statistical crew, compiling and distributing results, posting results, obtaining certified athletic trainers, provide medical coverage during practices, obtaining practice times for teams, mail out housing information, coaches meeting information, map and directions to site, reminder of certified roster, color of uniforms to wear (white for highest seed), ticket prices, game times, dressing rooms, media contact, phone numbers of contact people, athletic training information and entry fees (if applicable), obtaining staff to run the event and obtain awards from the RMC office.

#### **Roster Size**

Maximum roster sizes are dictated by NAIA regulations for each sport. Submission of post-season rosters is the responsibility of each participating institution. Rosters must be submitted no later than 30 minutes prior to competing in the first regional contest.

#### **Budget**

A proposed budget must be submitted and approved by the Executive Committee of the host conference, because all expenses not covered by revenue are the responsibility of the host conference. All expenses and revenue must be accounted for and given to the treasurer of the conference after the event is concluded.

**APPENDIX F  
JOB DESCRIPTIONS AND CONTRACTS**

**ASSIGNOR OF OFFICIALS**

Date:

To:

From: Commissioner of the Kansas Collegiate Athletic Conference

Re: Contractual and Job Description Agreement

**I. JOB DESCRIPTION**

- A. Assign and supervise officials.
- B. Work with coaches and the commissioner to evaluate officials.
- C. Nominate officials for post-season play.
- D. Work with officials and the commissioner in evaluating KCAC schools in terms of behavior and game management.
- E. Work with the commissioner in reprimanding coaches and officials when necessary.

**II. CONTRACT**

- A. The Kansas Collegiate Athletic Conference agrees to a contract with \_\_\_\_\_ commencing June 1, 20\_\_ and ending May 31, 20\_\_.
- B. The total compensation as an independent contractor will be \$1,000. This will be paid in full in August, 20\_\_.

\_\_\_\_\_  
Assignor of Officials

\_\_\_\_\_  
KCAC Commissioner

\_\_\_\_\_  
date

\_\_\_\_\_  
date

**ELIGIBILITY CHAIR**

Date:

To: \_\_\_\_\_, KCAC Eligibility Chair

From: KCAC Commissioner

Re: Contractual and Job Description Agreement

JOB DESCRIPTION

1. The KCAC Eligibility Chair shall assist in training/preparing FARs and others involved in the eligibility process.
2. The KCAC Eligibility Chair shall initiate calls to FAR/AD promptly when any question is raised by information provided and/or omitted on eligibility form.
3. The KCAC Eligibility Chair shall collect all required information and submit cases to the National office for review by the National Eligibility Chair.
4. The KCAC Eligibility Chair shall upon personal initiative or upon request of a FAR and/or AD, call Israel Negrón (or successor) for clarification and/or information.
5. The KCAC Eligibility Chair shall provide a report at each KCAC Governing Council Meeting regarding eligibility issues.
6. The KCAC Eligibility Chair shall maintain conference eligibility records including eligibility forms, participation lists, and calendar designations.
7. The KCAC Eligibility Chair shall assist conference FARs in the interpretation and application of NAIA rules.

CONTRACT

1. The KCAC Governing Council agrees to a contract with \_\_\_\_\_ for one school year commencing September 1, 20\_\_ and ending June 1, 20\_\_.
2. The total compensation as an independent contractor will be \$1,800 for services plus expenses for Xeroxing, fax, telephone, postage, and mileage @ 44 cents per mile. There will be three equal payments made at the Fall, Winter, and Spring KCAC meetings.

\_\_\_\_\_  
KCAC Eligibility Chair

\_\_\_\_\_  
KCAC Commissioner

Date \_\_\_\_\_

Date \_\_\_\_\_

## SPORTS INFORMATION DIRECTOR

Date:

To: \_\_\_\_\_, KCAC Sports Information Director

From: KCAC Commissioner

Re: Contractual and Job Description Agreement

### JOB DESCRIPTION

1. The KCAC SID will act as liaison and reporter for the KCAC with the Sports Information Office of the NAIA.
2. The KCAC SID will determine and report to the NAIA the KCAC Player-of-the-Week during football and men's/women's basketball seasons.
3. The KCAC SID will determine and report to the Region 4 SID the KCAC Player-of-the-Week during volleyball, men's/women's soccer, baseball, and softball seasons.
4. The KCAC SID will do other media responsibilities as requested by the Sports Information Office of the NAIA.
5. The KCAC SID will prepare/disseminate KCAC Conference news releases, including those for All-KCAC honor teams in sports sanctioned by the KCAC and the annual Academic All-KCAC team.
6. The KCAC SID will compile needed data and print the annual KCAC Conference Directory.
7. The KCAC SID will compile the needed material and print the KCAC Post-Season Basketball Tournament programs. The SID will also oversee the distribution of those printed programs.
8. The KCAC SID will act as liaison and assist in the annual KCAC Media Days for football and basketball.
9. The KCAC SID will chair the meetings of the KCAC Sports Information Committee and inform KCAC institutions of the needed post-game reports for all intercollegiate athletic events to the news media.
10. The KCAC SID will maintain and update the KCAC Telephone Hotline recording as needed.

### CONTRACT

1. The KCAC Governing Council agrees to a contract with \_\_\_\_\_ for one school year commencing September 1, 20\_\_ and ending June 1, 20\_\_.
2. The total compensation as an independent contractor will be \$1,800 for services plus expenses for Xeroxing, fax, telephone, postage, and mileage @ 44 cents per mile. There will be three equal payments made at the Fall, Winter, and Spring KCAC Governing Council meetings.

\_\_\_\_\_  
KCAC Sports Information Director

\_\_\_\_\_  
KCAC Commissioner

Date \_\_\_\_\_

Date \_\_\_\_\_

**STATISTICIAN**

Date:

To: \_\_\_\_\_, KCAC Statistician

From: KCAC Commissioner

Re: Contractual and Job Description Agreement

JOB DESCRIPTION

1. The statistician shall gather and compile all official statistical information from the ten KCAC institutions for the following: Fall (football, volleyball, and men's/women's soccer); Winter (men's/women's basketball); Spring (softball and baseball).
2. The statistician shall make a weekly report that is to be sent to all coaches of the various sports, sports information directors of each school, and the media. This report is to be sent on Monday of every week.
3. The statistician shall make weekly football and basketball reports and the final end-of-season report to the NAIA.

CONTRACT

1. The KCAC Governing Council agrees to a contract with \_\_\_\_\_ for one school year commencing September 1, 20\_\_ and ending June 1, 20\_\_.
2. The total compensation as an independent contractor will be \$1,800 for services plus expenses for Xeroxing, fax, telephone, postage, and mileage @ 44 cents per mile. There will be three equal payments made at the Fall, Winter, and Spring KCAC Governing Council Meetings.

\_\_\_\_\_  
KCAC Statistician

\_\_\_\_\_  
KCAC Commissioner

Date \_\_\_\_\_

Date \_\_\_\_\_

## **WEBMASTER**

Date:

To: \_\_\_\_\_, KCAC Webmaster

From: KCAC Commissioner

Re: Contractual and Job Description Agreement

### JOB DESCRIPTION

1. The KCAC Webmaster shall report to the KCAC Sports Information Director and the KCAC Commissioner. The webmaster shall be responsible for the official internet website of the KCAC including its overall design, timely updates, site maintenance, and any appropriate data-source liaison with relevant staff members at the KCAC member institutions.
2. The KCAC website is owned and maintained by the Conference, and it shall be the only “official” KCAC website. The KCAC Webmaster is the designated site administrator.
3. The KCAC Webmaster shall provide to the KCAC Sports Information Director pertinent reports and data which are necessary or desired for administrative supervision of the KCAC website and webmaster. This also includes reports and data which are to be passed on to the KCAC Governing Council.
4. The KCAC Webmaster shall make every effort to create and maintain the KCAC website in a manner which reflects positively and accurately upon the integrity and reputation of the Conference and its member institutions. The KCAC website should be an appropriate, accurate, lively, up-to-date source of information concerning the Conference, its sports programs, and KCAC governance. Unless advised otherwise by KCAC officials, an interactive “chat room” or similar fan discourse shall not be included in the KCAC website.
5. The KCAC website may include Conference news, features, statistics, sports scores, pertinent lists and data, archived data of the Conference, and official documents which are authorized to be released to the public. All other data and information including advertising and “sponsors” must be approved by the KCAC Governing Council or its officers.
6. Insofar as feasible and desired by the KCAC, there may be links to appropriate internet sports pages of the KCAC member institutions, the NAIA, news media outlets, and other relevant links.
7. Direct web-casting from this website, within the constraints of technical feasibility, may be permitted only when such web-casting portrays the interests of the Conference as a whole. When deemed appropriate, there also may be links to the broadcasts and web-casting by KCAC member institutions or any entities which are officially sanctioned by member institutions.

8. The KCAC website shall be registered as www.kcacsports.com with appropriate internet governing authorities. Working with the KCAC Sports Information Director, the KCAC Webmaster shall be responsible for site registration and for the timely advance tracking and reporting or any fee payments required for the website and the site hosting.

CONTRACT

1. The KCAC Governing Council agrees to a contract with \_\_\_\_\_ for one school year commencing September 1, 20\_\_ and ending August 1, 20\_\_.
2. The total compensation as an independent contractor will be \$1,500 for services. Expenses for such things as domain name registration, and website hosting etc. will be paid for from KCAC funds. There will be three equal payments made at the Fall, Winter, and Spring KCAC Meetings.

\_\_\_\_\_  
KCAC Webmaster

\_\_\_\_\_  
KCAC Commissioner

Date \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX G  
EVALUATION FORMS**

**Assignor of Officials Evaluation Form**

Rated by \_\_\_\_\_ (ADs, Commissioner, Chair, Vice Chair, and Head Coaches)

TRAITS	RATING					
Creative Thinking and Problem Solving	1	2	3	4	5	N/A
Fairness and Soundness of Judgment	1	2	3	4	5	N/A
Integrity	1	2	3	4	5	N/A
Tact	1	2	3	4	5	N/A
Enthusiasm for the KCAC	1	2	3	4	5	N/A
Self-Confidence	1	2	3	4	5	N/A
Compatibility with the KCAC	1	2	3	4	5	N/A
Competence for Position	1	2	3	4	5	N/A
Organization, Planning and Follow-through	1	2	3	4	5	N/A
Timeliness	1	2	3	4	5	N/A
Supervision of Officials	1	2	3	4	5	N/A
Cooperation with others	1	2	3	4	5	N/A
Accessibility	1	2	3	4	5	N/A
Budgetary Responsibility	1	2	3	4	5	N/A
Communication	1	2	3	4	5	N/A
Overall Performance and Contribution	1	2	3	4	5	N/A

Rating Scale: 1 = Unacceptable 2 = Marginal 3 = Good 4 = Outstanding 5 = Superior

Comments: \_\_\_\_\_

---



---



---



---



---



---

### KCAC Eligibility Chair Evaluation Form

Rated by \_\_\_\_\_ (ADs, FARs, Chair, Vice-Chair, and Commissioner)

TRAITS	RATING					
Creative Thinking and Problem Solving	1	2	3	4	5	N/A
Fairness and Soundness of Judgment	1	2	3	4	5	N/A
Integrity	1	2	3	4	5	N/A
Tact	1	2	3	4	5	N/A
Enthusiasm for the KCAC	1	2	3	4	5	N/A
Self-Confidence	1	2	3	4	5	N/A
Compatibility with the KCAC	1	2	3	4	5	N/A
Competence for Position	1	2	3	4	5	N/A
Organization, Planning and Follow-through	1	2	3	4	5	N/A
Timeliness	1	2	3	4	5	N/A
Cooperation with others	1	2	3	4	5	N/A
Accessibility	1	2	3	4	5	N/A
Budgetary Responsibility	1	2	3	4	5	N/A
Communication	1	2	3	4	5	N/A
Overall Performance and Contribution	1	2	3	4	5	N/A

Rating Scale: 1 = Unacceptable 2 = Marginal 3 = Good 4 = Outstanding 5 = Superior

Comments: \_\_\_\_\_

---



---



---



---



---



---



---

### KCAC Sports Information Director Evaluation Form

Rated by \_\_\_\_\_ (ADs, SIDs, Chair, Vice-Chair, and Commissioner)

TRAITS	RATING					
Creative Thinking and Problem Solving	1	2	3	4	5	N/A
Fairness and Soundness of Judgment	1	2	3	4	5	N/A
Integrity	1	2	3	4	5	N/A
Tact	1	2	3	4	5	N/A
Enthusiasm for the KCAC	1	2	3	4	5	N/A
Self-Confidence	1	2	3	4	5	N/A
Compatibility with the KCAC	1	2	3	4	5	N/A
Competence for Position	1	2	3	4	5	N/A
Organization, Planning and Follow-through	1	2	3	4	5	N/A
Timeliness	1	2	3	4	5	N/A
Cooperation with others	1	2	3	4	5	N/A
Accessibility	1	2	3	4	5	N/A
Budgetary Responsibility	1	2	3	4	5	N/A
Communication	1	2	3	4	5	N/A
Overall Performance and Contribution	1	2	3	4	5	N/A

Rating Scale: 1 = Unacceptable 2 = Marginal 3 = Good 4 = Outstanding 5 = Superior

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### KCAC Statistician Evaluation Form

Rated by \_\_\_\_\_ (ADs, SIDs, Chair, Vice-Chair, and Commissioner)

TRAITS	RATING					
Creative Thinking and Problem Solving	1	2	3	4	5	N/A
Fairness and Soundness of Judgment	1	2	3	4	5	N/A
Integrity	1	2	3	4	5	N/A
Tact	1	2	3	4	5	N/A
Enthusiasm for the KCAC	1	2	3	4	5	N/A
Self-Confidence	1	2	3	4	5	N/A
Compatibility with the KCAC	1	2	3	4	5	N/A
Competence for Position	1	2	3	4	5	N/A
Organization, Planning and Follow-through	1	2	3	4	5	N/A
Timeliness	1	2	3	4	5	N/A
Cooperation with others	1	2	3	4	5	N/A
Accessibility	1	2	3	4	5	N/A
Budgetary Responsibility	1	2	3	4	5	N/A
Communication	1	2	3	4	5	N/A
Overall Performance and Contribution	1	2	3	4	5	N/A

Rating Scale: 1 = Unacceptable 2 = Marginal 3 = Good 4 = Outstanding 5 = Superior

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## APPENDIX H PARTICIPATION LIST

### KCAC

The lists are to be received by the Conference Eligibility Chair on or before the following dates: Fall Sports-December 1st; Winter Sports-March 15th; Spring Sports-June 1<sup>st</sup>.

(By-Laws Art. 11, Sec. 2 (A): "Each Faculty Representative shall file with the Conference Eligibility Chair a list of the athletes who participated in each particular sport. This list shall be signed by the Faculty Representative and Athletic Director. The list shall include those who have participated in varsity and junior varsity competition."

The undersigned certifies that the following athletes and these only participated in athletics during the season of (NOTE: Please use separate sheets for women and men's teams):

\_\_\_\_\_ sports of the year 20\_\_\_\_ -  
 20\_\_ at \_\_\_\_\_  
 (FALL, WINTER, SPRING) (NAME OF COLLEGE)

NAME	SPORT	NAME	SPORT

Date \_\_\_\_\_ Faculty Representative \_\_\_\_\_

Date \_\_\_\_\_ Athletic Director \_\_\_\_\_

**APPENDIX I  
COACHES AGREEMENT**

I have read and clearly understand the regulations that are set forth by the KCAC for in season and out of season sports participation (a copy of these regulations is attached). I accept responsibility for monitoring and abiding by the guidelines set forth for my sport and will be held accountable to my A.D., F.A.R. and C.E.O. I further understand and accept responsibility for the rules of the NAIA.

**Head Coach Signature** \_\_\_\_\_

*Date* \_\_\_\_\_

## **APPENDIX J**

### **THE GEORGE STEPHENS SCHOLARSHIP of the KANSAS COLLEGIATE ATHLETIC CONFERENCE**

The Governing Council of the Kansas Collegiate Athletic Conference established the George Stephens Scholarship in 1997. For many years George Stephens (July 16, 1937 - May 3, 1996) contributed wisdom and strength to the Governing Council of the K.C.A.C. in supervising and coordinating intercollegiate athletics for men and women of the member institutions. He also was a central leader in District #10 (Kansas) and other entities of the National Association of Intercollegiate Athletics of which the K.C.A.C. is an affiliate conference.

George Stephens was born at Beloit, Kansas. He was graduated from Beloit High School in 1955. He and Dixie Faye Newell were married at Beloit on June 16, 1957. He graduated from Kansas Wesleyan University in 1959, and as an undergraduate he lettered all four years in basketball and golf. In 1986 Kansas Wesleyan University named Stephens as a charter member of its Hall of Fame.

For three years he coached all sports at Ruskin High School in Ruskin, Nebraska. He was head basketball coach for three years and assistant football coach for eight years at Lincoln High School (Kansas). He received his master's degree in 1966 from Kansas State University.

In 1970 he came to Bethany College in Lindsborg, Kansas, as head basketball coach (men's) where he also served as head baseball coach, head golf coach, and assistant football coach while he was assistant professor of physical education and head of the physical education department. George Stephens served Bethany College as coach and administrator for 26 years -- with 22 of those years as the athletic director beginning in 1974. In the spring of 1993 he retired as head men's basketball coach, but until his death he remained at Bethany as an assistant professor of health and physical education, and director of athletics.

President Joel McKean said at his retirement as coach, "George Stephens is an exemplary coach and administrator. His first concern always has been the well being of his players." Throughout his life George Stephens always had genuine concern and interest for students, athletes, colleagues, friends, and family members. In 1995, Bethany College inducted George Stephens into the Bethany College Athletics Hall of Honor.

George Stephens became recognized as "The Dean of Kansas Conference Coaches." As a basketball coach Stephens produced five Kansas Conference men's basketball championships for the Bethany College Swedes, and he coached eight NAIA district playoff games. As the men's basketball mentor, Stephens had 21 players named to Kansas Collegiate Athletic Conference first teams, and eight on NAIA All-District #10 (Kansas) teams. However he said he felt his greatest accomplishments came from working with young college students for a variety of individual goals, educationally and personally.

Coach Stephens was named KCAC Coach of the Year several times in basketball, and also in golf. Stephens was named Athletic Administrator of the Year by District #10 (Kansas) of the NAIA for the academic year 1987-88. In 1990 he was elected chairperson of the District, a position he held until the NAIA disbanded its district system in 1994.

In the summer of 1983 he was selected to travel to Paraguay, South America, to help develop their basketball players and coaches. Two players were selected from his 1980-81 KCAC championship team to play in Australia. He was involved in the earliest basketball camps allowed in the state by the Kansas State High School Activities Association, operating a Bethany Basketball Camp in conjunction with the Milwaukee Bucks.

Fifteen months after being diagnosed with pulmonary fibrosis, George Stephens died at an Oklahoma City Hospital while awaiting a lung transplant. He was survived by his wife Dixie Stephens, one son Bret Stephens of Topeka, one daughter Jill Stephens Pihl of Lindsborg, a brother Donald Stephens

of Lawrence, and five grandchildren. Hahn Gymnasium on the Bethany campus was the site for the funeral service, for a first time ever, on May 9, 1996.

In 1997 the athletic offices in Hahn Gym were re-named the George Stephens Athletic Offices, and a carved wood designation plaque was created by Bethany alumnus-artist David Anderson of Lindsborg. Former players, friends, and family members established the George Stephens Memorial Scholarship at Bethany College.

In 1997 the Kansas Collegiate Athletic Conference established the George Stephens Scholarship with student-athlete recipients to be chosen from KCAC member institutions on a rotating basis, and the first scholarship award was presented in 1997.

\*\*\*\*\*

**NOTE:** The recipients of The George Stephens Scholarship are to come from the KCAC member institutions, normally in alphabetical rotation as follows: Bethany 1997-98, Bethel 1998-99, Friends 1999-2000, Kansas Wesleyan 2000-01, McPherson 2001-02, Ottawa 2002-03, Saint Mary 2003-04, Southwestern 2004-05, Sterling College 2005-06, Tabor 2006-07. The requirements include: 96 cumulative hours, must be on track to graduate within 10 semesters, 3.0 G.P.A., two letters of recommendation; only academic seniors may be nominated; two varsity letters at the nominating institution; and must demonstrate leadership ability in academics and athletics. The award normally will be presented during a home basketball game during the month of February. An invitation should be extended to Dixie Stephens to participate in presentation of the award. The plaque is to be ordered by the Vice-Chair of the Governing Council. The recipient's name should be recorded in the minutes of the spring meeting of the Governing Council.

-- Minutes, KCAC Governing Council, 12/4/97.  
(Revised institution list, KCAC Governing Council, 12/9/99.)

\*\*\*\*\*

***Recipients of the George Stephens Scholarship of the KANSAS COLLEGIATE ATHLETIC CONFERENCE:***

1997-98 – Julia Gregory, Bethany College.  
1998-99 – Karen Hill, Bethel College.  
1999-2000 – Jerry Anderson, Friends University.  
2000-01 – Brandon Lesovsky, Kansas Wesleyan University  
2001-02 – Julie Scheef, McPherson College.  
2002-03 – Nick Young, Ottawa University.  
2003-04 – Jace Grabowski, Saint Mary College.  
2004-05 – Andrea Mohr, Southwestern College.  
2005-06 – Christopher Schneider, Sterling College.  
2006-07 – \_\_\_\_\_, Tabor College  
2007-08 [*new rotation*] – \_\_\_\_\_, Bethany College

\*\*\*\*\*

**Notes for reference: The current home address for the widow of George Stephens is:**

Mrs. Dixie Stephens, 26 Lakeside Court, Lindsborg, Kansas 67456. Phone: 785-227-3662.  
At present, the address for the daughter and her family is the same as for Dixie: Jill Stephens Pihl (Mrs. Roger Pihl).

The son (Bret) died July 22, 2005. At present, his family still lives in Topeka: Bret E. Stephens family, 323 N.W. 82nd Street, Topeka, Kansas 66617. Phone 785-246-1005.

**APPENDIX K  
CONFERENCE CHAMPIONSHIP RESULTS FORM**

SPORT \_\_\_\_\_ EVENT DATES \_\_\_\_\_

CONFERENCE \_\_\_\_\_

EVENT LOCATION \_\_\_\_\_ ADMINISTRATOR \_\_\_\_\_

I. List teams that qualified and were selected for participation in the conference championship in order of seed.

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

II. List teams that qualified and were selected and DID NOT participate in the conference championship.

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

III. List teams in order of finish in the championship.

- 1st \_\_\_\_\_
- 2nd \_\_\_\_\_
- 3rd \_\_\_\_\_
- 4th \_\_\_\_\_

IV. Include copy of completed brackets, results sheet with scores, points and/or individual places.

This results form MUST be faxed to the Conference Commissioner/Chair, Regional Chair and the NAIA National Office (816) 595-8000 within 48 hours of the completion of the event.

Administrator's Signature \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX L**  
**KCAC ORGANIZATIONAL STRUCTURE**



