

# KCAC MEN'S AND WOMEN'S CROSS COUNTRY PROCEDURES (Updated October 2007)

## Statement of Responsibility

The coach will be held accountable to the Athletic Director, Faculty Athletic Representative, and President of the College for properly and professionally monitoring and abiding by the guidelines set forth by the KCAC. Each coach is required to sign the following document prior to the beginning of the academic year stating that he/she will abide by the KCAC and NAIA regulations. A coach is defined as any staff member, volunteer or paid, student-assistant and / or manager.

## 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. 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 Coaches Signature \_\_\_\_\_

Date \_\_\_\_\_

## KCAC Procedures

The following procedures in the KCAC provide for more clarity in the operation of conference policies. It should be of particular value to athletic personnel new to the conference that occasionally finds it difficult to know various conference procedures.

1. Any proposed amendment to the By-Laws must be emailed as an attached word document to the 2nd Vice President of the Conference and to the President of the Conference in time for the 2<sup>nd</sup> Vice President to provide each member of the Governing Council with a copy of the proposed amendment at least ten days prior to the time for the meeting at which the amendment is to be considered.
2. 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 (recorded) by a majority of the coaches in that sport whose sports chair shall then submit the proposed amendment to the KCAC sport supervisor. The Governing Council sport supervisor will bring the proposal to the governing body at a regular meeting of the Council.
3. Each sports program must adhere to a maximum of 24 weeks of participation. There shall be no more than two break periods during the 24 weeks. NAIA approved postseason shall not be counted as part of the 24 week period. A week is defined as Sunday (12:00 a.m.) through Saturday (11:59 p.m.). Any practice, competition or conditioning during this period shall constitute one of the 24 weeks permitted. The 24-week participation period begins with the pre-season fall practice and ends with the completion of the spring term.
4. Limitations on scheduling will not include NAIA or other affiliated post-season contests. Exceptions need to be cleared with the KCAC Governing Council.
5. Conference SID - KCAC news releases should be through this channel through the KCAC SID. Each school is responsible to report sport's results to the KCAC SID.
6. Statistics and reporting of game results - The host school is responsible for providing the visiting school with game statistics and reporting game results to the media.
7. Sports camps, which involve college athletes, shall not be scheduled in a way that would violate pre-season regulations.

8. Head coaches, SID, head athletic trainer and athletic directors from each college are expected to attend KCAC Coaches' meetings.
9. It is expected that all KCAC member colleges honor a letter-of-intent and refrain from further recruitment of an athlete who has been signed. Violations can be sent to the compliance/protest committee.
10. Each sporting event must have someone designated as a game administrator.
11. If during, or particularly after the season, a team must forfeit games/matches for any reason, the win/loss records of all participating schools will be revised and a champion determined.

## **Article I          Season**

- Section 1    A member institution is allowed 25 hours of contact prior to the Monday of the week in which September 1<sup>st</sup> falls. These 25 hours include all teaching of the sport, practicing and conditioning (anything sport-specific related). Meetings involving orientation, rules, policies, guidelines, and checking out of equipment are not included in the 25 contact hours.
- Section 2    In Season.    Participation shall be limited to 20 hours per week and will include one day with no participation. Participation includes practice, team meetings, individual meetings and conditioning, strength training and meets. Meets count as 4 hours of participation.
- Section 3    Out of Season.    Out of season cross country is limited to 8 participation hours per week. Out of season is from the end of the participation season to the end of the spring term. Student-athletes and members of the coaching staff shall not engage in athletically related activities out of season with the following exceptions:
- A. A student-athlete may participate in a conditioning, strength training, and agility program. A coach may conduct a conditioning, strength training, and agility program.
  - B. A student-athlete shall be limited to 10 (1 hour per day) out of season practice sessions with no practices permitted on Sundays, and shall be conducted according to the following guidelines:
    1. A practice activity conducted by a coach is limited to small group classroom/office teaching, film review, and on the field technique work. Small group is defined as 5 student-athletes.
    2. Appropriate equipment can be used.
    3. A practice session shall not exceed one hour per day and shall be limited to a total of 10 sessions of instruction per athlete.
- Section 4    Playing Season.    The playing season begins the Monday of the week of September 1 and ends with elimination or the National Cross Country Meet. Playing season regulations include:
- (a) 8 meets maximum (prior to the KCAC Meet)
  - (b) No scrimmages
  - (c) Alumni meet not counted in the total of regularly scheduled meets

## **Article II          KCAC Cross Country Championship Meet**

- Section 1    The KCAC Cross Country Championships will be held 1 week prior to the NAIA Region IV Championships and 3 weeks prior to the NAIA National Championships.

Section 2 KCAC schools will be given the option of hosting the KCAC Cross Country Championships in alphabetical order. Schools may choose to decline to host the meet, passing the option on to the next school in alphabetical order. The alphabetical order is as follows:

Bethany	Ottawa
Bethel	Southwestern
Friends	Sterling
Kansas Wesleyan	Tabor
McPherson	

The host school for the following year shall be determined at the fall KCAC Coaches Meeting. Race times shall be 10:30 AM for women and 11:15 AM for men. Subsequent changes in the location and/or start times must be voted on by the KCAC cross country coaches.

- Section 3 Meet Expenses The host institution is responsible for all costs of the meet. There will be no entry fee charged.
- Section 4 All-KCAC The top 10 finishers in the women's and men's races in the KCAC Championship Meet are designated All-KCAC. 11<sup>th</sup>-15<sup>th</sup> place finishers are designated All-KCAC Honorable Mention.
- Section 5 Awards KCAC medals are awarded to the top 15 finishers in the men's and women's races. Team plaques are awarded to the championship team in each race. The awards shall be presented immediately following the races.
- Section 6 Rule Book The official edition of the current NCAA Track and Field/Cross Country Rules book shall be used. Exceptions shall be voted on by the KCAC cross country coaches. All eligible runners may compete in the KCAC Championship Meet.
- Section 7 Distance The KCAC Championship race distances shall be 5,000 M for women and 8,000 M for men.
- Section 8 Games Committee The Games Committee shall consist of the Meet Director, the KCAC cross country chair, and one additional KCAC head coach selected in alphabetical order by institution. The Games Committee shall make final decisions regarding rules violations, disqualifications, runner's order of finish, and any other issues that arise.
- Section 9 Meet Director The Meet Director for the KCAC Cross Country Championships shall be the head coach of the host school or a person from the host school designated by the head coach. The Meet Director's duties include the following:
1. Prepare meet information and entry forms and mail to coaches by mid October.
  2. Arrange for, supervise, and instruct all meet help.
  3. Provide all facilities and equipment.
  4. Provide runners and coaches with maps of the course.
  5. Provide a well marked, accurately measured course with each mile marked.
  6. Provide athletic trainers and arrange for emergency care if needed.
  7. Coordinate the finish chute and team scoring.
  8. Supervise the awards ceremony.

9. Provide printed results to all coaches.

Section 10 The KCAC Cross Country Coach of the Year for both men and women will be selected by a vote of the head coaches. KCAC Coach of the Year plaques will be awarded immediately following the meet.

### **Article III NAIA Region IV Championships**

Section 1 The NAIA Region IV Cross Country Championships, the qualifying meet for the NAIA National Championships, is planned and administered by the Regional Cross Country Committee under the direction of the Region Cross Country Chair.

Section 2 All NAIA teams will have the opportunity to compete and qualify for nationals through regional meets.

Section 3 Individual and team qualifying standards are stated in the NAIA Cross Country Coaches Manual.

### **Article IV Duties of the KCAC Cross Country Chair**

Section 1 The duties of the KCAC Cross Country Chair are as follows:

1. Serve as one of the two representatives to the regional sport committee, representing the KCAC
2. Help determine the proper policies and procedures at the conference and regional level
3. Serve under the direction of the Supervisor of Sport
4. Assist the Supervisor of Sport when requested
5. Represent the KCAC coaches to the Supervisor of Sport
6. Keep the Supervisor of Sport informed and updated
7. Send a copy of the KCAC Cross Country Procedures to each conference coach prior to the start of the season.
8. Chair the meetings of the KCAC cross country coaches
9. Serve on the Games Committee at the KCAC Cross Country Championships
10. Inform the KCAC Cross Country Championship Meet Director of all procedures and guidelines

# **KCAC MEN'S AND WOMEN'S INDOOR AND OUTDOOR TRACK AND FIELD PROCEDURES**

**(Updated October 2007)**

## **Statement of Responsibility**

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I have read and clearly understand the regulations that are set forth by the KCAC for in season and out of season sports participation. 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 Coaches Signature \_\_\_\_\_

Date \_\_\_\_\_

## **KCAC Procedures**

The following procedures in the KCAC provide for more clarity in the operation of conference policies. It should be of particular value to athletic personnel new to the conference that occasionally finds it difficult to know various conference procedures.

1. Any proposed amendment to the By-Laws must be emailed as an attached word document to the 2nd Vice President of the Conference and to the President of the Conference in time for the 2<sup>nd</sup> Vice President to provide each member of the Governing Council with a copy of the proposed amendment at least ten days prior to the time for the meeting at which the amendment is to be considered.
2. 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 (recorded) by a majority of the coaches in that sport whose sports chair shall then submit the proposed amendment to the KCAC sport supervisor. The Governing Council sport supervisor will bring the proposal to the governing body at a regular meeting of the Council.
3. Each sports program must adhere to a maximum of 24 weeks of participation. There shall be no more than two break periods during the 24 weeks. NAIA approved postseason shall not be counted as part of the 24 week period. A week is defined as Sunday (12:00 a.m.) through Saturday (11:59 p.m.). Any practice, competition or conditioning during this period shall constitute one of the 24 weeks permitted. The 24-week participation period begins with the pre-season fall practice and ends with the completion of the spring term.
4. Limitations on scheduling will not include NAIA or other affiliated post-season contests. Exceptions need to be cleared with the KCAC Governing Council.
5. Conference SID - KCAC news releases should be through this channel through the KCAC SID. Each school is responsible to report sport's results to the KCAC SID.

6. Statistics and reporting of game results - The host school is responsible for providing the visiting school with game statistics and reporting game results to the media.
7. Sports camps, which involve college athletes, shall not be scheduled in a way that would violate pre-season regulations.
8. Head coaches, SID, head athletic trainer and athletic directors from each college are expected to attend KCAC Coaches' meetings.
9. It is expected that all KCAC member colleges honor a letter-of-intent and refrain from further recruitment of an athlete who has been signed. Violations can be sent to the compliance/protest committee.
10. Each sporting event must have someone designated as a game administrator.
11. If during, or particularly after the season, a team must forfeit games/matches for any reason, the win/loss records of all participating schools will be revised and a champion determined.

## **Article I      Indoor and Outdoor Track and Field Season**

- Section 1      In Season.      Participation shall be limited to 20 hours per week and will include one day with no participation. Participation includes practice, team meetings, individual meetings and conditioning, strength training and meets. Meets count as 4 hours of participation.
- Section 2      Out of Season.      Out of season track and field is limited to 8 participation hours per week. Out of season for Indoor Track and Field is the time period between the Monday that September 1 falls and November 30. Out of season for Outdoor Track and Field is the time period between the Monday that September 1 falls and ends January 31. Student-athletes and members of the coaching staff shall not engage in athletically related activities out of season with the following exceptions:
- A. A student-athlete may participate in a conditioning, strength training, and agility program. A coach may conduct a conditioning, strength training, and agility program.
  - B. A student-athlete shall be limited to 10 (1 hour per day) out of season practice sessions with no practices permitted on Sundays, and shall be conducted according to the following guidelines:
    1. A practice activity conducted by a coach is limited to small group classroom/office teaching, film review, and on the field technique work. Small group is defined as 5 student-athletes.
    2. Appropriate equipment may be used.
    3. A practice session shall not exceed one hour per day and shall be limited to a total of 10 sessions of instruction per athlete.
- Section 3      Playing Season.      The playing season for Indoor Track and Field begins on December 1 and ends with the last qualifying event for the NAIA National Indoor Track and Field Championships. The playing season for Outdoor Track and Field begins on February 1 and ends with the last qualifying event for the NAIA National Outdoor Track and Field Championships. Playing season regulations include:
1. Maximum of 10 Indoor Track and Field Meets before the NAIA National Indoor.

2. Maximum of 10 Outdoor Track and Field Meets before the NAIA National Outdoor (12 meets if Indoor Track is not sponsored).
3. No scrimmages
4. Alumni meet not counted in the total of regularly scheduled meets

## **Article II KCAC Outdoor Track and Field Championships**

Section 1 The KCAC Outdoor Track and Field Championships shall be a 2 day meet, held on Friday and Saturday, the first weekend in May.

Section 2 KCAC schools will be given the option of hosting the KCAC Outdoor Track and Field Championships in alphabetical order. Schools may choose to decline to host the meet, passing the option on to the next school in alphabetical order. The alphabetical order is as follows:

Bethany  
Bethel  
Friends  
Kansas Wesleyan  
McPherson  
Ottawa  
Southwestern  
Sterling  
Tabor

Section 3 All-KCAC The top 3 finishers in each event, including relays, are designated All-KCAC. 4<sup>th</sup> through 6<sup>th</sup> place finishers are designated All-KCAC honorable mention.

Section 4 Awards The top 3 finishers in each event are awarded KCAC medals. Team plaques are awarded to the championship women's and men's teams.

Section 5 Meet Expenses Starter's fees will be shared by the conference schools. The host school is responsible for all other expenses.

Section 6 Rules The official edition of the current NCAA Track and Field Rules book shall be used. Exceptions shall be voted on by the KCAC track and field coaches.

The order of competition in the preliminaries in all field events in the KCAC Outdoor Track and Field Championships will be in worst to best order.

Section 7 Games Committee The Games Committee shall consist of the Meet Director, the KCAC track and field chair, and one additional KCAC head coach selected in alphabetical order by institution. The Games Committee shall make decisions regarding meet procedures, rules violations, disqualifications, order of finish, and any other issues that may arise.

Section 8 Schedule of Events The Schedule of Events and Time Schedule shall be established and finalized at the fall KCAC meeting. Any subsequent changes to that schedule (eg. a change necessitated by the host school's facility setup for field events) must be voted on and approved by the KCAC coaches.

Section 9	<u>Scoring</u>	The top 6 finishers in each event will score (10-8-6-4-2-1). In the event that all host schools have 8 lane tracks on the oval in the future, we will consider the option of scoring 8 places.
Section 10	<u>Entries</u>	<ol style="list-style-type: none"> <li>1. The entry deadline shall be the Tuesday prior to the meet.</li> <li>2. The confirmation/scratch deadline shall be the Wednesday prior to the meet. After that deadline all athletes must compete as entered or they will be disqualified from the meet.</li> <li>3 No additions or substitutions are allowed after the confirmation/scratch deadline.</li> <li>4. A coach may initially enter more than 6 participants per event, but shall confirm no more than 6 participants per event by the scratch/confirmation deadline.</li> <li>5. A coach shall enter no more than 1 relay team per relay event.</li> </ol>
Section 11	<u>Uniforms</u>	The uniform rules will be enforced.
Section 12	<u>Honest Effort</u>	The honest effort rule will be enforced. Following is the KCAC Policy regarding honest effort: “Athletes must participate honestly in all trials and finals of all track or field events in which they legally are declared or they shall be barred from all remaining events in the current meet.” One honest effort in the field events satisfies the requirement (passing on attempts in the field events is allowed).
Section 13	<u>Weighing of Implements</u>	All throwing implements shall be weighed prior to the meet. Implements not meeting rule book specifications shall be impounded until after the meet. Pooling of throwing implements is allowed.
Section 14	<u>Field Event Measurements</u>	Imperial (English) measurements shall be used in all field events. Distances shall be recorded to the lesser quarter inch for the horizontal jumps and shot put, and to the lesser inch for the discus, hammer, and javelin.
Section 15	<u>Field Event Rules</u>	The rules for each field event shall be attached to the event clip boards and provided to head field event judges. The host school is responsible
Section 16	<u>Qualification For Finals</u>	<ol style="list-style-type: none"> <li>1. 8 participants shall qualify for the finals in the throwing events, the long jump, and the triple jump.</li> <li>2. 8 participants shall qualify for the finals in all running events.</li> <li>3. If the meet is being held on a track with 6 lanes around the oval, the finals in the 200 M, 400 M, and 400 M Hurdles shall be run in 2 heats of 4 against time, with the 4 highest seeded prelim times in the 2<sup>nd</sup> heat.</li> </ol>
Section 17	<u>800M – 10,000 M</u>	All middle distance and distance races, from 800 M through 10,000 M, will be run as timed finals – no prelims. If it is necessary to run heats against time, the slowest times entered will be in the first heat, and the fastest times entered in the last heat.
Section 18	<u>Relays</u>	All relays will be run as timed finals – no prelims. If it is necessary to run heats against times, the slowest times entered will be in the first heat, and the fastest times entered in the last heat.
Section 19	<u>Heats/Flights</u>	<ol style="list-style-type: none"> <li>1. Heats and Flights shall be established according to the rule book. A computer program (such as HY-Tek) with NCAA rules programmed in, should be used.</li> <li>2. Heats/Flights shall be sent (fax or e-mail) to all head coaches on Thursday prior</li> </ol>

to the meet.

- Section 20    FAT  
Timing       Fully automatic timing shall be used for all running events.
- Section 21    Challenge  
Rule       Coaches should be able to substantiate all entry marks with printed meet results. Coaches may challenge entry marks if they believe they are not legitimate. If the coach who is challenged cannot verify the entry mark, the athlete/relay in question will be placed in a slow heat, and/or preliminary heats may be redrawn.
- Section 22    Most  
Valuable  
Athletes     The Women's and Men's high point scorers will be presented KCAC Most Valuable Athlete plaques following the final event. Relay runners get credit for ¼ of the points scored by the relay team.
- Section 23    Coach of  
The Year     The KCAC Track and Field Coach of the Year for both men and women will be selected by a vote of the head coaches. KCAC Coach of the Year plaques will be Awarded immediately following the meet.
- Section 24    Meet  
Director       The Meet Director shall be the head coach of the host school or a person from the host school designated by the head coach. The Meet Director's duties include the following:
1. Prepare meet information and entry forms and mail to coaches by mid April.
  2. Fax or e-mail heat/flight sheets to all coaches on Thursday prior to the KCAC Meet.
  3. Determine the time and location of the coaches meeting, and include this information in the mailing to coaches.
  4. Arrange for, supervise, and instruct all meet help.
  5. Arrange for FAT timing equipment.
  6. Arrange for/schedule the starter.
  7. Provide athletic trainers and arrange for emergency care if needed.
  8. Arrange for presentation of awards following each event.
  9. Supervise the presentation of Most Valuable Athlete plaques, Team Championship plaques, and Coach of the Year plaques immediately following the meet.

#### **Article IV    Performance List**

- Section 1    The KCAC website will list accurate and up to date performances. The site will list the top marks in each event, as well as week by week performances. It will be the responsibility of each school's coach or coaches to submit weekly performances no later than Tuesday noon of each week during the competition season.

#### **Article V    Duties of the KCAC Track and Field Chair**

- Section 1    The duties of the KCAC Track and Field Chair are as follows:
1. Serve as one of the two representatives to the regional sport committee, representing the KCAC
  2. Help determine the proper policies and procedures at the conference and regional level
  3. Serve under the direction of the Supervisor of Sport
  4. Assist the Supervisor of Sport when requested

5. Represent the KCAC coaches to the Supervisor of Sport
6. Keep the Supervisor of Sport informed and updated
7. Send a copy of the KCAC Track and Field Procedures to each conference coach prior to the start of the season
8. Chair the meetings of the KCAC Track and Field coaches
9. Serve on the Games Committee at the KCAC Track and Field Championships
10. Inform the KCAC Track and Field Championship Meet Director of all procedures and guidelines