

**KCAC Men's Baseball Guidelines**  
**Updated September 26, 2008**

**Statement of Responsibility**

Each baseball 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 (12:01 a.m.) through Saturday (11:59 p.m.). Any practice, competition or conditioning during this period shall constitute one of the completions of the KCAC Post-Season Baseball Tournament. Each coach is required to sign a document prior to the beginning of each 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. Limitations on scheduling will not include NAIA or other affiliated post-season contests. Exceptions need to be cleared with the KCAC Governing Council.
4. In the KCAC, a regular varsity contest is interpreted as one which is advertised and for which admission is charged." Varsity teams may not compete in varsity competition against junior colleges. A "junior varsity" contest can only be played during the regular season, and the team shall consist of non-varsity starters who are primarily freshmen and sophomores. Junior varsity contests shall in no way be used to enhance a varsity schedule.

5. Conference SID - KCAC news releases should be through 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. The KCAC 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 or Classics.
12. Faculty/staff IDs are honored at all KCAC contests. – 2 people allowed in per ID.
13. NAIA-issued passes to coaches and administrators will be honored at all KCAC contests. No other passes will be honored at any KCAC baseball games except for the faculty/staff IDs mentioned in item 12 above.
14. The host school is responsible for providing the visiting school with game statistics and reporting game results to the media.
15. 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.
16. Officials should have a secure locker room with shower facilities available and supervised by security. Additional hospitality of drinks, sandwiches and towels are encouraged.

**Article I      Playing Season and Fall**

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|-----------|---|
| Section 1 | Organized spring season practice will begin officially January 15 and ends with the KCAC Post Season Baseball Tournament. |
| Section 2 | Regular season will consist of a maximum of 50 games (40 regular season games plus 10 games during spring break).         |
| Section 3 | Six (6) class days allowed for regularly scheduled games (a class day is defined by each college or university)           |
| Section 4 | There will be allowed a maximum 20-game junior varsity schedule.  |

- Section 5 An alumni game is not counted in the total number of regular season games.
- Section 6 Fall playing season begins the Monday that September 1 falls and ends November 1.
- Section 7 In the fall, there will be allowed five weeks of supervised baseball practices.
- Section 8 Two double headers played on Saturdays in the fall are also allowed without them counting against the total number of games.
- Section 9 Additional games can be played in the fall (weekends only) but must be subtracted from the 50 regular season games.
- Section 10 In the fall and spring, eligibility must be certified.
- Section 11 Participation shall be limited to 20 hours per week and will include one day with no participation. Participation includes practice, team meetings, individual meetings, conditioning, strength training, and games. Games count as four hours of participation.  
*(Interpretation: A day is defined as a 24-hour period beginning at 12:00 a.m. and ending at 11:59 p.m.)*
- Section 12 Pre-game protocol is as follows:  
Two hours before game time, the home team starts hitting practice and continues for 40 minutes. The visiting team follows immediately with 40 minutes of hitting practice. The next 5 minutes are used to remove equipment from the field. At 35 minutes before game time the home team takes pre-game for 10 minutes, followed immediately by 10 minutes of pre-game by visiting team. Fifteen minutes before game time field repair is conducted for 10 minutes. At 5 minutes prior to game the umpires cover ground rules with the coaches, followed by the home team taking the field to prepare for the start of the game.
- Section 13 The maximum number of games a player can participate in (varsity and junior varsity combined) in one season is 55.
- Section 14 The baseball/softball pre-season media day is planned and scheduled by the conference sports information director in consultation with the baseball and softball sports chairs.

## **Article II Out of season**

- Section 1 Out of season baseball is limited to eight (8) participation hours per week. Out of season is defined as November 1 and ends January 14. Student-

athletes and members or the coaching staff shall not engage in athletically related activities outside the playing season, with the exceptions of Article II, Section 2 and 3.

Section 2 A student-athlete may participate in a conditioning, strength training, and agility program. A coach may conduct a conditioning, strength training and agility program. No protective gear, balls or bats can be used in this conditioning phase.

Section 3 A student-athlete shall be limited to 10 (one-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/court technique work. Small group is defined as five (5) student-athletes. No other student-athlete may be observing or present during the practice activity.
- 2) Baseballs, bats, gloves and protective gear 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.
- 4) Each institution has the responsibility to monitor the out of season practice activities that may occur according to the above mentioned guidelines.

Section 4 The KCAC does not recommend out-of-season pickup games in baseball. If an institution chooses to permit out of season pick up games, a coach may observe the pickup game, but can not teach/coach/conduct drills or practice from the stands, floor or field. Unit practices involving the offense, defense, specialty phases of the game can not be conducted. No video taping or script is permitted.

### **Article III Official Ball of the KCAC**

Section 1 The official ball for the NAIA national competition is the Rawlings NAIA 100NAIA. Beginning in Fall 2009, this will be the ball used in KCAC competition. For the 2008-2009 season, the KCAC will complete the final year of its contract with Diamond. Twelve dozen balls will be provided by Diamond for the conference championship tournament.

Section 2 The KCAC also recommends the Rawlings NAIA 100NAIA for outside the conference, but it is up to each coach to use another ball, (Diamond, Worth, etc.) in out of conference games.

### **Article IV Rules**

- Section 1 The official edition of the NAIA Baseball Rules from the NAIA Baseball coaches' handbook and the MLB game rules shall be applied to KCAC conference games. The KCAC Supervisor of Officials, prior to each season's first game, will distribute rulebooks. Rulebooks can also be purchased through the NAIA National Office.
- Section 2 The host school shall provide:
- A) Water for both teams
  - B) Ice for injuries and pitchers arms
  - C) An official scorekeeper
  - D) Facilities for dressing and restroom
- Section 3 Conference games should try to schedule to limit the out-of-class time for the players involved. Games will have to start in the early afternoon when a host team does not have access to lights. Otherwise with lights, games should be started later in the afternoon (4:00-5:00 p.m.).
- Section 4 If KCAC Conference games are rained out, they are to be made up on the next available day and in the order of their rainouts. If rainouts occur during the last week of the first half of the season, the makeup game(s) can be carried over until the first available date in the second half. Preferably the game(s) should be attempted to be made up the first week of the second half.
- Section 5 Umpires and coaches are strongly encouraged to keep players and coaches not on the field, to be in the dugout. This is for safety reasons and for non-interference with play.

## **Article V Team Roster**

- Section 1 A copy of the official eligibility list must be sent to the KCAC Eligibility Chair, prior to the first intercollegiate match of the season. When a name is added to the eligibility list, a copy of the addendum must be sent to the KCAC Eligibility Chair **BEFORE** the athlete competes in an intercollegiate match.
- Section 2 The starting lineup should be filled out prior to the game and given to the public address announcer and the official scorekeeper of the game or tournament.
- The lineup for the umpire will be given just prior to the game while the umpires go over the ground rules.

The lineup should have last names, position played and uniform number.

Section 3 All conference coaches are responsible for sending a current team roster and season schedule to each coach of all competing KCAC schools.

**Article VI KCAC Regular Season and Tournament Winner**

Section 1 The KCAC regular season champion will be the first team to advance to the Region IV Tournament. The second KCAC qualifier to the Region IV tournament will be the winner of the KCAC post-season tournament. The KCAC members, who sponsor baseball, and their head coaches, are:

|                    |                   |
|--------------------|-------------------|
| Bethany College    | (Eric Cantrell)   |
| Saint Mary College | (Rob Miller)      |
| Friends University | (Derek Leppert)   |
| Sterling College   | (Jared Hamilton)  |
| Kansas Wesleyan    | (Dave Dawson)     |
| Tabor College      | (Mark Standiford) |
| Ottawa University  | (Joe Reed)        |

Section 2 The KCAC post-season tournament will be held at a location to be determined starting on Wednesday of the week after the completion of the regular season schedule.

Regular season games may not be scheduled after the Saturday preceding the week of the post-season tournament. Rain outs or other rescheduled games may be played the week of the KCAC Tournament.

Section 3 Baseball statistics weekly to the conference statistician. The conference statistician will distribute the weekly statistical information to the coaches and the media.

Section 4 The KCAC Supervisor of Umpires will select all umpires. Spring schedules should be sent to the supervisor during the fall. All umpires will be certified and coaches can recommend certain individuals to the supervisor to officiate KCAC and non-conference games.

Section 5 KCAC teams must complete the conference regular season game schedule prior to the KCAC post-season tournament in order to be eligible to participate in the KCAC post-season tournament or be eligible for a championship. Extenuating circumstances are to be resolved by the commissioner.

**Article VII Post-season Competition**

Section 1 Responsibilities of participation

- A) All coaches should adhere to the NAIA postseason rules in the NAIA Coaches Manual. Once the tournament begins, no player may play that is not on the NAIA Official Eligibility form for baseball for that season. A player may be replaced on the official roster between the affiliated conference and national tournaments, and between the regional and national championship by any eligible player whose name is included on the NAIA Official Eligibility form for Baseball for that season. The coach will need to carry a copy of the eligibility form to each tournament if a roster change is necessary.
- B) Each participating team shall be responsible for its own expenses en route to, during, and from all post-season events.
- C) Each participating team shall provide its own medical, hospitalization, travel and accident insurance for all members of its official party.
- D) The coach or other designated persons for each participating team must be in attendance and responsible for his team at all times while at the site of the tournament. This person shall accept the responsibility for the conduct of his athletes at the tournament site during the tournament and at all activities connected with the team's participation. In case of property damage, the offending institution shall be held financially responsible.
- E) The KCAC Supervisor of officials will assign umpires for the post-season tournament.
- F) All KCAC institutions (currently 7 schools) sponsoring baseball will be assessed a \$400 sport fee to cover the cost of operating the conference championship. This fee will help cover the cost of umpires, sports information, facility rental, etc. Baseballs for use in the tournament will be provided by Diamond based on the contract we currently have that expires at the end of the 2008-2009 season.
- G) The KCAC Financial Report must be filed by the host site administrator upon completion of the post-season tournament.

## Section 2      Affiliated Conference Championships

The affiliated conference baseball tournament is planned and administrated by the affiliated conference baseball committee under the

leadership of the affiliated conference baseball chair. This is subject to approval of all standards and conditions as may be prescribed by the affiliated conference executive committee/commissioner/president.

Conference playoff plans must be submitted to the NAIA National Office.

A) Dates and Sites

The affiliated conference baseball committee, as applicable, shall determine the dates and sites of the affiliated conference baseball tournament. The affiliated conference baseball playoffs, if held, **MUST** be completed no later than the Sunday before the national tournament.

*Note: For 2008-2009, the deadline for completion of the conference tournament is Thursday, May 7, 2009. For 2009-2010, the deadline will be Thursday, May 13, 2010.*

B) Administration

If available, the affiliated conference chair will serve as administrator for the affiliated conference baseball playoffs in cooperation with the host site Athletic Director. When not available, the host Athletic Director, or a designated person, may serve in this capacity.

All playoffs must determine a winner. Extra innings must go on if the score is tied after regulation. Game officials **MUST** be advised of this procedure prior to the start of the game.

Section 3 Conference Championship

A) The final standing of the KCAC shall determine the Conference Champion. In the event of a tie, the tiebreaker system will come into effect.

B) The KCAC representative to the national playoffs will be the winner of the post-season tournament. The tournament will be played according to the NAIA playoff guidelines with the top 5 regular season finishers participating.

*Note: See Appendix A for a copy of the bracket and corresponding dates for 2008-2009.*

C) Tie breaker playoff procedures

1. Head to head competition
2. Result of records from the top team and work down
3. The least total runs scored against
4. Coin flip

## **Article VIII**

### **All-Conference Selections**

Section 1 KCAC Baseball coaches will select a first and second team all-KCAC baseball consisting of (1) first baseman, (1) second baseman, (1) third baseman, (1) shortstop, (1) utility infielder, (2) catchers, (1) designated hitter, (4) outfielders, (4) pitchers, and (1) relief pitcher. An honorable mention team can also be chosen.

The voting will take place at the conference meeting. Each school is to have a baseball representative at the conference meeting. The KCAC baseball coaches meeting will either be the Sunday following the last regular season game or the first evening of the first day of the KCAC conference tournament. Completed, comprehensive DANstats must be made available at the meeting for players to be eligible for 1<sup>st</sup> team honors.

Section 2 The coaches will also vote on the “Conference Player of the Year,” “Conference Pitcher of the Year,” and “Coach of the Year”. The submitted “Coach of the Year” will be the coach eligible for advancement.

## **Article IX**

### **Duties of the KCAC Baseball Chair**

Section 1 The representative to the KCAC governing council for 2008-09 is Rob Miller at University of St. Mary. Any official changes in KCAC policy must go through him.

Section 2 The KCAC Baseball Chair for the 2008-09 season is Jared Hamilton (Sterling College). The duties of the baseball chair are as follows:

- 1) Send current copy of the KCAC baseball guidelines to each conference coach prior to the start of the season.
- 2) Put together a complete KCAC schedule, and send to all the coaches.
- 3) Work with conference statistician on the reporting of appropriate statistics.
- 4) Organize and chair meetings of the KCAC baseball coaches.
- 5) Keep record of meeting minutes and circulate them after each meeting
- 6) Serve as the focal point for communication among, between all KCAC baseball coaches.
- 7) Act as a liaison to National Committee agendas

## *Appendix A*

### Five-Team Tournament Bracket



Game 1 – 7:00 p.m., Wednesday, April 29, 2009

Game 2 – 11:00 a.m., Thursday, April 30, 2009

Game 3 – 3:00 p.m., Thursday, April 30, 2009

Game 4 – 7:00 p.m., Thursday, April 30, 2009

Game 5 – 11:00 a.m., Friday, May 1, 2009

Game 6 – 3:00 p.m., Friday, May 1, 2009

Game 7 – 7:00 p.m., Friday, May 1, 2009

Game 8 – 1:00 p.m., Saturday, May 2, 2009

Game 9 – If necessary, this game will be start one hour after Game 8 has been completed.

Note: The tournament must be complete by Thursday, May 7. Because we are planning to have our tournament finished by Saturday, May 2, there is some leeway to complete games in case of inclement weather. The baseball tournament committee will consult with the sport supervisor and the KCAC commissioner as to how to proceed in these circumstances.