

**KCAC Women's Basketball Guidelines & Procedures**  
**Updated June 2009**

**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. 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." Basketball 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 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. Basketball bench officials – (scorekeeper, game clock operator, and shot clock operator) Two of the three bench officials shall be adults, not students.
10. 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.
11. Sportsmanship: No noisemakers in the gym (i.e. cow bells, horns, drums, etc.); signs are to be in good taste and not provoke or stimulate ill will; bands, and/or drums, are to refrain from playing during play in gymnasium.
12. 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.
13. Faculty/staff IDs are honored at all KCAC contests. – 2 people allowed in per ID.
14. NAIA-issued passes to coaches and administrators will be honored at all KCAC contests. No other passes will be honored at any KCAC basketball games except for the faculty/staff IDs mentioned in item 13 above.
15. The host school is responsible for providing the visiting school with game statistics and reporting game results to the media.
16. Pre-game protocol should closely follow the recommended procedures as agreed upon by the KCAC basketball Coaches and Athletic Directors. Minimum of 20 minutes pregame warm-up time required. Halftime must be 15 minutes in length with 5 minutes allowed for team warm-up prior to start of second half. Special requests or changes for a game must be approved by athletic directors of both schools and the executive committee of the governing council.
17. Each game must have someone designated as a game administrator.
18. 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.

19. Whenever a player is ejected from a game, the head official will send a written report about the incident to the KCAC Director of Officials and the Athletic Director of each institution. If a player is ejected from a game twice in the same season, a 2-game suspension takes effect. After the third ejection, there is an automatic suspension for the remainder of the season.
20. Officials should have a secure locker room with shower facilities available and supervised by security. Additional hospitality of drinks, sandwiches and towels are encouraged.
21. Starting times for basketball games are as follows (unless special circumstances occur and both schools agree). Changes in the schedule need mutual agreement of teams involved and must be approved by the Executive Committee of the KCAC. JV Women or Men @ 2:00 p.m. and must stop at 3:35 (Saturday 1:00 and stop at 2:35). JV Men or Women @ 4:00 must stop at 5:35 (Saturday 3:00 and stop at 4:35). Varsity contests at 6:00 and 8:00 p.m (Saturday 5:00 and 7:00). Games are to be played on Monday/Thursday/Saturday.
22. Junior varsity players can play in 30 games, varsity players in 28 games.

### **Maximum Weeks of Participation**

Each basketball program must adhere to a maximum of 24 weeks of participation. There shall be no more than three 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 24 weeks permitted. The participation season begins with the Monday that September 1<sup>st</sup> falls and ends with the completion of the spring term. Participation is defined as follows:

1. **Playing Season** KCAC basketball is limited to 20 participation hours per week during the playing season and one day per week with no participation. Participation includes practice, team meetings, individual meetings, conditioning, strength training and games. Games count as four hours of participation. Playing-Season Regulations include:
  - a. October 15<sup>th</sup> is the first day of practice.
  - b. A varsity player can play in a maximum of 28 games.
  - c. A junior varsity player can play in a maximum of 30 games.
  - d. Junior varsity and varsity games played on the same day against the same school will count as one playing date. If a student athlete participates in a varsity game and a junior varsity game on the same date against two different schools, then the games participated in on that date will be counted as two playing dates.
  - e. Alumni game is not included in the total number of regularly scheduled games.
  - f. 2 scrimmages are allowed.
  - g. 2 exhibition games
2. **Out of Season** KCAC out of season basketball is limited to 8 participation hours per week. Out of season conditioning includes the time period between the

Monday that September 1<sup>st</sup> falls and October 15<sup>th</sup> and the time period between the Monday following the KCAC Post-Season Basketball Tournament and the completion of the spring term. Student-athletes and members of the coaching staff shall not engage in athletic-related activities outside of the playing season, except for the following:

- a. Conditioning 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 balls can be used in the conditioning, strength training and agility program.
- b. Practice 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:
  - A practice activity conducted by a coach is limited to small group classroom/ office teaching, film review and on the court technique work. Small group is defined as up to four student-athletes. No other student-athletes may be observing or present during the practice activity.
  - Basketballs can be used.
  - A practice session shall not exceed one hour per day and shall be limited to a total of 10 sessions of instruction per athlete. Video taping is permitted with the 10 practice sessions.
  - Each institution has the responsibility of monitor the out of season practice activities that may occur according to the above mentioned guidelines.

### **Pick-up Games**

KCAC does not recommend pick-up games in basketball. If an institution chooses to permit out of season pick-up games, a coach may observe out of season pick-up games, 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 cannot be conducted. No video-taping or script is permitted.

### **Out-of-Season Competition**

KCAC colleges and universities do not sponsor out-of-season teams or individuals to participate in contests or scrimmages against other colleges, sports clubs, leagues, etc. KCAC colleges and universities should not be used as the team name for such events. A coach (as defined above) may not coach student-athletes with eligibility remaining in intercollegiate basketball in such events. The KCAC Governing Council must approve exceptions.

### **Basketball Use of the Official NAIA Basketball**

The NAIA adapted basketball for use in the national tournament will be used as the game ball for all conference games. The home is responsible for providing suitable warm-up balls for home games.

## **Procedure to Determine Qualifiers for the NAIA National Tournament**

The KCAC Regular Season Champion is the first automatic qualifier for the NAIA National Tournament. The KCAC Tournament Champion shall be second qualifier for the NAIA National Tournament. If the regular season champion is also the post-season tournament champion, then the #2 seed in the conference tournament will be the second qualifier to the NAIA National Tournament.

### **Seeding and Brackets**

Seeding and brackets for the post-season tournament will be determined by the basketball chairperson and will be announced on the KCAC telephone hotline as soon as available following the regular-season games.

### **KCAC Women's Basketball Playoff Procedures**

1. For the KCAC Tournament all 10 teams will participate which includes a “play-in” for the bottom four teams. The winner of #9 at #8 will advance to meet #1 and the winner of #10 at #7 will advance to meet #2. The top eight teams will continue as bracketed in quarterfinals, semifinals and championship games. The seeds will be based on the final regular season conference standings, with tie-breaker procedures in effect. The highest seed will host each game.
2. To break ties for tournament seeding, the following criteria shall be used, in order as needed:
  - a. Cumulative record versus all tied teams.
  - b. Modified Krause System using only KCAC games with records used at the time of the game; (*5 points*, win against a winning team away; *4 points*, win against a winning team at home; *4 points*, win against a losing team away; *3 points*, win against a losing team at home; *2 points*, loss against a winning team away; *1 point*, loss against a winning team at home; *1 point*, loss against a losing team away, *0 points*, loss against a losing team at home). The record considered is opponents' overall KCAC record at the time of the game. Record of .500 is considered a winning record. The rating will be cumulative and distributed to KCAC coaches weekly.
  - c. Overall winning percentage against common NAIA Division II teams.
  - d. Overall winning percentage against NAIA Division II teams.
  - e. Overall winning percentage against all NAIA teams.
  - f. Coin toss.
3. If there are regular season conference co-champions, the conference approved tie-breaking procedures will determine which team is the #1 seed. If the regular season co-champions meet in tournament play, the #1 seed will host the #2 seed in the tournament final.

## Regular Season Procedures

First Day of Practice	October 15 <sup>th</sup>
Number of Contests	28
Number of JV Games	20
Scrimmages	2
Exhibition Games	2
Alumni Game	Not counted in the total # of regularly scheduled games.
Total Number of Games	30
Game Times	6:00 p.m./8:00 p.m. Thursdays 5:00 p.m./7:00 p.m. Saturdays

All-Conference Team:

**First Team:** Coaches cannot vote for their own player. Nominations are made and the top ten players receiving the most votes are elected to 1<sup>st</sup> team all-conference.

**Honorable Mention:** Coaches will re-nominate players for honorable mention, the top ten players receiving the most votes are elected to honorable mention all-conference.

**All Defensive Team:** Consist of 5 players. Coaches will nominate their respective players and coaches will vote for the 5 players that they feel like were the best defensive players in the conference for the respective season. Coaches will not be able to vote for their own player.

**All Freshman Team:** Select an All-Freshman Team, consisting of 5 freshmen and naming the player that receives the most votes from the coaches as the Freshman of the Year. Coaches will nominate their player(s) that they feel deserves the nomination. Each coach will vote for five players to receive this award. If the Newcomer of the Year is a freshman, that player will be awarded the Newcomer of the Year and a member of the All-Freshman Tam. In this scenario, there would be no Freshman of the Year awarded. Coaches will not be able to vote for their own player.

**Freshman of the Year:** The player who received the most votes from the all-freshman team will be named the freshman of the year.

**Player of the Year:** Coaches will submit nominations and the player receiving the most votes will be named the KCAC player of the year.

**Newcomer of the Year:** All new players to the league are eligible to be nominated by the respective coach. Coaches will vote for one player to receive the award. Coaches will not be able to vote for their own player.

**Coach of the Year:** Coaches will vote for coach of the year.

## Duties of the KCAC Basketball Chair:

The duties of the basketball chair are as follows:

- Ensure communication occurs from the supervisor of the sport to the individual coaches.
- Work with the supervisor of the sport to facilitate the KCAC media day and the all-conference selection day.
- Maintain and track the Krause tiebreaker points, and keep them updated throughout the season.
- Organize the final conference standings and submit them to the conference SID so the conference tournament can be finalized.
- Communicate with the supervisor of officials on assignments and any other issues that may come up during the season.
- Submit any new proposals to all the coaches and then submit them through the proper channels (supervisor of the sport) to be approved by the governing council.