

KCAC FOOTBALL GUIDELINES

Updated April 2009

Statement of Responsibility

The Head Coach is 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 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 2nd 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." Football 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. A student can participate in no more than 15 JV/Varsity games total.

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. Football bench officials – game clock operator, and delay of game clock operator – must 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. 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 football games except for the faculty/staff IDs mentioned in item 12 above.
14. Pre-game protocol should closely follow the recommended procedures as agreed upon by the KCAC football Coaches and Athletic Directors. (*NOTE: This protocol needs to be written down and inserted into the guidelines.*)
15. Each game must have someone designated as a game administrator.
16. 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.
17. Officials should have a secure locker room with shower facilities available and supervised by security. Additional hospitality of drinks, sandwiches and towels are encouraged.
18. Conference approval of game balls - Coaches recommend which ball will be designated as the official game ball.
19. Conference requirements at games include: ambulance available for all football games; ice for visiting teams; statistics for visiting teams; a secure locker room that is left clean and neat by the visiting team.

20. KCAC football games should start no earlier than 1:30 and no later than 7. The times would be set by mutual agreement of both head coaches and both athletic directors. It would be expected that “normal” start times be 7 in September and 1:30 after October 1.
21. Football press box personnel (score clock, 25 second clock) shall be adults, not students.
22. KCAC shall use NCAA tie-break plan for conference football games.
23. 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, the following takes effect: Football, 1 -game suspension. After the third ejection, there is an automatic suspension for the remainder of the season.

Participation Guidelines

Each football 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.

Preseason for all Fall Sports – The KCAC recognizes the official NAIA start date of Aug. 1 for all fall sports - specifically Men’s and Women’s Cross Country, Football, Men’s and Women’s Soccer, and Volleyball. Accordingly, all KCAC institutions may begin fall practice on Aug. 1. However, all KCAC fall sports will operate with the following restriction. A member institution is allowed 30 hours of contact prior to the Monday of the week in which September 1 falls. These 30 hours include all teaching of the sport, practicing, and strength training and conditioning (anything sport-specific related). Meetings involving orientation, rules, policies, guidelines, and checking out equipment are not included.

Football: Practice and conditioning activities during these 30 hours of preseason practice prior to the Monday of the week in which September 1 falls requires the first 5 hours to be helmets only. The next 10 hours allows the use of “Pro Pads” (helmets, shoulder pads, and thigh pads). The remaining 15 hours of pre-season practice time are to be used at the discretion of the head coach in preparation for the first outside contest or scrimmage.

Playing Season – Regulations Include:

1. A maximum of 10 varsity and 5 JV games.
2. Playing dates are determined by the master schedule.
3. Outside Competition:
 - a. Flexibility Scheduling Options
 - i. A conference member may choose to play its one non-conference game either in the week it is scheduled in the master schedule (defined as the second weekend in September) or on one of the two weekend dates prior

to the beginning of the opening weekend of the conference master schedule.

- ii. Or, a conference team may choose to play an outside scrimmage prior to the beginning of the conference schedule. However, no inference should be made that a conference team will be allowed to play its non-conference game and an outside scrimmage prior to the beginning of the conference schedule. It is one or the other – not both.
- b. These additional open dates are intended to provide flexibility in scheduling non-conference opponents for either a scored contest or an outside scrimmage.
 - i. If a team uses the flexibility option for a scored contest, then the non-conference date in the master schedule becomes a “bye” for this team.
 - ii. If a team uses the flexibility option for an outside scrimmage, then the non-conference date in the master schedule will serve as the actual date for their scored non-conference date.
 - iii. No conference team can participate in both a non-conference game and a scrimmage during this flexibility period.
4. An alumni game is not included in the number of regularly scheduled games.
 5. 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 12:00am and ending at 11:59 pm

Out of Season – Participation in out of season football activities is limited to 8 hours per week. The out of season period begins on the Monday after the last game of the season and ends with the completion of the spring term. Participation in football by student-athletes and members of the coaching staff during the out of season period shall be governed by the following guidelines.

- 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 protective gear, (helmets, shoulder pads, etc.) or footballs can be used in the conditioning, strength training, and agility program.
- Spring Practice Guidelines
 - Each KCAC football institution will be allowed a maximum of 10 one-hour classroom meetings that cannot be held on Sundays.
 - These sessions may only take place during the spring practice period.
 - These classroom instruction periods will fall within the 8 hour limit of off season contact and would not add any contact time.
 - Must be classroom sessions only. (no field, or court, etc.)
 - A maximum of 10, one hour per day, not to include Sundays, practice sessions may be conducted during the spring term within 30 days of the first practice session.
 - Activities may include the use of footballs and the first five of the 10 spring practices will be non-padded and non-contact with an exception that helmets may

be worn for the safety of the athletes. The second five of the total 10 spring practices sessions can be held in half-shell padding. Half-shell padding is defined as helmets and shoulder pads only.

- Video taping of spring practices is permitted.
- Each institution is responsible for monitoring out of season practice activities according to the guidelines above.
- Member colleges and universities of the KCAC do not sponsor out-of-season teams or individuals who wish to participate in contests or scrimmages against other colleges, sports clubs, leagues, etc. KCAC college and university names should not be used as the team name for such events, and a KCAC coach may not coach student-athletes with eligibility remaining in intercollegiate football in such events. The KCAC Governing Council must approve exceptions.
- Pickup Games – The KCAC does not recommend pickup games in football. If an institution chooses to permit out of season pickup games, a coach may observe but can not teach/coach/conduct drills or practice from the stands, floor, or field. Unit practices involving the offense, defense, or specialty phases of the game can not be conducted. No video taping nor script nor use of gear is permitted.

Official Conference Ball

The NAIA has selected Rawlings (models ST-5, Pro-5, and R5) as the official ball of NAIA Football. The KCAC has replicated this selection by making these models of Rawlings footballs the official football of the KCAC.

KCAC Football Tie-Breaking and Playoff Procedures

The following procedures are used to determine the conference champion for NAIA play-off purposes.

- The conference champion, as determined by conference win-loss record, will represent the KCAC in the NAIA National playoffs.
- In case of a two-way tie for the championship based on the conference win-loss record, the winner of the head-to-head competition between the two teams will represent the KCAC in the NAIA playoffs.
- In the case of a three-way tie (or more) for the championship based on the conference win-loss records, the winner of the head-to-head competitions will represent the conference if possible.
 - If this does not produce a clear-cut champion, the first step is to eliminate, one by one, teams who have lost to the next best conference team (as determined by conference win-loss record) in descending order. Teams would be eliminated from the tie until two teams remain so head-to-head competition between them would determine the conference champion and playoff representative.
 - If the three teams tied have lost only to each other, the scores of their competitions will be examined. The team with the largest total margin of victory versus the teams in the tie will be the conference champion and playoff representative.
 - If an additional step is needed to break a tie, the team with the highest total of accumulated rating points in the national NAIA rankings for the entire season will be the conference champion and playoff representative.

NOTE: In all cases, the conference playoff representative team must be rated among the top 25 in the NAIA national rankings.

Players of the Week

By implementing KCAC procedures for selecting Players of the Week, the KCAC recognizes an Offensive, Defensive and Special Teams Player of the Week in each week of the football season. Nominations are submitted by designated personnel at each institution, SID or coach, with a designated person at each institution having one vote for selecting the Offensive, Defensive and Special Teams Players of the Week.

Media Day

To promote the conference, its institutions, the football programs, and the beginning of the conference football season, the KCAC hosts a pre-season media day. The preferable site is centrally located with media that consistently reports and features KCAC activities. Media day includes a luncheon for media, sports information personnel, coaching staffs, officials, and guests followed by a press conference in which each head coach is given an opportunity to provide information about their teams. Following the press conference, coaches and media vote to establish the pre-season polls. The cost of media day is equally divided among the conference football programs.

Conference Statistics

Cumulative statistics are compiled in each week of the KCAC football season. Each institution designates a person, SID or coach, responsible for reporting accurate statistics for each game to the conference statistician by noon of the Sunday following the contest.

Scheduling

KCAC Football is currently using a 20-year rotating schedule through the 2020 season. Evaluation of the schedule revealed inequities that the conference coaches seek to rectify. The inequities include some teams traveling 3 of 4 or 4 of 6 years to an opponent's site and having the first week open for all conference schools makes it very difficult to find non-conference schools that are able and willing to play KCAC schools in Week 1. The coaches have received approval to use a new master schedule that would begin conference play in Week 1 and rotate open dates for two schools in each of the following 5 weeks (weeks 2 through 6). The newly approved schedule will begin for the 2005 season.

Video Exchange Guidelines

1. Video will be uploaded by the home team to the Game Film Solutions website by midnight Saturday. All games will be made available through the conference library.
2. Exchange film is to include both a wide and a tight copy with the tight being filmed and dubbed by the home team. Copies are to be distributed before the visiting team leaves.
3. Exchange information is to include a team roster, two-deep depth chart and play-by-play listing.

4. Guidelines for film are:
 - A. Show chains for Down & Distance before each play.
 - B. Show game clock at each change of possession.
 - C. Show penalty signals.
 - D. Wide – Show all 22 players at the snap and remain wide for the entire play.
 - E. Tight – At the snap, show Tight End to Tight End and Deepest Back with Linebackers.
 - F. No editing is permitted.
5. Coaches are responsible for assuring that exchange films meet these criteria as closely as possible. Coaches are encouraged to conduct “filming clinics” with camera personnel and coaches.

NAIA Conference Raters

Two coaches are selected by vote of the conference coaches to be members of the NAIA rating committee.

The conference raters are confirmed each spring and reported to the conference coordinator and the NAIA.

NAIA Committee Assignments

The conference coaches also vote in the spring to confirm or select individuals to represent the conference on other NAIA committees as required. All-American Selection, All-American Scholar-Athlete Selection, Nominating, Play-off Manual, Convention Planning, and Awards & Recognition.

All-Conference Team Selection

In general, the selection of the KCAC All-Conference Football Team will follow the format of the NAIA All-Conference Official Team Ballot for All-American selection.

The all-conference selection meeting will be held at the site of the conference champion at noon on the Sunday following the last conference game date to promote the convenience of the conference champion in preparing for the national playoffs.

Nominations for KCAC team at each position are to be made by each head coach on Wednesday before the selection meeting.

A ballot for all nominees at each position is cast with coaches ranking the players. Ranks can only be given to the number of players that constitute first and second team for that position. Coaches are not allowed to vote for players from their own teams. Any player receiving a rank during balloting but not ranking high enough to make first or second team status will be automatically placed on the Honorable Mention list. Each coach will be able to designate two players from their own team to receive Honorable Mention.

All-conference selection for punters, kickers, kick returners and punt returners will be determined by the final conference statistics. Selection of Kickers will be made by kick scoring rankings.

All players included in ties will be included in that All-Conference Team. For reporting purposes to the NAIA, ties for 1st Team must be broken by an additional ballot excluding the coaches of the players involved in the tie.

The KCAC All-Conference Football Team will include and voted on in this order:

Quarterback

1 – First & Second Team
Honorable Mentions as Qualified

Running Back

3 – First & Second Team
Honorable Mentions as qualified

Fullback (not a NAIA recognized position)

1 – First & Second Team
Honorable Mentions as Qualified

Wide Receiver

3 – First & Second Team
Honorable Mentions as Qualified

Tight End

1 – First & Second Team
Honorable Mentions as Qualified

Offensive Line

5 – First & Second Team
Honorable Mention as Qualified

Defensive Line

4 – First & Second Team
Honorable Mentions as Qualified

Linebacker

4 – First & Second Team
Honorable Mentions as Qualified

Defensive Back

4 – First & Second Team
Honorable Mentions as Qualified

Utility Player

1 – First & Second Team
Honorable Mentions as Qualified

Punter

1 – First & Second Team & HM by
Statistics

Kicker

1 – First & Second Team & HM by
Statistics

Kick Return Specialist

1 – First & Second Team & HM by
Statistics

Punt Return Specialist

1 – First & Second Team & HM by
Statistics

Other Awards:

1 – Player of the Year
1 – Offensive Player of the Year
1 – Defensive Player of the Year
1 – Special Teams Player of the Year
Top 19 KCAC Players Selection
1 – Dr. Ted Kessinger Champion of
Character Award winner
1 – Assistant Coach-of-the-Year
1 – Coach-of-the-Year

Duties of the KCAC Football Chair

The head football coaches of the KCAC will nominate and select by vote one head coach to serve a two-year term as chairman of the conference football coaches. The responsibilities of the conference chairman include:

1. Help determine the proper policies and procedures at the conference level.
2. Serve under the direction of the Supervisor of Sport
3. Assist the Supervisor of Sport when requested
4. Represent the KCAC coaches to the Supervisor of Sport
5. Keep the Supervisor of Sport informed and updated
6. Organizing and conducting the fall and spring meetings and the all-conference selection meeting.
7. Reporting minutes of meetings to coaches and the governing council.
8. Reporting recommendations and proposals to governing council.
9. Seeking clarification from the governing council on football procedures and guidelines.
10. Providing guidelines and procedures to the conference coaches.
11. Send a copy of the KCAC Football Procedures to each conference coach prior to the start of the season.
12. Direct the KCAC football media day