

KCAC Women's Softball Procedures & Guidelines
(Updated July 2008)

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 a 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 Softball 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 procedures must be submitted 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. Limitations on scheduling will not include NAIA or other affiliated post-season contests. Exceptions need to be cleared with the KCAC Governing Council.
3. 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.
4. Sports camps, which involve college athletes, shall not be scheduled in a way that would violate pre-season regulations.
5. Head coaches, SID, head athletic trainer and athletic directors from each college are expected to attend KCAC Coaches' meetings.

6. 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.
7. Each sporting event must have someone designated as a game administrator.
8. 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.
9. Conference approval of game balls - Coaches recommend which ball will be designated as the official game ball.
10. 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.
11. Faculty/staff ID's are honored at all KCAC contests. – 2 people allowed in per ID
12. Host schools will admit up to ten (10) visiting spectators into the softball game. It is the responsibility of the visiting school to email the pass list to the host school athletic director prior to the contest.

Maximum Weeks of Participation

Each softball 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 practice and competition seasons begin with the Monday that September 1 falls and ends with the completion of the KCAC Post-Season Softball Tournament. Participation is defined as follows:

Pick-up Games

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

Out-of-Season Competition

KCAC colleges and universities do not sponsor out-of-season teams or individuals to participate in contest 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 softball in such events. The KCAC Governing Council must approve exceptions.

I. General Membership

Bethany College (Lindsborg, KS.)
Friends University (Wichita, KS.)
Kansas Wesleyan University (Salina, KS.)
McPherson College (McPherson, KS.)
Ottawa University (Ottawa, KS.)
Sterling College (Sterling, KS.)
University Saint Mary College (Leavenworth, KS.)
Tabor College (Hillsboro, KS.)
Southwestern College (Winfield Ks.)

II. Seasons & Scheduling Definitions

A. Non-Traditional and Out of Season Participation- Fall Semester

Five weeks of supervised softball practice are allowed in the fall semester. Two dates played on Saturdays are allowed without counting toward conference play date limit. Additional dates maybe played (weekends only) but these dates will count against the allowable number of dates to be played in the spring. All eligibility paper work must be properly submitted to the Conference Eligibility Chair prior to competition against any outside competition.

Out of season softball is limited to 10 participation hours per week. Out of season is defined as the Monday that September 1 falls and ends January 14. Student-athletes and members of the coaching staff shall not engage in athletically related activities outside 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 protective gear, balls or bats 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:
 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 up to 5 student-athletes. No other student-athlete may be observing or present during the practice activity.
 2. Softballs, 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. Videotaping is permitted within the 10 practice sessions.

4. Each institution has the responsibility to monitor the out of season practice activities that may occur according to the above-mentioned guidelines.

B. Traditional Season

The official start date for the traditional spring softball practice shall be January 15th. All eligibility paper work must be properly submitted to the Conference Eligibility Chair prior to competition against any outside competition.

C. Number of Contests

A season shall consist of 15 play dates. (a two day tournament shall equal one play date).

D. Scrimmages

One scrimmage date is allowed without counting against allowable play dates.

E. Alumni Game

One alumni game is allowed and not counted against allowable play dates.

F. Missed Class Dates

Six missed class dates are allowed for Traditional season. Conference games shall not count against missed class day total. Each institution is responsible for the definition of a missed class date.

G. Spring Break

Spring Break games are not counted in total allowable play dates. Options available are as follows:

1. 2 tournaments
2. 1 tournament & 2 doubleheaders
3. 8 individual games

H. Junior Varsity Contests

A total of 20 junior varsity contests may be scheduled. No Senior athletes may compete in junior varsity contests. No student-athlete may compete in more than 28 play dates in any sport season.

All Junior varsity games must be printed on you schedule.

III. Rules and Equipment

- A. KCAC shall follow the NCAA Rules book approved for calendar year. A copy of the rule book will be provided by the Conference Supervisor of Officials or may be downloaded from:

http://www.ncaa.org/library/rules/2009/2009_softball_rules.pdf

Any changes made by NAIA will followed by KCAC.

- B. The official ball will be the Wilson A9010SST- NAIA or NCAA version .47 core.

IV. Conference Scheduling

- A. Each conference team shall play opposing conference members one doubleheader during each sport season to be counted toward KCAC standings.
- B. Home site will rotate from one year to the next.

- C. Home team will be home for both games.
- D. Home team is responsible for supplying game balls for contests.
- E. Games played before daylight savings time are to be played at 4pm & 6pm (where possible). Games played after daylight savings time are to be played at 5pm & 7pm (where possible). Sites without lights are to use 1pm & 3pm start before daylight savings time and 2pm & 4pm after. Weekend play times are at the mutual consent of both coaches.
- F. Conference games are to be played within week designated by conference rotation schedule (see attached). Changes may be made only in the case of conference games falling in an institution's Spring Break week. Any other changes must be approved by KCAC Governing Council.
- G. In the event of reschedule dates, KCAC games must be rescheduled at the earliest possible convenience of both schools. KCAC rescheduled dates take precedence over non-conference games and tournaments and must be completed before the beginning of the KCAC Tournament.
- H. All games are to be played with 8 run rule after 5 innings.
- I. International Tie Breaker is to be used in top of 8th inning in conference play.

V. Post Season Tournament

A. Participation

All nine-conference schools will participate in a double-elimination tournament on Thursday, May 2, 2009 and Friday, May 3, 2009 (with Saturday, May 4, 2009 serving as a rain date). These games do not count against the 15 allowable play dates.

B. Seeding

Seeding shall be based on outcome of regular season conference schedule.

#8 vs. #9 Play in game starts at 10:00 a.m. the day of the tournament

#1 vs. #8 or #9 winner of the play in game

#2 vs. #7

#3 vs. #6

#4 vs. #5

Bracket and Time Schedule attached.

1. Tie-Break Procedures

a. Head-to-Head Competition

b. Runs allowed in head-to-head competition.

c. Record against highest seeded teams. (Example: If two teams are tied for third place then each teams record against #1 will be compared. If tie still exists then record against #2 will be compared and continued until winner established.)

d. Runs allowed in all conference games.

- e. Coin Flip
- 2. Advancing through tournament
 - a. Home Team in the winners bracket will be the highest seeded team.
 - b. Home Team in the losers bracket will be determined by a coin flip.
 - c. In the Championship Game the winners bracket team will be the home team.
 - d. In the Championship If Necessary Game the losers bracket will be the home team.
 - e. Once the Tournament has begun (at least one complete round): In the event of inclement weather, the highest seeded undefeated team will advance to the Region IV Tournament.
 - f. If the KCAC Tournament is halted completely or prior to the completion of first round of tournament, then the number one seed of tournament will advance to Region IV Tournament.
 - g. All games to be played with 8 run rule after 5 innings.
 - h. No International Tie Breaker will be used in conference tournament.

C. Tournament Director

The head coach of the host institution will serve as Tournament Director. The Tournament Director will be responsible for the scheduling of facilities and promotion of tournament and collection of tournament entry fee.

D. Host Institution

The host site shall be established through conference rotation. Returning to top of list after completing rotation.

2009	Ottawa University
2010	Tabor College
2011	Friends University
2012	Sterling College
2013	McPherson College
2014	Bethany College
2015	University of Saint Mary
2016	Southwestern College
2017	Kansas Wesleyan University

E. Tournament Entry Fee

Participating teams are responsible for paying \$275.00 entry fee before beginning play in KCAC Tournament. Failure to supply entry fee constitutes elimination from tournament.

KCAC SOFTBALL ROTATING CONFERENCE SCHEDULE

Team Rotation by Year

2007

1. McPherson
2. St. Mary's
3. Ottawa
4. Ks. Wesleyan
5. Sterling
6. Southwestern
7. Tabor
8. Bethany
9. Friends

2007

<u>Monday</u> <u>March 19th</u>	<u>Tuesday</u> <u>March 27th</u>	<u>Monday</u> <u>April 2nd</u>	<u>Saturday</u> <u>April 7th</u>
1 v 3	1 v 7	1 v 6	2 v 9
4 v 9	2 v 6	2 v 5	3 v 8
5 v 8	3 v 5	3 v 4	4 v 7
6 v 7	8 v 9	7 v 9	5 v 6
bye 2	bye 4	bye 8	bye 1

<u>Tuesday</u> <u>April 10th</u>	<u>Saturday</u> <u>April 14th</u>	<u>Monday</u> <u>April 16th</u>	<u>Saturday</u> <u>April 21st</u>
1 v 2	1 v 5	1 v 9	1 v 4
3 v 9	2 v 4	2 v 8	2 v 3
4 v 8	6 v 9	3 v 7	5 v 9
5 v 7	7 v 8	4 v 6	6 v 8
bye 6	bye 3	bye 5	bye 7

VI. Tuesday KCAC TOURNAMENT ROTATION SCHEDULE

April 24th

- 1 v 8
- 2 v 7
- 3 v 6
- 4 v 5
- Bye 9

All games in March are to be played at 4:00 pm and all games in April will be played at 5:00 pm. Saturday games will start at 1:00 pm.

Home site will be opposite of the previous years games.

Home site will be responsible for supplying the game balls. The visiting team will be visitor the first game and home for the second game.

All games are to be played with 8 run rule after 5 innings. International tie breaker will start at the top of 8th in conference play. The International Tie Breaker will not be used in KCAC tournament.

Duties of the KCAC Softball Chair – *need to be added here*