

MISSOURI VALLEY FOOTBALL CONFERENCE
2009 PROCEDURES

1. Dates.

A composite schedule shall be distributed in advance of the season.

2. Site.

Conference games shall be played on a home-and-home basis bi-annually.

3. Eligibility.

Conference eligibility forms must be mailed to the Conference Office no less than one week prior to the first game.

4. Conduct of Competition.

4.1 Format. The conference champion shall be determined annually by the results of the round robin schedule.

4.2 Ties.

4.2.1 Co-Champions. In the event of a tie in the round robin results, co-champions shall be named.

4.2.2 NCAA Automatic Qualifier. Ties shall be broken to determine the team which receives the automatic bid to the NCAA championship as follows:

a. In the event of a two-team tie in the round robin result, the tie will be broken by:

- (1) Head-to-head match-up
- (2) Each team's record against the next highest ranked team

b. If three or more teams are tied:

- (1) Comparison of cumulative records involving games with the tied teams. For example, if a team is 2-0 against two other tied teams, that team will be declared champion.
- (2) Each team's record against the next highest ranked team,

excluding the teams which are tied. For example, Teams A, B, & C are tied. Team D finished 4th.

Case #1: A beat D; B & C lost to D. A is the champion.

Case #2: A & B beat D; C lost to D. C is eliminated and the champion is the winner of A & B head-to-head.

Case #3: A, B & C all beat (or lost to) D. Go to their records against the 5th place team to break the tie. If still tied, consider records against 6th and then 7th place teams.

- (3) The latest available GPI ranking prior to NCAA selection shall be used as the final tiebreaker.

4.3 Schedule.

4.3.1 Round-Robin. The conference will conduct a round-robin schedule each season.

4.3.2 Scheduling Principles. The conference schedule will incorporate the following scheduling principles:

- a. The first three weeks of the season will be open to schedule non-conference opponents.
- b. Conference games will be scheduled the following nine consecutive Saturdays with a bye week for each team within the conference schedule.

4.3.3 Schedule Changes. Teams have the flexibility to make changes by mutual agreement and with written notification to the conference office. If mutual agreement cannot be reached by the two teams involved, the conference schedule will prevail.

4.4 Rules. NCAA rules shall govern all play.

- a. Noisemakers. Artificial noisemakers shall not be permitted to be brought into or used in Valley football stadiums. Member institutions shall not distribute or sell any item(s) that may be used as artificial noisemakers. The intent of the rule is to prohibit activities that disrupt play or create unfair advantage. Thunder sticks, cow bells and horns fall into those categories. Non-prohibited activities include the following:
 - (1) Putting “make noise” on the video board
 - (2) Shaking keys on kick offs
 - (3) Drum cadence prior to and during a kickoff that is non-disruptive.
- b. Suspended Game. If a game is stopped and is not continued, the following shall apply.
 - (1) If fewer than three (3) quarters have been played, the game shall be subject to rescheduling;
 - (2) If a contest is rescheduled, the game shall resume exactly when the game was disrupted and stopped with all factors in place at the time of disruption;
 - (3) If a game is suspended, it must be resumed within 24 hours of the original kickoff time unless otherwise agreed upon by the head coaches from both teams;
 - (4) If more than three (3) quarters have been played and a team is 21 or more points behind, it shall be declared a completed contest. If the point difference is fewer than 21 points, both institutions must agree for the game to be declared a completed game.”

4.5 Personnel.

- 4.5.1 Squad Size. Squad size shall be limited to 60 players on the road for conference games. **Non-participating players and other personnel must be issued one of the allotted sideline passes.** Squad size shall be unlimited at home.
- 4.5.2 Team Area. The team area shall be limited to squad members in full uniform and a maximum of **30** other individuals directly involved in the game. **Additional passes, up to 60, are available upon request.** Individuals, other than players in full uniform, shall wear a credential marked “Team” which shall be numbered. No other credential is valid for the team area. Note: Persons directly involved in the game

include, but are not limited to: coaches, players not in full uniform, medical and training staff, and team managers. Further, uniformed chain crew members and ball persons are not required to be credentialed.

4.5.3 Sideline Restrictions.

- a. Persons wearing “Team” credentials are not permitted outside the team area.
- b. The area from the limit lines outward to the stadium seating should be restricted while the game is in progress to the following:
 - (1) credentialed media camera operators, on-air personnel and tv timeout coordinator;
 - (2) cheerleaders in uniform;
 - (3) uniformed security personnel; and
 - (4) **administrators with Missouri Valley Football All-Access credentials.**
- c. All non-uniformed players, former players, prospective student-athletes, and high school coaches shall be required to sit in the stands.

4.6 Equipment/Provisions.

- 4.6.1 Balls. The visiting team shall provide five game balls.
- 4.6.2 Clock. A 25-second clock shall be mounted in a position easily seen by the quarterbacks.
- 4.6.3 Officials’ equipment. The home management shall provide in the game officials' dressing room:
 - a. five game balls,
 - b. a pump and gauge to measure air pressure,
 - c. a markerboard,
 - d. seven game programs, and
 - e. refreshments during pre-game and half-time.

- 4.6.4 Field Communication Phones. Teams shall work cooperatively to provide necessary field communication phones, especially when unforeseen circumstances arise.
- a. Visiting teams may provide their own phones and be responsible for installation and maintenance. If the visiting team provides its own phones and they become inoperable, the home team may continue to use its phones; if the visiting team provides its own phones and the home team's phones become inoperable, the visiting team may continue to use its phones.
 - b. The visiting team must provide 48 hours notice if it needs the home team to provide field communication phones. If 48 hours notice is given, the host will be required to provide the equipment and, if the available equipment falls below the minimum requirements during a game, the other phones will be disconnected until the non-working set has been repaired.
 - c. If the host institution provides field communication phones, a minimum of two lines with 75' extension cord plus a crossover line shall be provided for the home and visiting teams.
 - d. Teams shall be permitted to provide additional equipment beyond the minimum. However, a visiting team may use either the home team's phone system or its own system, but not both systems.
 - e. Given the problems often encountered with satellite uplink interference with wireless phones, agreed the home team must provide backup phones for the visiting team for all televised games and, in those cases, "equity phone use" will apply.
 - f. For non-televised games, it is recommended the visiting team give at least two-hours notice of any phone problems with their equipment which would require home team assistance. Further, agreed every effort will be made by the home team to provide backup phones, but the home team will not be required to shut down their own phones under these circumstances.

4.6.5 Tickets.

- a. 200 complimentary admissions shall be available to the visiting team. The host institution shall send 50 hard tickets to the visiting team's AD in advance of the game. The host shall be responsible to administer complimentary admissions for the additional 150 permitted, plus any returned hard tickets.
- b. Each official shall be provided, upon request, up to two complimentary tickets for each game worked.

4.6.6 Training Supplies

- a. Ice shall be provided to the visiting team for use in case of injuries.
- b. The host shall provide soft drinks and **200 towels**.
- c. Drinking water shall be placed in suitable containers at the bench of the visiting team.

4.6.7 Uniforms. The visiting team in conference games shall wear white jerseys; the host team shall wear jerseys of a contrasting color. **Any deviation from this must be consistent with NCAA rules and approved in writing prior to the game.**

4.7 Facilities.

4.7.1 Field of Play.

- a. The football field shall be marked as prescribed by and as diagramed in the NCAA Official Football Rules Book.
- b. The limit line, which is six feet outside the sidelines and end lines, shall be marked with 12 inch lines at 24 inch intervals. A solid white area is required between the sideline and the coaching line and team area. This area extends between the 25 yard lines.
- c. Rubber markers are to be placed on the sides of the field away from the press box between the 30 yard lines and the

goal lines.

- 4.7.2 Team area. The area extending back from the limit line to and for the length of the player's bench shall be kept clear throughout the game for exclusive occupancy of the coaches, players with whom they are conferring, and players entering or leaving the game.
- 4.7.3 Stands. Spectators shall not be closer to the playing area than the stands. Temporary stands shall be placed a reasonable and safe distance from the playing field.
- 4.7.4 Bands. It is recommended that home team bands not be seated behind the bench of the visiting team.
- 4.7.5 Coaches Booth. Each school shall furnish the visiting team with a closed booth equipped with two field telephones.
- 4.7.6 Visiting Team. The home management shall provide a dressing room for the visiting team.
- 4.7.7 Officials. The home management shall provide a private dressing room for the game officials four hours prior to game time with an adequate meeting room for their pre-game meeting. If such a space is not available at the stadium, a room should be provided at the hotel where the officials are staying.

4.8 Protocol.

- 4.8.1 Official Time. The use of an electric clock is considered official. The field judge will check with the official timer.
- 4.8.2 Pre-Game.
 - a. The game manager shall consult with the referee a minimum of one hour and 30 minutes (1 ½ hr.) prior to the game to advise officials of pertinent information regarding game management, security, television or any unusual circumstances of the game.
 - b. Both teams shall be required to be off the field 20 minutes before game time.

- c. For pre-game warmups, half of the playing field shall be reserved for the respective teams between the 30 yard lines, the area adjacent to their respective benches, as well as the area from the 30 yard line to the end line which is to the right of their respective benches.
- d. Entering and Exiting the Field.
 - (1) When entering or leaving the field during warmups, a team may not enter the designated warmup area of the opposing team if it is on the field.
 - (2) Coaches shall be responsible for self-policing practice area and players.
 - (3) Taunting opponents is strictly prohibited.
 - (4) Players and coaches shall respond positively to officials' directives.
 - (5) Any team not abiding by pre-game policies shall be subject to a 15-yard unsportsmanlike conduct penalty at the start of the game.
 - (6) Uniformed security personnel are required to escort officials when entering and exiting the field.

Note: the early coin toss procedure was eliminated, effective for the 2009 season, to be consistent with NCAA football rules.

4.8.3 Coin Toss. *The coin toss shall be administrated by officials with selected players from each team 20 minutes prior to the start of the game at a spot designated by the host; a ceremonial coin toss shall also be held 1 ½ minutes prior to the start of the game at mid-field.*

4.8.4 Pre-Game Team Handshake. A pre-game team handshake shall be conducted prior to every conference game as follows:

- a. The ceremonial pre-game coin toss shall be conducted at 1:30 on the clock.
- b. When the captains go to midfield for the coin toss, all remaining team members shall assemble along the hash marks.
- c. Following administration of the coin toss, the head coaches and teams shall meet at midfield for the pre-game handshake.

- d. Players shall not wear, but may carry, their helmets during the team handshake.
- e. A standard public address announcement shall be provided by the conference office for announcement preceding the team handshake.

4.8.5 Starting Times.

- a. Starting times shall be determined by the home team.
- b. Games shall start promptly at the scheduled time.

4.8.6 Half-Time.

- a. Games shall have a 20-minute half-time intermission. Half-time may be extended to 25 minutes with the agreement of both teams. If half-time exceeds 25 minutes, a 5-yard penalty shall be assessed.
- b. Administration of half-time activities shall be the responsibility of the host Director of Athletics. If the bands of both competing universities are to perform at half-time, no more than eight minutes shall be allotted to either band for its performance.

4.8.7 Lightning. NCAA lightning safety guidelines shall be followed. An individual (i.e. head trainer, event manager) shall be responsible for monitoring threatening weather and communication with the referee to ensure the safety of participants and spectators.

4.9 Scouting.

4.9.1 Conference. Scouting for all games (including spring scrimmages) involving Valley teams shall be limited to video exchange only.

4.9.2 Non-Conference. Valley members shall not exchange conference videos with non-conference opponents during the regular season and playoffs, other than the non-conference opponents who are on current schedule. There will, however, be no exchange restrictions in the off-season or using previous seasons' video.

4.9.3 Video Exchange. Detailed video exchange policies are included as Appendix 1.

4.10 Media.

4.10.1 Post-Game. NCAA post-game media procedures shall be followed for all conference games.

4.10.2 Radio Line. One line shall be provided for the official station of visiting team.

4.10.3 Radio and Broadcast Rights. Non-sponsored broadcasting privileges and one outlet shall be allowed for a station representing the visiting school. The host university shall determine whether broadcast rights may be sold.

4.10.4 Statistics. Fifteen (15) sets of full-game statistics with programs and flip cards shall be provided to visiting team prior to departure.

4.10.5 Television Time-Out Policies. For all televised games, there will be three 1:30 minute commercial breaks per quarter, with no breaks during any overtime session. There will be 2:00 minute breaks at the end of the first and third quarters.

5. Officials.

5.1 Coordinator. The conference coordinator of football officials shall be responsible for communicating with the Missouri Valley Football Officials Association.

5.2 Crews. A seven-man officiating crew shall be assigned for all games by the coordinator.

5.3 Fees. The officials fee structure shall be:

Game fee: \$375, with an additional \$25 for the referee of each game

Per Diem: \$80 if one way mileage is > 150;
\$150 when two nights of lodging is required.
Host institutions shall secure competitive rates for officials' lodging, but not provide complimentary rooms.

Travel: \$1.00/mile, one way
\$175 shall be added to assignments which require air travel to Fargo and NDSU shall provide courtesy cars for local ground transportation.

5.4 Payment.

5.4.1 Football officiating fees shall be estimated for the entire conference annually with each institution paying a proportionate amount, based on number of home games, into an officials' operating fund administered by the conference office.

5.4.2 Payments to officials shall be made directly from the conference office with checks mailed monthly for games officiated in the previous month.

5.5 Observers.

5.5.1 Assignment. Institutions shall consult with the Coordinator to assign an officials observer to work each home game.

5.5.2 Payment. Recommended compensation is \$75 per game and provision of expenses to attend the annual Gateway officiating clinic.

5.5.3 Responsibilities.

- a. Attend all or part of the pre-game conference and offer insight into any concerns regarding game administration or playing conditions.
- b. Observe pre-game warm-ups one hour before time.
- c. Observe post-game interaction of participating teams and spectators.
- d. Keep a record of penalties committed and, with the help of the officials, compile an accurate report of the players committing fouls. Present this report to the coaching staffs of the competing teams after the game and send one copy of the report to the coordinator.
- e. Visit with officials post-game to constructively discuss their

work during the game.

- f. Communicate any problems observed to crew and report same to the coordinator.
- g. Within 24 hours after the game, file a written evaluation report with the coordinator. If anything unusual occurred, contact the coordinator as soon as possible.

5.6 Game Management. The home management is to provide:

- 5.6.1 An electric clock operator to serve as official timer and to report to the officials' dressing room for instructions 60 minutes before the game.
- 5.6.2 One down-indicator operator, two chainmen, a clip-man, and two auxiliary down-indicator operators. All six are to be dressed alike and in contrasting color to either players or game officials. All six are to report to the linesman for instructions 30 minutes prior to game time on the field.
- 5.6.3 One 25-second clock operator to operate the display clocks from the press box or sideline and to report to the officials' dressing room 40 minutes before game time to receive instructions from the field judge.
- 5.6.4 Four persons [college age recommended] to act as ball retrievers with two to be located on each side of the field. They are to report to the game officials for instructions 30 minutes prior to game time on the field.
- 5.6.5 Uniformed security to escort officials to and from the field at halftime and post-game.

6. Awards.

- 6.1 Champion. First place team trophy shall be awarded.
- 6.2 Individual Champion Awards. Caps shall be awarded to individual members of the first place team.
- 6.3 All-Conference.

- 6.3.1 The Conference Office shall solicit nominations from each coach for his own student-athletes by position.
- 6.3.2 A ballot listed alphabetically by name shall be compiled by the Conference Office from the nominations received.
- 6.3.3 Conference coaches, SIDs, and two media representatives (selected by SID) from each school shall be entitled to vote, but may not vote for players from their own school. Voting will be weighted as follows: coaches x3, SIDs x1, each media representative x1.

Note: A teleconference shall be conducted with coaches prior to all-conference voting to discuss nominations. SIDs and voting media will be permitted to join the teleconference with listen-only privileges.

- 6.3.4 Voting shall be for 54 players, 27 first team and 27 second team, broken down as follows:

Offense: 5-offensive linemen, 2-wide receivers, 1-tightened, 1-quarterback, 2-running backs, 1-fullback, 1-kick

Defense: 4-defensive linemen, 4-linebackers, 4-defensive backs, 1-punter, 1-return specialist

- 6.3.5 Top vote-getter at each position shall be named to the first all-conference team; second highest vote-getter shall be named second team.
- 6.3.6 Honorable mention for all-conference shall include a combination of the "next best" player at each position according to the balloting plus "wild card" selections by coaches during the selection teleconference, not to exceed three honorees per institution.
- 6.3.7 Voting by coaches, SIDs and media (using same weighting system as all-conference) shall take place to name Offensive and Defensive Players of the Year.
- 6.3.8 Voting by coaches, SIDs and media (using same weighting system as all-conference) shall take place to name a Coach of the Year.
- 6.3.9 Announcement of the awards shall be made during the final week of

November.

6.4 All-Newcomer.

- 6.4.1 The conference office shall solicit nominations from each coach. First-year players are eligible. That includes freshmen, junior college transfers, prop 48 players and I-A transfers.
- 6.4.2 Conference coaches, SIDs and two media representatives (selected by SID) shall be entitled to vote, but may not vote for players from their own school.
- 6.4.3 Voting shall be for 22 players, broken down as follows:

Offense: 11 at any position
Defense: 11 at any position
- 6.4.4 Top 11 vote-getters on offense and defense shall be named to the team. Deadlines and announcement of team to be determined by the conference office.
- 6.4.5 Voting shall take place to name a Newcomer of the Year.

6.5 Academic.

- 6.5.1 Presidents Academic Excellence Award. The Presidents Academic Excellence Award shall be given annually to recognize the elite academic achievements of graduating senior student-athletes. Nomination forms and plaques are provided by the Conference office each spring. Criteria used to select award recipients are as follows:
 - a. Student-athletes must have achieved a minimum 3.5 cumulative grade-point average.
 - b. Student-athletes must have participated in athletics a minimum of two years including the senior year. However, it is not necessary for student-athlete to be letter winner.
 - c. Student-athletes must be within 18 hours of graduation at the time the award is to be received.
- 6.5.2. Commissioner's Academic Excellence Award. The Commissioner's

Academic Excellence Award shall be given annually to recognize outstanding academic achievement of student-athletes. Nomination forms and certificates are provided by the Conference office each spring. Criteria used to select award recipients are as follows:

- a. Student-athletes must have achieved a 3.2 grade-point average in each of the previous two semesters.
- b. Student-athletes must have participated in athletics, but not necessarily as a letter winner.
- c. Freshmen are not eligible.

6.5.3 Conference Honor Roll. The Conference Honor Roll is a compilation of all student-athletes who have competed in Valley football and who have attained a specified grade-point average. Nomination forms are provided by the Conference office each semester. The criteria used to select award recipients is as follows:

- a. Student-athletes must have achieved a minimum semester grade-point average of 3.0.
- b. Student-athletes must have been members of an athletics team during the term. Participation is not required.

6.5.4 Scholar-Athlete Team. An all-academic team will be named annually. Criteria used to select the honorees are:

- a. Student-athletes who have a sophomore academic and athletic standing and have maintained a **cumulative GPA of 3.2** are eligible for the all-academic team.
- b. Voting by SIDS will take place to name an all-academic team. Deadlines and dates to be determined by the conference office.

6.5.5 Academic Excellence Award. The Conference team with the highest grade point average shall receive the Valley Football Academic Excellence Award. The GPA shall be calculated as follows:

- a. The prior academic year: fall and spring semesters;
- b. Includes all football student-athletes who competed, practiced

or received athletic aid; and

- c. Total honor points for both semesters divided by total credit hours.

- 7. Meetings. A meeting of head coaches, directors of athletics and faculty representatives shall be held annually to review rules and procedures and to submit recommendations to the conference office.
- 8. Ethics. Officials, coaches and administrators shall at no time make public statements which are critical of conference coaches, officials, or other personnel. If a situation arises that may be in the nature of a complaint, those involved must register, in writing, such complaint with the conference Commissioner and/or the Coordinator of Officials. The enforcement policy of this rule shall be as follows:
 - 1st offense - private institutional reprimand (copy to CEO)
 - 2nd offense - public reprimand by conference office
 - 3rd offense - one game suspension

Missouri Valley Football
Video Exchange Policies

1. Video Exchange Program.
 - a. Purpose. The purpose of the video exchange is to give all teams the opportunity to prepare for their opponents on an equal basis. Note: The video exchange program will be suspended if the regular season is opened against a conference opponent with a new coach.
 - b. Elements. The program shall include exchange of games among teams via the Internet and **provision of video for officials through the Midwest Football Alliance.**
2. Method of Exchange. GameTapeXchange shall serve as the conference video exchange provider for both the team and officiating elements of the video program.
3. Exchange Policies.
 - a. Conference members shall exchange video for all games previously played. In the event of an unequal number of games played, only games played on equitable dates will be traded, unless other arrangements are mutually agreed upon. Once uplinked and available, all teams will have access for downloading.
 - b. The home team is responsible for uplinking video for conference games; the Valley teams are responsible for uplinking video for all non-conference games, home and away.
 - c. The deadline for uplinking games is Sunday, Noon Central Time.
Note: Some exceptions may be warranted for non-conference games to provide equal access to opponents or if there are problems due to travel. These situations should be worked out among the involved teams.
 - d. A team will not be able to download/view any video until its game that week is uplinked.
 - e. Game stats, play-by-play and current team roster shall be part of the exchange. These can be provided by posting this information on the institutional website or by other mutually agreeable arrangements. It is the responsibility of the Valley team in each non-conference game, home or away, to ensure that a play-by-play is available for this exchange.

- f. **Officials shall be provided access to video through the Midwest Football Officiating Alliance operated out of the Big Ten office. To accomplish this, each school must uplink video to GTX in continuous game format by Monday at 8:00 am following each game.**

As with the team video exchange, the home team is responsible for uplinking video for conference games; each Valley team is responsible for uplinking video for all non-conference games, home and away. *Note: the only exceptions are non-conference games against a Big Ten or Mid-American team.*

4. Videotaping Policies.

- a. Video format shall be intercut, offense/defense/kicking, with three separate files rather than one continuous file.
- b. Video shall be the standard wide shot and a rear tight shot. Video shall be shot at standard speed. Continuous game video is required. The first shot shall be tight (tackle or tight end to tackle or tight end) enough to read jersey numbers, then zoom out to include all 22 players at the snap of the ball.
- c. The camera should be kept running past the conclusion of the play to ensure documentation of any fouls that occur during continuation of action after the play or out of bounds.
- d. The cameraman should attempt to shoot the scoreboard after each score.
- e. The videotape shall include the pre-game handshake and post-game activities until players have left the field.

5. Scouting Non-Conference Opponents.

If an exchange can be worked out in which a conference institution can help another conference institution, the exchange should be made. For example, Team A plays Fresno State in September. Team B plays Fresno State in October. By agreement, Team A could give Team B their Fresno State video. If it was not booked into Team B's conference exchange with Team A, a fourth Team B video should be included in the conference exchange. Please keep in mind this agreement is only for non-conference opponents. No institution should ever use this help agreement policy within the conference exchange.