
Operating Code

of the

Alberta Colleges Athletic Conference



December 08 Changes
May 09 Changes
September 09 Changes
October 09 Changes
November 09 Changes
January 10 Changes

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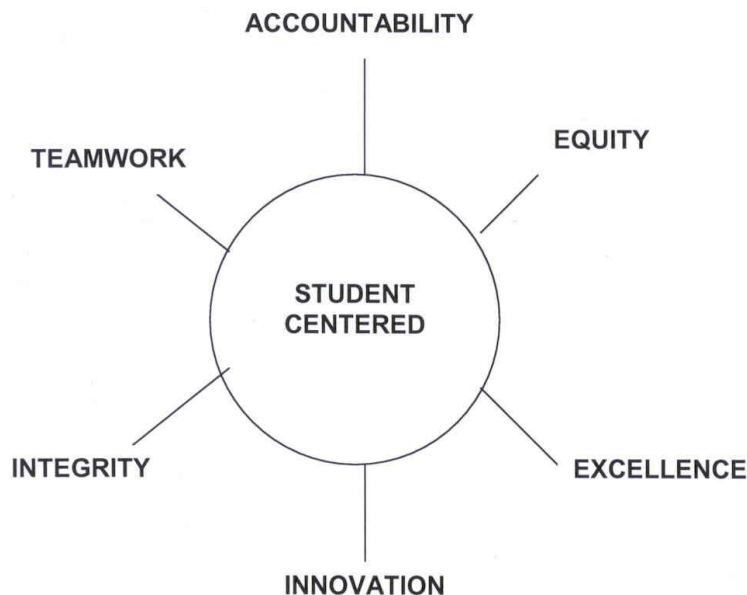
Mission Statement

The ACAC is the governing body for intercollegiate athletics in Alberta. Its mission is to foster the development of the student-athlete through the administration and promotion of intercollegiate athletics as part of the education experience and provide a leadership role in the development of sport in Alberta.

ACAC Vision Statement

"Building Character Through Athletic and Academic Achievement"

ACAC Core Values



ACAC Guiding Principles

The ACAC will:

- Encourage academic success and promote a total educational experience.
- Continually contribute to the development of sport provincially and nationally.
- Provide structures that encourage competitive opportunities relevant to all members.
- Present training and competition at a level appropriate to meet the primary goal of completing a post-secondary education.
- Afford an athletic experience that assists members in striving for conference and national championships.
- Operate in a fiscally responsible manner. *(Added December 2007)*
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Article I Operating Rules

Section 1 Definitions

1. The fiscal year of the Alberta Colleges Athletic Conference shall be from July 1st of one year to June 30th of the succeeding year.
2. References to the ACAC are to the Alberta Colleges Athletic Conference.
3. References to the "Commissioner" are to the Conference Commissioner
4. References to the word "member" or "members" are to the institutional member or members of the Conference.
5. A "post-secondary" student is one whose course of studies is recognized within their college as an accredited program of study. High school students are considered secondary students and are normally considered ineligible to compete on ACAC teams.
6. References to "majority vote" are to simple majority.
7. A manifest hardship case shall be an occurrence of happening whereby a member institution cannot meet its schedule commitments due to an Act of God or to circumstances beyond its control.
8. A student athlete shall be one whose name appears on one or more official ACAC game sheet(s) or tournament game sheet(s).
9. A "Level One Sanction" (ACAC League Approved Schedules) is marked by: the event is approved authoritatively by the Council in session; this level of sanction provided for conformity to the Operating Code; this level is inclusive of Conference membership, that is, each member has first right of refusal to attend (but members make commitments at earliest times.

A "Level Two Sanction" is marked by: the event is approved by the Council in session; provision is made for the use of the Alberta Colleges Athletic Conference name and logo on promotional material; this level is inclusive of Conference membership, that is, each member has first right of refusal to attend.
10. References to "proper authority" are to a majority vote of the members of Conference Council.
11. A direct scholarship shall be one that uses athletic participation as the limiting criterion.
12. The indication of "in attendance" shall be that the student athlete is actually attending classes on a regular basis.
13. The official ACAC colour shall be Pantone Blue 300.
14. The definition of a contest: any game/match exhibition, scrimmage, joint practice session involving two or more intercollegiate teams. *(Added May 2005)*
15. The definition of a non-conference game: any game not including ACAC regular season or playoff game. *(Added May 2005)*

Section 2 Adoption and Amendment of the Operating Code

- 1.** The Operating Code shall become effective upon the adoption hereof by the affirmative vote of three-fourths of the representatives of the member institutions on behalf of such institutions.
- 2.** The Operating Code may be amended by the affirmative vote of two-thirds or more of the votes cast, to become effective on the date provided in the vote adopting the amendment.
- 3.** A proposed amendment must be initiated by a member of the Conference Council.
- 4.** Adoption of amendments to the Operating Code can only take place at a meeting of the Conference Council.

Section 3 Code of Ethics

1. General

- 1.1. It is understood that all decisions arrived at through the democratic process will not be completely satisfactory or be completely acceptable to all directors of athletics or to all coaches. Regardless of any personal feelings or beliefs one may harbour pertaining to a particular matter, it is expected that the individual concerned will follow the due process to achieve any desired change.
- 1.2. It is important for the continual development and credibility of intercollegiate athletics that all differences are settled via the procedures provided herein and that a united and supportive position is projected at all times to the general public and news media.
- 1.3. Member institutions, directors of athletics or coaches who express grievances or disagreements via sources or channels not prescribed by the ACAC may be disciplined for such actions as prescribed in Article III, Section 1 of this Operating Code.
- 1.4. The intellectual challenge and practical educational orientation provided by all ACAC member institutions would be supplemented by a variety of other developmental opportunities. The intercollegiate athletic program is one of the areas which can contribute uniquely to the full development of students' potential when administered consistent with the values that are a basic to a sound educational experience. In order to achieve the positive outcomes, which can result from intercollegiate athletics, the program and its participants require responsible and professional leadership from coaches and administrators. To this end, the following code of ethics is presented to guide the conduct of those who provide leadership in intercollegiate athletics.

2. Guidelines for Directors of Athletics and Other Athletic Department Personnel

- 2.1. Directors of athletics and coaches are expected to share with game officials the responsibility for the orderly conduct of any athletic event:
 - 2.1.1. By acknowledging the authority of officials in a contest and by relating to them in a positive and respectful manner.
 - 2.1.1.1. Refrain from directing criticism towards game officials when speaking to the media.
 - 2.1.2. By exercising control of their own conduct so as to avoid inciting players, officials, and spectators.
 - 2.1.3. By conducting themselves at all times in a manner which is appropriate to the responsibilities of their respective positions.
 - 2.1.4. By insuring adequate crowd control measures are in place.
- 2.2. Directors of athletics are expected to maintain academic integrity of their programs through adherence to all academic requirements of their institutions and the Conference.

- 2.3.** Directors of Athletics are expected to protect the health and safety of student athletes:
 - 2.3.1.** By providing personnel who utilize sound coaching and training practices.
 - 2.3.2.** By providing appropriate equipment.
 - 2.3.3.** By maintaining hazard free playing environments.
 - 2.3.4.** By providing safe transportation.
- 2.4.** Directors of athletics shall make every effort to ensure that athletes and other participants conduct themselves in a manner that reflects a positive image of the institution they represent and Alberta Colleges Athletic Conference.
- 2.5.** All colleges shall strive to maximize present participation and to provide equal numbers of participation opportunities for women and men in the ACAC (coaches and student athletes).

3. Guidelines for Coaches

- 3.1.** Coaches have a responsibility to:
 - 3.1.1.** Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
 - 3.1.2.** Direct comments or criticism at the performance rather than the student athlete
 - 3.1.3.** Consistently display high personal standards and project a favourable image of their sport and of coaching.
 - 3.1.3.1.** Refrain from public criticism of coaching colleagues especially when speaking to the media or recruiting student-athletes.
 - 3.1.3.2.** Refrain from directing criticism toward game officials when speaking to the media.
 - 3.1.3.3.** Abstain from the use of tobacco products while in the presence of his/her student athletes and discourage their use by student-athletes.
 - 3.1.3.4.** Abstain from drinking alcoholic beverages when working with student-athletes.
 - 3.1.3.5.** Discourage the use of alcohol in conjunction with athletic events or victory celebrations.
 - 3.1.3.6.** Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.

- 3.1.4.** Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the student-athletes and educate student-athletes as to their responsibilities in contributing to a safe environment.
- 3.1.5.** Communicate and co-operate with registered medical practitioners in the diagnosis, treatment and management of their student-athletes' medical and psychological problems. Consider the student-athletes' future health and well-being as foremost when making decisions regarding an injured student-athlete's ability to continue playing or training.
- 3.1.6.** Regularly seek ways of increasing professional development and self-awareness.
- 3.1.7.** Treat opponents and officials with due respect both in victory and defeat and encourage student-athletes to act accordingly. Actively encourage student-athletes to uphold the rules of their sport and the spirit of such rules.
- 3.1.8.** Be aware of the academic pressures placed on student-athletes and conduct practices and games in a manner as to enable academic success.
- 3.1.9.** Coaches shall:
 - 3.1.9.1.** Ensure the safety of the student-athletes with whom they work.
 - 3.1.9.2.** At no time become intimately and/or sexually involved with their student-athletes. This includes requests for sexual favours or threat of reprisal for rejection of such requests.
 - 3.1.9.3.** Respect student-athletes dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable.
 - 3.1.9.4.** Never advocate or condone the use of drugs or other banned performance-enhancing substances.
 - 3.1.9.5.** Never provide under age student-athletes with alcohol.

4. Guidelines for Student-Athletes

- 4.1.** Student athletes are expected to conform to a higher standard of behaviour by exhibiting the following qualities while involved in competitive situations.
 - 4.1.1.** Integrity - respect the rights of other athletes, coaches and the public.
 - 4.1.2.** Competence - strive to perform to the best of your abilities.
 - 4.1.3.** Respect for the Rules - play fair and display respect for your sport.

4.1.4. Respect for Officials - exhibit respect for referees' and officials' judgements and decisions.

4.1.4.1. Refrain from directing criticism towards game Officials when speaking to the media.

4.2. Student athletes are expected to adopt the following personal attributes and priorities:

4.2.1. Athlete's Interests - act in the best interests of the team foremost.

4.2.2. Personal Conduct - expect and present the best of one's self at all times.

4.2.3. Academics - place academic pursuits ahead of athletic ambitions.

5. Post Competition Handshake Protocol

5.1. At the conclusion of each contest, the teams shall acknowledge each other, the game officials and the spectators at the event for their effort and support. This important aspect of the contest is the very essence of the competitive experience and therefore, should be of high profile. The following sequence shall be undertaken by all Conference teams at the conclusion of a contest:

5.1.1. At the conclusion of the contest, the teams will congregate at their respective areas.

5.1.2. The teams (including coaches and staff), will then move to the centre of the playing surface (they must be a significant distance from the players' benches) and line up in a single file. If a Player-of-the-Game award is to be presented, this is an opportune moment to make this presentation.

5.1.3. The team members will proceed to shake each opposition team member's hand. This includes the coaches and staff of each team as well.

5.1.4. If it is possible to involve the game officials in this ritual, they too should be included in the handshake process. The captains of the teams could approach them and shake their hands to acknowledge their work in the contest.

5.1.5. If a public address announcer is available for the contest, she/he could ask the spectators to remain seated until the game-ending event is completed.

5.1.6. It is important to keep the team members of the subsequent game from entering the playing area until the hand shake process is completed. This is particularly necessary in basketball and volleyball.

Section 4 Sanctioned Sports

- 1.** Sanctioned Conference sports shall be determined at the spring Annual General Meeting. It is presumed that the terms under which institutions are eligible to participate in league sports have been met.
- 2.** Playing rules for all sports shall be governed as set forth in these operating rules.
- 3.** A minimum of four of the member institutions of the Conference shall compete in an event before that event can be sanctioned.

Section 5 Rules of Eligibility

1. Principles of Eligibility

The ACAC acknowledges the following principles regarding the rules of student eligibility:

- to encourage inclusiveness of student participation in athletic opportunities.
- to remain sensitive to the ramifications of student eligibility regulations as they may impact other post-secondary athletic unions (e.g. CCAA, CIS, etc.).
- to remain cognizant of the fundamental right of each ACAC member institution to establish their own academic eligibility standards.

As such, the rules of eligibility shall be as follows:

Student-athletes ruled ineligible by the CCAA eligibility rules shall not be allowed to compete in the ACAC. The ACAC eligibility rules shall match or may be more stringent than the CCAA eligibility rules with the exception of men's hockey as it pertains to the professional rule.

1.1. Academic Load and Status

To be considered eligible, a student-athlete must be considered a full-time student in an accredited program of study.

1.1.1. Full-time Status: The ACAC defines full time status as being registered in and attending a minimum of three (3) credit courses totalling nine (9) credit hours (or equivalent as determined by the institutions Registrar), in each semester in which they participate in ACAC competition.

(Amended October 2009)

1.1.1.1. Golf Exception: In the case of the ACAC Golf Tournament which takes place before an ACAC member institution's registered classes are to begin in that semester, a student athlete who has been officially accepted by a member institution, paid all necessary tuition and associated fees, and officially registered in the required member of courses to be eligible as a full-time student, be considered eligible to compete in the ACAC golf tournament.

1.1.1.2. Apprenticeship Students: In the case of apprenticeship students who are enrolled and attending full time classes, they will be eligible to compete during their time in class as well as to the end of that semester. Apprenticeship students are not eligible to compete until they are attending full time classes. *(Added May 2008)*

1.1.2. Academic Qualification: Insofar as:

- 1.1.2.1.** the ACAC acknowledges that the goal of education is the total development of the individual (academic, personal, social, etc.);
- 1.1.2.2.** that an athlete's experience can and should contribute to the participant's education and personal development;
- 1.1.2.3.** that athletics is only part of the total development which cannot stand alone;
- 1.1.2.4.** and that each ACAC member institution has the right and responsibility to determine a standard of academic eligibility for its student-athletes;
- 1.1.2.5.** a student athlete must be considered to have attended full-time (post-secondary) in an accredited program of study in the semester in which they participated. *(Amended December 2007)*

Each individual member institution shall determine what constitutes a full-time (post-secondary) student and what constitutes a passing GPA for their respective student athletes. Each member institution will file its academic criteria for the eligibility of student-athletes with the ACAC office on September 1 of each academic year. The standards shall be in the form of a Grade Point Average (G.P.A.) or the equivalent (e.g. 1.75 G.P.A. on a 4 point scale).

1.1.3. Academic Standing:

1.1.3.1. Two Semester Participation (participation with no previous post-secondary participation)

To be a student in good standing, a student athlete must pass eighteen (18) credit hours in an academic year, to be eligible to participate in the subsequent semester.

1.1.3.2. Two Semester Participation (participation with previous post-secondary participation – i.e. returning transferring post -secondary/intercollegiate student-athlete)

To be a student in good standing, a student athlete must pass eighteen (18) credit hours in an academic year to be eligible to participate in the subsequent semester and must pass a minimum of six (6) credit hours in the September – December semester to be eligible for the January – April semester. In the event that the student athlete is registered in any combination of full year and half year courses, the student athlete must be registered in a minimum of nine (9) credit hours in each semester and be a student in good standing at their institution to participate in the January – April semester.

(Amended October 2009)

1.1.3.3. One Semester Participation

To be a student in good standing, a student athlete must pass a minimum of three courses and/or nine (9) credit hours during the academic semester in which they participated.

A student athlete, who begins playing for a team in January, must pass three courses or nine credit hours before the beginning of the next academic year in order to be eligible for participation in the subsequent semester.

1.1.4. Re-instating Academic Eligibility: A student athlete not in good standing may only practice and may not compete in any non-conference, league or championship events. To re-establish student in good standing status, the student must conform to one of the following:

1.1.4.1. The student athlete did not play at a postsecondary institution in the twelve (12) months immediately prior to the date of current registration.

1.1.4.2. The student athlete has completed one (1) academic semester at her/his current institution with a minimum of nine (9) credits passed in a single semester to be eligible to participate in the subsequent semester.

1.1.5. Conjoint Programs of Study: Students registered in conjoint/co-offered programs between or among institutions or students registered in more than one institution simultaneously shall be free to choose the institution for their athletic participation. The student must declare an institution as their "home campus" for athletic participation purposes prior to the first scheduled Conference competition at either institution. It is understood that the student's registration status is full-time at all institutions involved in this program.

Note: Students in conjoint programs may not be insured by all institutions from a liability point of view.

1.1.6. Attendance at Multiple Institutions: Students who are registered in programs that require attendance at more than one institution will be eligible for athletics participation at the institution where the student is physically attending on a full-time basis.

1.1.7. Non-Academic Courses: Generally speaking, courses of general interest, community-based courses, hobby-type extension courses and non-career courses, as examples of non-credit courses, shall not be recognized for eligibility purposes. Continuing Education courses where credits are assigned and applied towards a degree or diploma are recognized as acceptable courses in a student's academic program.

- 1.1.8.** Withdrawal: An athlete who withdraws or is withdrawn from any post-secondary institution before completing the academic semester and their name appeared on an official athletic Conference eligibility certificate and a game sheet in that semester is deemed to have not established academic credibility. That athlete shall be required to complete an academic semester and meet the academic standard at that institution prior to participating in an ACAC sanctioned sport. Only appeals that are medical in nature and accompanied by a doctor's medical certificate will be considered.
- 1.1.9.** Spring and/or Summer Upgrading: Spring and/or summer credit courses leading to an academic program diploma/degree can be utilized by student athletes to upgrade their G.P.A. or acquire credits necessary to restore their academic eligibility for the upcoming season.
- 1.1.10.** Online Correspondence Courses: The student athlete must complete their online correspondence course in the semester that it contributes to their eligibility to be eligible to participate in the following semester. *(Amended October 2009)*
- 1.1.11.** 12 Month Absence: Notwithstanding any other provision of this section a student-athlete who has not attended any post-secondary institution on a full-time basis for a period of at least 12 months is eligible to compete provided they meet the requirement of full-time studies as described in 1.1.1. *(Added September 2005)*

1.2. Amateur Status

A student must have amateur status in the activity in which he/she is participating.

- 1.2.1.** The provincial and national sport body determination of player amateur status shall be accepted to determine eligibility status of ACAC athletes.
- 1.2.2. Ex-Professionals:** Any professional athlete may participate in ACAC competition one year from the date the athlete last participated in a professional game or event in a sport. *(Amended September 2009)*
- 1.2.2.1.** One year of eligibility shall be charged to a professional athlete for each year that the athlete has participated as a professional in a recognized sport of the ACAC. Participated shall be defined as appearing on the score sheet for a league or playoff game. *(Added October 2009)*
- 1.2.2.2. Hockey Exception:** For ACAC men's hockey, an athlete who is 21 years of age or younger as of December 31 in his academic year of entry into ACAC competition, may have anticipated in any league classified as professional and shall:
- 1.** be eligible to participate upon entry
 - 2.** not be charged with any years of eligibility

- 1.2.3.** For ACAC men's hockey, a student-athlete shall not lose eligibility for any years of participation as a professional athlete, effective January 2003.

1.3. Years of Eligibility

- 1.3.1.** A student shall have a maximum of five (5) years of eligibility in ACAC competition. Participation in any other college or university conference shall be considered equivalent to and deducted from the five years of ACAC eligibility with the exception of the following:

- Alberta Colleges Athletic League (ACAL) participation
- Cross-country running for 2002-03

The use of years of eligibility shall be determined by the relevant governing conference.

(Amended September 2009)

- 1.3.2.** The student-athlete who has completed four (4) years of post-secondary eligibility, as defined by the CCAA, at the conclusion of the 2005-06 competition year shall be considered to have used all the years of eligibility available. This student-athlete shall not be entitled to a fifth year of CCAA eligibility.

(Added September 2007)

- 1.3.3.** The student-athlete who has completed his/her post-secondary eligibility within any non-CCAA four (4) year post-secondary jurisdiction (e.g. NCAA, NAIA) shall not be eligible for a fifth year of participation. *(Added September 2007)*

- 1.3.4.** A student shall be considered to have used one year of ACAC eligibility if he/she has participated in one scheduled ACAC contest. The appearance of the student-athlete's name on a game report * shall be interpreted as indicating participation in that game. (*Not to include pre-season contests).

- 1.3.4.1.** The use of year-end statistics for basketball, hockey, soccer and volleyball shall be a method used to determine which athletes have used a year of eligibility.

- 1.3.4.2.** Annual participation summaries noted in Conflink shall be compiled by the ACAC Office on the basis of annual statistics to determine which athletes have used up a year of eligibility (basketball, hockey, soccer, volleyball). *(Added September 2007)*

- 1.3.5.** A student-athlete who suffers a season-ending injury limiting his/her participation to no more than 30 percent of his/her league schedule, as documented by letter from the attending physician, physiotherapist, or chiropractor and by letter from the Athletic Director(s) of the institution(s) concerned, shall be regarded as not having played in that year.

Note: Death or compassionate care of an immediate family member is to be considered in similar terms as a season-ended injury.
(Added December 2005)

- 1.3.6.** Student-athletes who compete at any official ACAC tournament (i.e. Regionals, Championships) excluding Grand Prix events shall be charged with having used one year of eligibility.

Note: Student-athletes who participated in ACAC sanctioned sports that were scheduled as one time weekend events, including cross-country running, will not be considered as having used a year of eligibility between the years 1995/96 and 2003/04.
(Original 1.3.6 (4) deleted September 2004 and new 1.3.6 (4) added December 2004)

1.4. Outside Competition

- 1.4.1.** A student participating in a sanctioned ACAC league sport shall not be allowed to participate concurrently in organized competition in the same sport outside of the institution in which he/she is registered. "Concurrently" shall be interpreted as to include only the term(s) or semester(s) of the institution in which the student is registered and shall exclude specifically the period of Christmas recess for the appropriate program as defined the academic calendar of the institution in question.

"Organized competition" shall be interpreted as one for which a card or contract must be signed (e.g. Hockey Alberta, Hockey Canada, Basketball Alberta, AVA card).

- 1.4.2.** ACAC commitments shall at all times receive priority.

1.5. Transfers

- 1.5.1.** Immediate Eligibility: A student-athlete transferring to an ACAC member institution from another post-secondary institution will be immediately eligible if he/she complies with one of the following:

1.5.1.1. Academically Eligible at Sending Institution:

The transferring student-athlete has demonstrated that:

- 1.5.1.1.1. he/she is deemed eligible for participation in the current season at/by their previous institution, or
- 1.5.1.1.2. in the event the sending institution indicates the student-athlete would not be eligible to compete at that institution, that he/she has passed 9 credits (or equivalent) during the last semester of full-time attendance at the institution from which the student-athlete is transferring.

In the case of 1.5.1.1.2, it is incumbent upon the student-athlete to demonstrate to the satisfaction of the receiving college and the ACAC Office by providing an official transcript, he/she has successfully completed credits equal to full-time status as defined by his/her sending institution. (Amended September 2006)

- 1.5.1.2. Completion of One Semester at Receiving Institution:** The transferring student-athlete has attended the institution to which he/she transfers full-time for a term (minimum of 12 weeks) during which time the sport in which he/she is requesting eligibility is competing, but the student-athlete only practises, not participating in non-conference, league, play-off or championship events.
- 1.5.1.3. Sport Not Offered:** The institution from which the student- athlete is transferring does not offer the particular sport in which the student-athlete is participating.
- 1.5.1.4. No Previous Sport Participation:** The transferring student- athlete did not previously participate in intercollegiate sports.
- 1.5.1.5. No registration in Previous 12 Months:** The student-athlete did not register full-time at a post-secondary institution in the 12months immediately prior to date of current registration.
- 1.5.2. Transfers During the Academic Year:** The student-athlete transferring during the academic year shall not be eligible to participate in ACAC competition if his/her name appears on a league game sheet in the same sport at the institution from which he/she is transferring.
- 1.5.3.** These regulations apply to all student-athletes transferring to ACAC institutions from any post-secondary institution.
- 1.5.4. Transfer Protocols:** All transferring student-athletes will be identified to the ACAC Office and will not be eligible to participate in ACAC competitions, including non-conference play, until his/her transfer status has been determined in accordance with this section. The following procedures must be followed: *(Amended December 2008)*
- 1.5.4.1.** Prior to the athlete's participation in the ACAC, the ACAC Office must be in receipt of The Universal Transfer Form from the athlete's former institution indicating his/her academic status. Receiving institutions must assume responsibility for ensuring the Forms are completed satisfactorily.
- 1.5.4.2.** ACAC office will verify the eligibility of each student designated on the eligibility sheet as having played the previous year at another post-secondary institution. During the competitive year, the Office will circulate by 4:00 PM each Thursday an updated list of eligible athletes by transfer. Deadline for receipt of completed Forms for weekend eligibility shall be 2:00 PM on the Thursday prior to the weekend in question.

1.5.4.3. The receipt of transfer forms and recording of eligibility for transfer students will be made by the ACAC Office as noted above and communicated to all Conference members. Decisions concerning the eligibility of transfer students shall be made by the Commissioner. Confidentiality of student records however must be maintained by the ACAC Office and cannot be shared with other Conference members without the written permission of the student-athlete.

Note: If an athlete has not attended a post-secondary institution in the previous 12 months, the "Universal Transfer Form" is not required.

2. Certificates of Eligibility

2.1. Two separate and distinct Certificates of Eligibility may be used in connection with the major team sports (badminton, basketball, hockey, soccer and volleyball). One shall constitute the **MAIN LIST**, others shall constitute **SUPPLEMENTAL LISTS**.

2.2. The **MAIN LIST** shall be submitted electronically via the Conflink registration system to the Conference Office at least 10 days prior to a team's first Conference contest for that sport. Member athletic departments should follow submissions details as noted in the "Player Eligibility Data Entry Form Instructions" included on Conflink, specifically. *(Amended May 2007)*

Signed by Registrar: After the registrar has signed the printed form, this box is checked for official submission to the ACAC office. Colleges are still required to fax and mail in the hard copy of the form with original signatures to the ACAC Office. Once this box has been checked, colleges will be unable to edit the "eligibility" section of this athlete. *(Amended May 2007)*

Date Signed by Registrar: Colleges are required to enter (MM/DD/YY) the exact date the registrar signed the eligibility form for this athlete. Colleges **should update** their rosters weekly as required. *(Amended May 2007)*

2.2.1. An exception to this rule shall be soccer. See Article I, Section 13 Soccer Player Eligibility. Item 11

2.3. The original of the Main List shall then be mailed to the ACAC Office. The day the electronic **MAIN LIST** is submitted to the ACAC Office is to be considered day one. Members are required to fax a copy of the Eligibility List print-out to the ACAC Office immediately upon electronic submission to enable the Office to verify eligibility at the earliest possible convenience. *(Amended May 2007)*

2.4. Upon arrival of the faxed or original Eligibility List in the ACAC Office, the Office verifies the dates entered into this Conflink field. In the event the "Signed by Registrar" date on the original Eligibility List or any Supplemental List does not match the date entered into the Conflink field by the college, the ACAC Office shall change the date to reflect the actual date signed. *(Amended May 2007)*

- 2.5.** For tournament sports, hosts shall access team lists via the Conflink registration system four days prior to the event. A faxed copy (or the original mailed) of the completed Eligibility List must be received at the ACAC Office at least four (4) days prior to the tournament. The day the fax is sent to the ACAC Office is to be considered day one. *(Amended May 2007)*
- 2.5.1.** An exception to this rule shall be golf and cross country running. The ACAC Office will annually determine the eligibility deadlines for golf and cross country running to match the CCAA deadlines depending on where those dates fall during the week each year. *(Added September 2007)*
- 2.6.** Additional competitors shall become eligible to participate four (4) days after the **SUPPLEMENTAL ELIGIBILITY LISTS** bearing their names have been entered into the Conflink system and have been submitted as noted in 2.2 to 2.4 above and have been verified by the ACAC Office. *(Amended May 2007)*
- i.e. Faxed copies must be received four (4) days in advance of eligibility to play. The day the fax is sent is to be considered day one.
- e.g. A Supplementary List faxed on Monday will make the athlete(s) eligible to play on Friday.
- 2.6.1.** **Exception:** For league games played between January 1st and January 15th, all Supplemental Eligibility Lists must be submitted to the ACAC Office at least 24 hours prior to the game in question. *(Amended December 2003)*
- 2.6.2.** An exception to this rule shall be soccer. See Article 1, Section 13 Soccer, Item 11.1 *(Added September 2005)*
- 2.7.** The Registrar's stamp shall date (validate) the Main and Supplemental Lists. The date a faxed List was sent shall be validated by the fax machine dating process. Student-athletes are not eligible until the Lists (Main or Supplemental) are signed by the registrar. *(Amended May 2007)*
- 2.8.** Score sheets bearing the name(s) of unregistered athletes shall not be tabulated until a full investigation has been conducted.
- 2.9.** There shall be a fine of \$25.00 per day for late eligibility forms, to a maximum of \$100.00. This fine shall apply only to Main Lists. *(Amended May 2007)*

3. Eligibility for League/Non-Conference Play

A competition is defined as any event in which a student-athlete at an ACAC member institution represents that institution in any athletic contest versus outside competition, regardless of how the competition is classified.

- 3.1.** In order to be eligible for a competition a student-athlete must be a full-time, academically qualified student in an accredited program.
- 3.2.** Mid-Year Eligibility – New Student-Athlete
In the case of a student-athlete who registers as a student after December 15 and begins classes by January 15, the student may be eligible to play (after December 15) if:
- 3.2.1.** they have been officially accepted by the institution

3.2.2. they have registered in the required number of courses to constitute full-time studies

3.3. Fall (1st Semester) Ineligible Student-Athlete
In the case of the student-athlete who was ineligible in the first semester, they are deemed eligible upon receiving official fall semester grades and determination that they are indeed eligible based on ACAC eligibility rules.

(Added May 2004)

4. Eligibility for Playdowns

A student/athlete must be listed on the original certificate of eligibility (fall semester) or on a supplemental certificate of eligibility and have appeared on an ACAC regular season game sheet (on or before January 30) in order to be eligible for play-offs. In the case of soccer, supplementary eligibility forms must be in the ACAC office by October 15th each year and all athletes must appear on one or more league game sheets to be eligible for the play-offs. Cases involving injury, illness or academic ineligibility shall be decided by the Commissioner. A medical certificate shall accompany any request for medical exemption.

(Amended September 2007)

In all activities, those games from which a player has been suspended for disciplinary reasons shall, for eligibility purposes, count as having been played.

5. Amendment of Eligibility Criteria

No changes to an eligibility rule shall be made unless notice is contained in an agenda for a regular meeting of Conference Council or in the notice of a special meeting sent out ten days in advance.

6. High School Athletes

The ACAC, in principle, does not endorse any high school eligible athlete practising "regularly" with a post-secondary institution, except for special circumstances approved by the Conference Executive.

7. Requests for Eligibility Rulings

7.1. All requests for information relative to the eligibility status of a student-athlete shall be directed to the Executive Director.

7.2. All requests for rulings on eligibility cases shall be directed to the Commissioner. If the representative making that particular request questions the ruling of the Commissioner, he/she may appeal to the Executive Committee for final ruling.

8. Eligibility for All-Conference and All-Canadian Awards

8.1. An athlete who is no longer a student at an ACAC member institution shall not be eligible to become a member of an All-Conference team or to receive an All-Canadian nomination.

9. Use of Non-Canadian Athletes

9.1. An ACAC member team shall be permitted to dress for an ACAC league or play-off game a maximum of 1 in 5 non-Canadian players for the following sports:

Basketball	12 players	2 non-Canadians
Volleyball	12 players	2 non-Canadians
Soccer	18 players	3 non-Canadians
Badminton	10 players	2 non-Canadians
Hockey	20 players	3 non-Canadians

9.2. For the purposes of this section, a non-Canadian player is defined as a student-athlete who:

9.2.1. does not possess Canadian citizenship, or

9.2.2. does not possess permanent residency status or equivalent status
(Amended December 2006)

10. Sanctions for Violation of the Rules of Eligibility

10.1. Where it has been determined that a member college is in violation of the rules of eligibility and has used an ineligible athlete, the college will forfeit the results of all those contests, competitions or matches in which the athlete has been recorded as an eligible player on a game sheet or registration form. The forfeit will be recorded as per the rules governing each sport. *(Added September 2006)*

10.2. As a result of errors by the administration of member institutions regarding student athlete eligibility the ACAC Commissioner has the authority to issue a fine of \$1500. *(Added May 2009)*

Section 6 Financial Assistance to Athletes

1. **Entrance Awards**

At any member institution, the only acceptable form of aid which can be provided to student-athletes specifically to participate in intercollegiate athletics shall be financial, and shall not exceed the student-athletes' tuition and required enrolment fees.

- 1.1. The scholarship must be administered to recipients through the financial aid/scholarships office of the member institution.
- 1.2. Student-athletes are, however entitled to receive full Jimmie Condon funding in situations where tuition and enrolment fees are less than the scholarship allotment.

2. **Achievement Awards**

Student-athletes may receive achievement awards. These awards must be administered through the institutions financial aid/scholarships office.

- 2.1. Student-athletes may receive athletic achievement scholarships that are sponsored, negotiated, and vetted through the ACAC Office. These financial awards are exempt from financial limitations or ceilings specified in the Operating Code, Article I, Section 6, and Item 1 as they are not determined by the student-athlete's institutions or recruitment practices as they are awarded at the end of the season. *(Added May 2006)*

3. **Interpretations and Clarifications**

- 3.1. Awards shall include scholarships, bursaries, grants and financial awards.
- 3.2. Enrolment fees shall include all required fees including, for example, tuition, recreation fees, Student's Association fees, library fees, computer fees, etc.
- 3.3. Housing (i.e. room and board) provided at below local market rates is interpreted as financial aid and is a violation of the Operating Code.
- 3.4. Jimmie Condon Scholarships shall be deemed to fall under the category of Entrance Awards.
 - 3.4.1. Member colleges are bound to use post-secondary transcripts from the previous term to determine whether or not the 65% threshold has been met to award a Jimmie Condon Scholarship.

Section 7 Recruiting

1. Recruiting Rules

- 1.1. **Financial Assistance:** All funds for recruiting or maintenance of prospective or present student-athletes shall be deposited with the member institution regardless of its source, or by whom raised. The institution shall be exclusively and entirely responsible for the manner in which it expends the funds.
- 1.2. **Hosting High School Tournaments:** No member institution shall become involved in the promotion of any contests or tournament involving high school athletes, in any sport, without first obtaining the sanction of the appropriate high school athletic association.
- 1.3. **Financial Assistance From Outside Agencies:** No member institution shall permit or allow any outside organization, agency, individual or group of individuals to utilize, administer, or expend funds for the recruiting of prospective student athletes including transportation and entertainment of and giving gifts or services to prospective student athletes or the relatives and friends of prospective student athletes.
- 1.4. **Financial Assistance Before/After Athlete Registration:** Except as permitted herein, an institution or its representatives shall not offer, provide or arrange, directly or indirectly, for financial aid of any kind to a prospective student-athlete for any period prior to or subsequent to his attendance at the member institution.
- 1.5. **Athletes Registered at Another Collegiate Institution:** No member of an athletic staff or other representative of athletic interest shall contact, directly or indirectly, the student of another collegiate institution to discuss the possible attendance of the athlete at their collegiate institution unless that student makes the initial contact with the representative of the institution. If the above occurs, the following steps shall be followed:
 - 1.5.1. Once the athlete has made initial contact, it is the responsibility of the athletic staff member or representative to immediately inform the athlete of the process that must be followed (see 1.5.2 below). Should the athlete want more information, the athletic staff or representative may inform the athlete of application and registration procedures provide information on the athletic program and answer any questions the athlete may have.
 - 1.5.2. At the earliest possible time, the Athletic Director shall officially inform the other institution's Athletic Director that the athlete has made initial contact and requested information regarding the institution's athletic program. The AD of the previously-attended institution must be notified by the receiving AD that he/she has received the information. Information on the athletic program and questions answered may then be passed along to the athlete.

1.6. Offers and Inducement

- 1.6.1.** When recruiting student-athletes an ACAC member may provide the prospective recruit with products and/or services not exceeding a value of \$50 (CDN) over and above what is provided to the general prospective student population. *(Added May 2008)*

1.7. Recruiting Trips and Travel

- 1.7.1.** Funding of liaison/recruiting trips for prospective athletes is acceptable providing these trips are consistent with general institute policy, however the ACAC limits a members institution or its representatives to finance only one visit on campus for any prospective athletes. The expenses covered by the institute would be limited to transportation, meals and accommodation.
(Added May 2008)

- 1.7.2.** An institute or its representatives are prohibited from paying, providing or arranging for the payment of travel costs incurred by relatives or friends of a prospective athlete to visit the campus or elsewhere.
(Added May 2008)

2. Player Identification Camps (ID Camps)

- 2.1.** Talent identification and evaluation camps are not open to student-athletes who have participated in the ACAC at another institution in the same year as the camps are staged. An exception to this rule will be allowed if the student-athletes have applied to the host institution for the next athletic-academic season and/or attended the host institution in the same athletic-academic year.
(Added May 2007)

Section 8 Spectator Control

- 1.** The responsibility for spectator control shall be vested with the Director of Athletics of the host institution. The Director of Athletics shall be responsible for adequate announcements over the public address system and other measures necessary to prevent any exhibition of unsportsmanlike conduct.

Section 9 Conference Schedules

1. Approval Process

All Conference schedules, when approved by Conference action, shall be binding upon each institution, except that they may be changed by mutual agreement between institutions, or as amended following an appeal to the Executive Committee. If no mutual agreement and an appeal is not lodged, or is lodged and denied, the schedule shall remain in force as listed. Schedules submitted, but not approved by action of the Conference Council, shall be considered as information copies until final Conference approval.

1.1. Negotiated Schedule Changes: All negotiated schedule changes shall be sent to the ACAC Office by the team of whom the request was directed.

2. Arbitration

Further to item 1 above, an AD who is unable to achieve a schedule change through mutual agreement is at liberty to appeal to the Executive Committee.

3. Fine for Schedule Changes

Schedule changes (dates) occurring after league and tournament schedules have been approved by Conference Council shall result in a \$50.00 fine to the college initiating the change.

4. Schedule Limitation Rules

4.1. **RULE 1:**

Schedules for all sports shall be drafted as listed under the particular rules for each sport.

The guidelines for volleyball and basketball shall be as follows:

Note: Volleyball divisional scheduling will occur after the Conference Championships have been held at the end of February. *(Added May 2006)*

4.1.1. The league schedules shall be constructed so as to declare ACAC champions prior to CCAA Championships.

4.1.2. The league schedules for the second term shall not start until the 2nd weekend in January (where possible).

4.1.3. The last weekend of league schedule play in the first term will be the first weekend in December, except as agreed upon by competing colleges.

4.1.4. The total number of weekends of league play shall not exceed fourteen.

4.2. **RULE 2:**

All official Conference schedules shall terminate by March 31.

4.3. RULE 3:

Commitments to the ACAC schedules take precedence over any non-conference play.

4.4. RULE 4:

Fridays and Saturdays shall be the main competition days of ACAC basketball/hockey/volleyball/badminton. Scheduling conflicts may be resolved by scheduling competitions on Sundays or mid-week.

4.5. RULE 5:

No team shall be scheduled either at "home" or "away" for more than two consecutive weekends.

Note: Weekends of play separated by weekends of non – play shall not be considered consecutive.

5. Play-Off Scheduling

When a college is to host a conference championship in volleyball along with all games in a basketball best of 3 quarter final, volleyball will compete on Friday, Saturday morning and evening and Sunday morning and afternoon. Basketball will compete on Saturday early afternoon, Sunday evening and Monday afternoon if necessary.

(Added December 2007)

6. Non-Conference Schedules

Non-Conference schedules, for the purpose of determining the precise games where sanctions are applicable and resulting suspensions must be served, are to be entered onto the ACAC ConLink system prior to any games being played. Compliance implies an automatic approval of receipt by the Commissioner and the ACAC Office. This shall apply to the following sports: basketball, hockey, soccer and volleyball.

(Amended May 2005)

7. ACAC Scheduling Priority

7.1. The ACAC schedule shall have precedence over non-conference games for gymnasium scheduling. Colleges may submit requests for "black out" dates to the Scheduling Committee prior to February 1 of the year preceding the schedule. In the event a black out date falls outside an athletic department's control, the Scheduling Committee will accommodate the request should the request be made **Prior to February 1.**

7.2. Soccer Thanksgiving Option: In the event a team scheduled to play on the same weekend as the Canadian club team nationals and has 3 or more players involved in the nationals, they may request the match(es) be moved to another date.

Section 10 Conference Championship Tournaments

- 1. Draws:** All Conference championship draws shall be drafted by the host institution following the guidelines included in Art. I, Sec. 14 and shall require approval of the SMT Convenor.
- 2. Officials:** The ACAC Office shall be responsible for scheduling officials for Conference Tournament.
- 3. Appeals:** At ACAC Championships, the SMT Convenor or designate (a representative of the SMT) shall be available to handle any Operating Code appeals by contacting the Commissioner.

Section 11 General Rules for Tournament Sports

1. **Application**

These general rules shall apply to the following officially sanctioned Conference sports: badminton, cross country running, curling and golf.

1.1. Specific rules are also listed in these Regulations for all sports in Section 13.

2. **Tournament Sport Commitments** *(Added December 2007)*

Tournament sport commitments shall be confirmed at the Spring AGM prior to entry into a tournament sport.

2.1. The penalty for failing to fulfill participation commitments shall be a fine of \$100 plus an equal share of the charged back expenses for the conduct of that activity for the year.

3. **Scheduling**

3.1. All schedules shall be left to the discretion of the host institution with the following exceptions:

3.1.1. The identification of site, date and host shall be done in the fall, one year in advance and confirmed no later than the preceding AGM.

3.1.2. Conference schedules shall have first priority and no commitments may be made with non-conference opponents until the Conference schedules are completed and approved.

3.1.3. Participation in three (3) previous consecutive years in a specific tournament sport are required before a member institution is eligible to host a championship in that sport.

4. **Officials**

4.1. Scheduling: Officials shall be scheduled by the host institution. Fees and approved expenses for major officials shall be borne by the Conference.

4.2. Complaints: Any coach has the right to lodge a complaint regarding the behaviour or perceived lack of competency by a major official.

4.3. Complaint Protocol: The procedure to lodge such a complaint will be as follows:

4.3.1. The coach registers any complaint, in writing, with his/her athletic director, who will then assume responsibility for determining the validity of the complaint.

4.3.2. Should the athletic director believe the complaint has sufficient merit to warrant further review, he/she shall forward the details surrounding the complaint to the VP Operations.

- 4.3.3.** The VP Operations shall then attempt to determine whether or not the incident in question represents a pattern of behaviour which warrants communication to the officials' association concerned.
- 4.3.4.** The VP Operations shall document the complaint in writing (regardless of whether there is communication with the officials' association concerned) and submit the document to the ACAC Office and the athletic director who forwarded the complaint. *(Added May 2004)*

5. Time

- 5.1.** The starting time for all events shall be set by the host in consultation with the SMT Convenor, and the visiting teams so notified by letter, except as prescribed by Conference Council.

6. Disposition of a Protest

- 6.1.** The disposition of a protest shall be as given in Article III, Section 3.

7. Disposition of an Appeal

- 7.1.** The disposition of an appeal shall be as given in Article III, Section 4.

8. Allocation of Medals and Participation Points - Tournament Sports

- 8.1.** N-1 medals shall be allocated in each event of a tournament sport, where N **equals** the number of entries in the event.

9. Budget

- 9.1.** Approved tournament sport costs (i.e. facilities, banquets, ribbons, etc.) shall be forwarded by the host to the ACAC office for payment. These costs will be invoiced back to the participants on a per college basis except for golf which will be charged on a per head basis.

10. Outside Facilities

- 10.1.** When facilities outside of the college are required for tournament sport events, the host college must submit a written request to the facility and receive written confirmation of a booking.
- 10.2.** One month prior to the competition, the host college must send written confirmation to all other participating colleges confirming the date(s), time(s), and location(s) of the tournament sport event.

11. Sport Management Team (SMT) Convenors

- 11.1.** SMT Convenors shall liaise with the host athletic director to confirm details regarding facilities, scheduling and officials.
- 11.2.** SMT Convenors shall be present at all Championships. In sports where championships are scheduled at two sites simultaneously, the Convenor shall designate a member of the SMT to serve this role at one of the sites.

- 11.3.** SMT Convenors shall ensure that final results are transmitted to the ACAC Office (Technical Assistant) immediately upon completion of the event.

12. Ejection and/or Suspension

- 12.1.** Coaches ejected from tournament events or serving suspensions will not be permitted to have any contact with their student-athletes 20 minutes prior to the commencement of a competition and until the conclusion of the competition. That is, he/she will not be allowed in the playing facility and any connected viewing area.
- 12.2.** Student-athletes serving suspensions or ejected can not be part of a team bench, warm-up or post event ceremonies.

Section 12 General Rules for League Sports

1. **Application**

These general rules shall apply to the following officially sanctioned Conference sports: basketball, hockey, soccer and volleyball.

1.1. Specific rules are also listed in these regulations, Article I, Section 13, for all sports.

2. **Scheduling**

2.1. Unless otherwise noted, Conference schedules for league sports shall be drafted by the Executive Director in consultation with the Scheduling Committee.

2.1.1. The soccer schedules shall be drafted by the SMT Convenor subsequent to the conclusion of the annual soccer coaches meeting in late November.

2.1.2. The Conference gymnasium schedules for league sports shall be drafted and circulated in early March (after the conclusion of the Volleyball Championships at the end of February) and distributed to Council by approximately March 15th each year.

There will be a three week discussion/amendment period and the final gym schedule will be sent to Council in mid-April for approval at the May AGM (approximately 5 months prior to the beginning of the schedule) commencing with the 2006-07 schedule. *(Amended May 2006)*

2.1.3. Hockey schedules shall be drafted by the hockey coaches at their coaches' meetings and shall be distributed to Council just prior to the AGM. Final schedules may be expected in late June subsequent to municipal confirmation of ice availability.

2.2. Non-Conference Competitions: may be scheduled at the discretion of individual institutions provided that Conference schedules shall have first priority and that no commitments be made for non-conference contests until Conference schedules are adopted.

Non-Conference schedules, for the purpose of determining the precise games where sanctions are applicable and resulting suspensions must be served, are to be entered in to the ACAC Conflink system prior to any games being played. Compliance implies an automatic approval of receipt by the Commissioner and the ACAC Office. This shall apply to the following sports: basketball, hockey, soccer and volleyball.

2.3. Participation Commitments: Team commitments shall be confirmed at the Spring Meeting 1 1/2 years prior to entry into a league sport.

2.4. Play-Off Scheduling: When a college is to host a conference championship in volleyball along with all games in a basketball best of 3 quarter final, volleyball will compete on Friday, Saturday morning and evening and Sunday morning and afternoon. Basketball will compete on Saturday early afternoon, Sunday evening and Monday afternoon if necessary. *(Amended December 2007)*

3. Uniforms

3.1. Each Conference basketball team shall have two sets of uniforms; one basically light and the other basically dark in colour. The home team will wear white and the visitors' dark, excepting that:

3.1.1. On weekends where one college hosts both matches, the home team will wear white and the visitors' dark on the first day, and the home team will wear dark and the visitors white on the second day.
(Amended December 2006)

3.1.2. On weekends where teams play home and home, the home team shall wear white prior to the Christmas break in league play. Following the Christmas break, the home team shall wear dark.
(Added December 2006)

4. Officials

4.1. Major officials for all Conference league sports games shall be arranged by the ACAC Office in consultation with the VP, Operations as required.

4.2. Accreditation: All major officials assigned to work Conference games shall be accredited officials who shall be at a level of competence consistent with the standard of play in the ACAC.

4.3. No-Shows: In the event that less than the minimum number of accredited officials are present for any ACAC contest, the contest shall proceed and no protest based upon the minimum number of officials would be considered by the Conference Commissioner.

Clarification: At least one accredited official must be present for the contest to proceed.

4.4. Officiating Fees for Conference Competitions: The fee assigned each major official (including, where necessary, travel expenses to out-of-town game sites), shall be agreed upon by the Conference Council and the appropriate Officials' Associations prior to the beginning of league schedules. Fees for major officials will be paid from Conference funds.

4.5. Complaints: Any coach has the right to lodge a complaint regarding the behaviour or perceived lack of competency by a major official.

4.6. Complaint Protocol

4.6.1. The coach registers any complaint, in writing, with his/her athletic director, who will then assume responsibility for determining the validity of the complaint.

- 4.6.2.** Should the athletic director believe the complaint has sufficient merit to warrant further review, he/she shall forward the details surrounding the complaint to the VP Operations.
- 4.6.3.** The VP Operations shall then attempt to determine whether or not the incident in question represents a pattern of behaviour which warrants communication to the officials' association concerned.
- 4.6.4.** The VP Operations shall document the complaint in writing (regardless of whether there is communication with the officials' association concerned) and submit the document to the ACAC Office and the athletic director who forwarded the complaint. *(Added May 2004)*

5. Score Sheets / Officials Game Reports

- 5.1.** Game reporting forms provided by the Conference shall be used.
- 5.2.** Supplies: Members will be provided with ample score sheets for the entire league schedules in advance of the season. The onus shall be on the member to notify the ACAC Office before its supply of game reports is exhausted. The Office will also supply extra score sheets to play-off hosts, as required, upon request. Score sheets required for non-conference competitions may be ordered from the ACAC Office by members at cost. See 5.6.5 of this section.
- 5.3. **Score Sheet Submission Procedures:**** Reporting procedures for basketball, volleyball, soccer and hockey shall be clarified by the ACAC Office in advance of the competitive season. The original shall be retained by the host for submission to the Conference and copies shall be issued to the home and visiting teams as soon as possible after the completion of the game.
- 5.4. **Submission of Score Sheets to the ACAC Statistician/Technical Assistant:****
 - 5.4.1. **Reporting Scores:**** Host institutions are required to call scores into the ACAC statistician/Technical Assistant no later than one hour after the conclusion of all matches. This requirement applies in all League sports. Failure to do so shall result in sanction as noted in Article II, Section 3 1.9. *(Added September 2006)*
 - 5.4.2. **Submission of Score Sheets:**** Host institutions are required to fax score sheets into the ACAC Office no later than 12:00 PM on the first working day following the events. This requirement applies in all League sports.

In matches where players/coaches have been sanctioned by major officials, copies of the score sheets and Official Report Forms must be faxed to the Commissioner and to the ACAC Office no later than 12:00 PM on the first working day following the events.

Note: these reports must be submitted for non-conference games as well including games played out of province.

Failure to do so shall result in sanction as noted in Article II, Section 3
1.10. *(Added September 2006)*

5.4.3. Host institutions are required to present all original score sheets and Official Report Forms to the ACAC Office no later than Dec. 15 for contests staged during the fall semester and by May 15 for contests staged during the winter semester. This requirement applies in all League sports. *(Added September 2006)*

5.4.4. Officials Report: In matches where players/coaches have been sanctioned by major officials, copies of the Officials Report must be given to both teams within one hour following the conclusion of the game. *(Added May 2009)*

5.5. Minor Officials: It shall be the responsibility of each member institution to train competent scorekeepers who shall record all information necessary for the compilation of complete and accurate statistics.

5.6. The Conference shall, on an annual basis, provide score sheets in the following quantities:

5.6.1. To each member entered in women's & men's basketball 30

Note: this protocol is currently suspended as the Conference has elected to use FIBA score sheets provided by Canada Basketball and charged back to the members.

5.6.2. To each member entered in women's & men's hockey30

5.6.3. To each member entered in women's & men's volleyball30

5.6.4. To each member entered in soccer16

5.6.5. Additional score sheets requested by a member in that same activity year shall be paid for by that member at a cost of \$0.50 per report.

6. Disposition of Disciplinary Cases

6.1. The disposition of disciplinary cases shall be as given in Article III, Section 6.

7. Disposition of a Protest

7.1. The disposition of protests shall be as given in Article III, Section 4.

8. Disposition of an Appeal

8.1. The disposition of an appeal shall be as given in Article III, Section 3.

9. Defaults/Forfeitures

9.1. Teams defaulting/forfeiting (failing to appear for or complete a game) may be subject to a fine of up to \$500.00 per occurrence and/or suspension in that sport for the balance of that year's schedule and/or the following year's schedule.

10. CCAA National Championship Wildcard Teams

10.1. Where the CCAA invites the ACAC to qualify a wildcard entry into a national championship, the second place team after ACAC play-offs (involving at least 4 teams) shall be the designated entry. Where the ACAC play-off format involves fewer than 4 teams, the highest placed team from the regular season which does not qualify as the ACAC Champions shall be designated as the wildcard entry.

11. Handshake Protocol

At the conclusion of each contest, each team shall acknowledge each other, the game officials and the spectators of the event for their effort and support. The Alberta Colleges Athletic Conference feels this important aspect of the contest is the very essence of the competitive experience and therefore, should be of high profile. The following sequence shall be undertaken by all Conference teams at the conclusion of a contest:

11.1. At the conclusion of the contest, the teams will congregate at their respective areas.

11.2. The teams (including coaches and staff), will then move to the centre of the playing surface (they must be significant distance from the players' benches) and line up in a single file facing each other, (if a Player-of-the-Game award is going to be presented, this moment would provide a great opportunity).

11.3. The team members will then proceed to shake each team member's hand of the opposition. This includes the coaches and staff of each team as well.

11.4. If it is possible to have the game officials available for this process, they should be included in the handshake process. The captains of the teams could approach them and shake their hands to acknowledge their work in the contest.

11.5. If a public address announcer is available for the contest, she/he could ask the spectators to remain seated until the game-ending event is completed as well as thank the fans for their support.

11.6. It is important to keep the team members of the successive game from entering the playing area until the hand shake process is completed. This is particularly necessary in basketball and volleyball.

11.7. Men's and Women's Hockey will follow the practice of the players shaking hands at the conclusion of the game. Coaches will shake hands with each other not the opposing players. *(Added May 2009)*

11.8. In Men's and Women's Hockey Playoffs, players will shake hands at the conclusion of a series. Coaches will shake hands at the end of each game. *(Added May 2009)*

12. Sport Management Team (SMT) Convenors

12.1. League sport Convenors shall be eligible to serve 2 year renewable terms.

13. Ejection &/or Suspension

- 13.1.** Coaches ejected from the game or serving suspensions will not be permitted to have any contact with their teams 20 minutes prior to a game and until the conclusion of the game. That is, he/she will not be allowed in the playing facility and any connected viewing area.
- 13.2.** Players serving suspensions or ejected cannot be part of a team bench, warm-up or post game ceremonies.

Section 13 Specific Rules by Sports

Badminton

1. Rules

1.1. General rules applying to badminton competition are defined in Article I, Section 11 of the Operating Code.

Note: Declaration of member commitment to badminton shall follow the same procedures as League Sports (effective: 2003-04).

1.2. The official rules (latest edition) of Badminton Canada shall govern play.

1.3. Shuttlecocks: Nylon shuttlecocks shall be unacceptable for ACAC competition.

1.4. Playing Attire: For all team events and individual playdowns, the dress code shall consist of any identifiable team colours subject to the application of the college team logo or name on the shirt, may be worn by the players. Both members of a doubles team must wear the same college uniform or adhere to the white dress code.

1.5. Grievance Committee: A Grievance Committee at each Interlock Tournament will be comprised of (a) the ACAC Badminton SMT Convenor, (b) the Host Convenor, and (c) the Referee. This Committee will rule on any grievance that may be filed in writing at the time of the event by a coach or coaches of the participating institutions.

In the event of a conflict being lodged by a Grievance Committee member, an alternative coach (chosen by the referee) will replace this member.

2. Officials

2.1. For all tournaments, a referee and/or umpire shall be assigned by the Badminton Alberta Officiating Committee. The referee and umpire are to have "Provincial" designation as a minimum qualification.

2.2. Linesmen shall be provided for "any round" upon request.

2.3. Score Sheets: Only those badminton score sheets and team line-up cards approved by the ACAC shall be used at ACAC tournaments.

3. Schedule – Tournaments

Tournament #1	Individual Tournament
Tournament #2	Team Tournament
Tournament #3	Individual Tournament
Tournament #4	Team Tournament & Singles Nationals Qualifying
Tournament #5	Doubles/Mixed Nationals Qualifying & Team Championships

3.1. Two individual and two team tournaments shall be held annually.
(Amended May 2008)

3.2. Singles: The men's and women's singles CCAA Nationals Qualifying events will take place during the same weekend as the second team tournament.
(Amended May 2008)

3.3. Doubles & Mixed-Doubles: The men's and women's singles and mixed-doubles CCAA Nationals Qualifying events and the Team Championship shall be contested at a separate tournament held following the fourth tournament.
(Amended May 2008)

3.4. Hosting Qualification: Any institution hosting a tournament must have a minimum of six (6) unobstructed courts.

4. Format *(Amended May 2007)*

4.1. Team Complement: Badminton teams shall consist of five (5) men and five (5) women. Teams must be registered four (4) days before the commencement of the competition. *(Amended September 2007)*

Teams may be allowed to participate with less than ten (10) players. The coach of the team concerned will decide which event is to be forfeited at the start of the tournament. *(Amended September 2007)*

4.2. Competition Points: The individual events will consist of series draws for Men's and Women's Singles and Doubles and Mixed-Doubles where players earn points for where they finish. For Singles and Mixed-Doubles, the top 16 will earn points for their college where the winner of the event will earn 16 points while the individual who finishes 16th will earn 1 point. For Doubles, the top 8 will earn points for their college where the winner of the event will earn 16 points while the individual who finished 8th will earn 2 points. Aside from the top 4 seeds, teams will be randomly placed in the draw. Results will be tallied throughout the season and used for seeding for the Team Championships and the CCAA Nationals Qualifying at the end of the season.

The team tournaments will consist of the teams playing each other in a best of nine-round. All nine matches are to be played with 10 points being awarded for each match won. The best-of-nine round will consist of the following matches in the corresponding order:

1. Men's Singles #1
2. Men's Singles #2
3. Women's Singles #1
4. Women's Singles #2
5. Men's Doubles #1
6. Men's Doubles #2
7. Women's Doubles #1
8. Women's Doubles #2
9. Mixed Doubles *(Amended May 2008)*

4.3. Rosters: For individual event tournaments, each college is allowed to submit four players in men's singles, four players in women's singles, two teams in men's doubles, two teams in women's doubles and four teams in mixed doubles.
(Amended September 2007)

4.4. Maximum Participation: Each player is permitted to play a maximum of two events in the team tournament. *(Amended September 2007)*

4.5. Submission of Entries: Each college must submit its entries no later than 1/2 hour before the start of the tournament in order to determine the draws.

5. Team Placement at Conclusion of League Tournament Play

(Amended May 2007)

5.1. Should a tie occur between two or more teams, standings will be decided according to the following priorities:

- 1.** Comparison of the team matches played between or amongst the tied teams.
- 2.** Comparison of the individual matches played between or amongst the tied teams.
- 3.** Consideration of the matches played versus the highest team not involved in the tie, followed by the next highest placed team, etc.

Note: Where a multiple tie occurs and is only partially resolved by the application of the tie-breaking rules, remaining ties will be decided by returning to the first tie-breaker and proceeding through the list again.

6. Official All-Conference Badminton Team

(Amended May 2007)

6.1. An official All-Conference Badminton Team consists of 6 men and 6 women who will be selected by a procedure consistent with present ACAC processes.

7. ACAC - Individual Event Format - CCAA Representatives

(Amended May 2007)

7.1. Entries: Each college shall enter:

7.1.1. A maximum of two (2) men/ two (2) women into the singles event.

7.1.2. Two doubles teams per doubles event.

7.1.2.1. In those seasons where the CCAA Badminton Championships are hosted by an ACAC or BCCAA member institution, each college will be allowed an additional entry into the Doubles and Mixed Doubles events.

7.2. Order of Play: The order of the individual event championships play shall be doubles singles (men and women), mixed doubles and singles (men and women) and mixed-doubles.

7.3. CCAA Qualification: Each event winner shall be declared the ACAC representatives to the CCAA Championships.

7.3.1. If a winning ACAC team or player cannot proceed to the Nationals, the runner-up in that event shall be the replacement. If the event runner up is unavailable, then #3 then #4 player shall be selected in order.

- 7.3.2.** If an athlete/pair qualifies in an event as the runner up, (when CCAA Nationals are hosted by an ACAC or BCCAA institution), the athlete/pair may elect to decline the invitation and to attempt qualification in another discipline. Once declined the place will be offered to the next highest placed athlete/pair. Once declined, the place on the team will not be offered back to the original athlete/pair.
- 7.4. Champions:** A player/team member may only win one event. The player/team member then becomes ineligible to compete in further individual event play.
- 7.5. Alternates:** The use of alternates is not allowed within the Individual Event Championships.
- 7.6. CCAA Coaching Qualification:** The coach of the team winning the Team Championship shall be the coach of the ACAC's representatives at the National Championships.
- 7.6.1.** If the winning coach cannot proceed to the Nationals, the runner-up in the team event shall be the replacement.
- 7.6.2.** The second coaching spot will go to the coach with the most athletes attending the National Championships.
- 7.7. CCAA Team Apparel:** The representative colleges will supply team apparel to the ACAC representative at the CCAA championships. The apparel must bear the ACAC logo prominently. In conjunction with a committee of the badminton coaches attending nationals, the ACAC Head Coach designate shall select team attire, with the cost to be borne by the team members' colleges.

8. ACAC Team Championships

(Amended May 2007)

- 8.1.** The Team Championships held at the conclusion of the season shall consist of nine (9) individual matches. Order of play as follows:

- | | | |
|----|-----------------|---------------------------------|
| 1. | Men's Singles | #1 |
| 2. | Men's Singles | #2 |
| 3. | Women's Singles | #1 |
| 4. | Women's Singles | #2 |
| 5. | Men's Doubles | #1 |
| 6. | Men's Doubles | #2 |
| 7. | Women's Doubles | #1 |
| 8. | Women's Doubles | #2 |
| 9. | Mixed Doubles | <i>(Amended September 2007)</i> |

9. Coaches Meeting

(Amended May 2007)

- 9.1.** A coaches meeting shall be held at each tournament. All motions to be presented to the ACAC AGM will be made at the final tournament of the year.

Basketball

1. Rules

1.1. ACAC women's and men's basketball games shall be played under official FIBA [International Basketball Federation] basketball rules. *(Amended September 2006)*

1.1.1. Roster: Squad limitation to be 14 players maximum to be dressed for any one game. Only 12 players may be registered on the FIBA score sheet and participate in the game. *(Amended September 2006)*

1.1.2. Uniforms: Uniform numbers under FIBA rules are four [4] to fifteen [15]. Other permissible numbers to use when ordering more than 12 uniforms are 21 through 25. There is a three year period to phase in the FIBA numbers starting 2005/2006. *(Amended September 2006)*

1.1.3. Score Sheets: FIBA score sheets and Dakstats will be official for all ACAC league and play-off games. *(Amended September 2006)*

2. Time of Game

2.1. Starting times for league games are as follows (may be adjusted by mutual agreement only):

2.1.1. Single Games:

2.1.1.1. Evening game to begin at 7:00 PM

2.1.1.2. Afternoon game to begin at 2:00 PM

2.1.2. Double Headers:

2.1.2.1. Monday – Friday games

2.1.2.1.1. First evening game to begin at 6:00 PM for women.

2.1.2.1.2. Second evening game time will be posted at 8:00 PM but shall commence 20 minutes after floor is cleared following completion of the first game.
(Amended May 2008)

2.1.2.2. Saturday games:

2.1.2.2.1. First evening game to begin at 6:00 PM.

2.1.2.2.2. Second evening game time will be posted at 8:00 PM but shall commence 20 minutes after floor is cleared following completion of the first game.
(Amended May 2008)

2.1.3. Quadruple Headers (Saturdays only)

2.1.3.1. First afternoon game to be played at 1:00 PM with the second afternoon game time will be posted at 3:00 PM but shall commence 20 minutes after floor is cleared following completion of the first game. *(Amended May 2008)*

2.1.3.2. Third game to be played at 6:00 PM with the fourth game time will be posted at 8:00 PM but shall commence 20 minutes after floor is cleared following completion of the third game. *(Amended May 2008)*

2.1.4. Where no Friday night stay-over is involved, all Saturday league games shall be played in the evening unless both teams mutually agree otherwise. See 2.1.1.1 and 2.1.2.2.

2.2. Warm-ups: The floor shall be available for teams' warm-ups at least 20 minutes prior to scheduled game starting time.

2.2.1. Where the head coach of both the men's and women's teams is the same individual, the time allotted between the women's and men's games shall be extended to 30 minutes.

3. Officials

3.1. Three officials shall be used in all women's and men's basketball contests. *(Amended May 2008)*

3.2. The Alberta Basketball Officials' Association shall (be requested to) assign the best available officials for all ACAC play-off games. These officials shall be assigned by the provincial assignor rather than the local assignor. The Saskatchewan Basketball Officials' Association shall (be requested to) assign the best available officials for games held at Briercrest College. Play-off assignments hosted by BC will be officiated by local officials subject to assignment by the Saskatchewan provincial assignor and the ACAC Basketball SMT Convenor.

3.3. A referee must officiate a minimum of three ACAC league games (in the same gender) in order to be eligible to officiate in the play-offs, in the same season.

4. Ball

4.1. The official ball used in ACAC conference games shall be the wide seamed Spalding TF 1000 ZK PRO. *(Amended September 2006)*

4.2. The host team shall provide the visiting team with a minimum of six warm-up balls.

5. Uniforms

5.1. Each Conference basketball team shall have two sets of uniforms; one basically light and the other basically dark in colour. The home team will wear white and the visitors' dark, excepting that:

5.1.1. On weekends where one college hosts both matches, the home team will wear white and the visitors' dark on the first day, and the home team will wear dark and the visitors white on the second day. *(Amended December 2006)*

6. Official All-Conference Basketball Team

6.1. An official All-Conference Basketball Team shall be selected in full accordance with OC Article III, Section 7.

7. Standings in League Play

7.1. Should a tie occur between two or more teams, division standings will be decided according to the following prioritized guidelines:

1. Consideration of the game(s) played between the tied teams.
2. Consideration of the points scored and the points allowed in games between the tied teams (i.e. ratio For/Against).
3. Consideration of games played versus the highest placed team, not in the tie, followed by next highest placed team, etc.
4. Consideration of points scored and allowed versus the highest placed team not in the tie, followed by the next highest team, etc.

Note: The tie breaking procedure for multiple ties shall be adjusted so that once one team is removed from the tie, that the head to head records of the remaining teams be utilized to break all remaining ties.

8. Play-off Format

8.1. At the conclusion of regular league play, the top 4 teams in the North Division and the top 4 in the South Division shall advance to the play-offs.

8.1.1. Quarter-Finals: Four best of three series will be played on the first weekend of play-offs from Thursday to Saturday, with Sunday being an option. Exact dates to be determined by the competing college AD's. In the event agreement cannot be mutually agreed to, the VP Operations shall be the deciding authority. (Amended May 2004)
The match-ups will feature #1 N vs. #4 S; #1 S vs. #4 N; #2 N vs. #3 S; and #2 S vs. #3 N.

Where there is less than 300 km separating competing colleges, the higher ranked team will host the first and third (if necessary) games. When there is more than 300 km separating competing colleges, the entire series will be hosted by the higher ranked team.

8.1.2. Championship Tournaments: The four winning teams from the best-of-three series will advance to a final four play-off tournament to be hosted by the highest ranked team remaining in the geographic division pre-designated to host (on a rotational basis) the tournament the next weekend. The Final 4 match-ups shall be based on an 8 team standard Oregon draw matching the teams that advance from each of the 4 quarter-final brackets, with the following qualifier.

Championship Semi-Finals: The two semi-final games shall be scheduled such that in the event three of the advancing teams hail from one division the standard Oregon draw match-ups will proceed. In the event however two North and two South teams advance to the Final Four, North versus South teams will be scheduled in each semi-final. In the event all four advancing teams are from the same division, regular season ranking shall be employed to schedule #1

versus #4 and #2 versus #3.
(Amended May 2007)

Medal Games: The two semi-final winners will qualify for the final game on Saturday which is preceded by a bronze medal game between the two semi-final losers.

9. Ejection from Game

9.1. Suspension in a League Game: Any player or coach ejected from a league game shall receive a minimum of a one game suspension, which shall be served the next scheduled league game.

9.2. Suspension in a Non-Conference Game: Any player or coach who receives a suspension in a non-conference game shall serve that suspension in the next scheduled game.

9.2.1. Suspensions shall be carried over to the post-season where applicable.

9.3. Carry-Over Suspensions: The above rules shall also apply to play-offs and, if necessary, shall be carried over into the next season.

9.4. Reporting Sanctionable Offences: An Official Game Report shall be used to record the disciplinary action taken by the game official. It is the responsibility of the host institution to ensure that the Reports are completed satisfactorily and then submitted to the Commissioner and the ACAC Office as required.

9.5. Submission of Game Sheets/Officials' Reports: Basketball teams are required to submit game sheets and official's reports to the Commissioner and ACAC office by 12:00 pm on first working day following the infraction, including exhibition contests beyond the jurisdiction of the ACAC, where a major infraction resulting in a game ejection, technical or flagrant foul is called. A fine of \$25.00 shall be assessed to any institution which fails to comply with this requirement.

10. Basketball Disciplinary Guidelines

In those cases (i.e. disqualifying fouls, accumulated technical fouls) where a player or coach is subject to the Commissioner's discretion as to the length of the suspension the suspension shall be imposed/served immediately pending final determination by the Commissioner.

10.1. Flagrant Fouls: All suspensions that arise from disqualifying fouls, technical fouls and ejections shall be served in the next scheduled game. Any games added to a team's schedule (not including play-offs) after September 15th cannot be used to serve suspensions. (Added September 2005)

10.2. Any player who receives a disqualifying foul shall be subject to the following penalties. These rules apply for the duration of the player's career:

10.2.1. First disqualifying foul - automatic one game suspension

10.2.2. Second disqualifying foul - automatically suspended pending Commissioner's ruling.

10.2.3. Third disqualifying foul - automatically suspended for the remainder of the season.

10.2.4. Fourth disqualifying foul - automatically suspended for life from participating in ACAC Basketball. *(Amended December 2007)*

10.3. Technical Fouls: A player who accumulates 3 technical fouls shall be assessed a one game suspension to be served in the next scheduled league game. A player who accumulates 4 or more technical fouls shall be suspended indefinitely until that individual's case can be dealt with by a committee of the ACAC Commissioner, Basketball Sport Management Team Convenor and Executive Director. The Commissioner shall state the dates of the suspensions. *(Amended December 2006)*

10.4. The games from which a player has been suspended shall count as being played for the purpose of determining the player's eligibility for play-offs.

10.5. Carry-Over Technical Fouls: Players who have accumulated less than 3 technical fouls following the ACAC Championships will not carry these accumulations into the CCAA Championships. Suspensions (over 3 for players) shall carry on beyond the completion of the ACAC playdowns (i.e. to Nationals). Players returning to the ACAC who have not finished serving suspensions received the previous year shall do so at the start of the new season's league play. *(Amended December 2006)*

10.6. Participation While Suspended: Any team which permits a player/coach to participate in any ACAC game(s) for which they were required to serve a suspension shall automatically forfeit the game(s) in question. The forfeited game(s) shall be deemed acceptable in serving the suspension.

11. Schedules

11.1. Non-conference schedules, for the purpose of determining the precise games where sanctions are applicable and resulting suspensions must be served, are to be entered onto the ACAC web page prior to any games being played. Compliance implies an automatic approval of receipt by the Commissioner and the ACAC Office. This shall apply to the following sports: basketball, hockey, soccer and volleyball. *(Amended May 2005)*

12. Game Taping Policy

12.1. ACAC coaches are prohibited from exchanging game tapes with any college from another CCAA conference, subject to a \$500 fine for contravention. *(Added May 2005)*

13. Coaches Meetings

13.1. All basketball member institutions are required to attend the basketball December coaches meeting. *(Added May 2006)*

Cross Country Running

1. **Rules**

1.1. General rules applying to cross country running competition in the Conference are defined in Section 11 of the Operating Code.

2. **Conference Championships**

2.1. **Rules:** Except where otherwise stated, the following rules shall apply to both men's and women's events.

2.1.1. The annual ACAC Championship cross country running meets shall be held in late October.

2.1.1.1. **Starting time:** The starting time for all ACAC Championships will be at the discretion of the host institution in consultation with the Sport Management Team (SMT) Convenor and the coaches. The starting time will be determined at a coaches' meeting a year in advance.

2.1.2. **Host Rotation:** The hosting rotation shall be determined at the ACAC Cross Country running coaches' meeting and shall be recommended to the ACAC Conference Council.

2.1.2.1. A future host should be confirmed at a coaches' meeting two years in advance.

2.1.2.2. If a college on the host rotation declines to host, the rotation will continue with the next college in line in the rotation.

2.1.2.3. All future ACAC courses shall be approved at the coaches' meeting a year in advance.

2.1.3. **Course Requirements:** The type of course to be run shall be determined by the host institution with natural trails found in park areas preferred over concrete and asphalt. Where possible, the course should require approximately one-third uphill, one-third downhill and one-third flat running. All new ACAC courses shall be developed in consultation with the ACAC Cross Country Running Sport Management Team (SMT) Convenor.

2.1.4. **Course Markings:** The course shall be clearly marked preferably with red flags on the left and white or yellow flags on the right. In open areas where visibility is unhindered, flags shall not be more than 40 meters apart and shall be clearly visible from that distance. In enclosed areas where visibility is limited, flags shall be so placed that at least the next two flags immediately in advance of the runner, one on the left and one on the right, are visible. Along trails in enclosed areas, intersections must be clearly marked.

- 2.1.4.1. Marshalls:** The Race Director shall secure a minimum of five (5) race marshals for the ACAC Cross Country Championships whose job it will be to watch for violations such as runners running off course.
- 2.1.4.2. First-Aid:** The Race Director shall provide at least one first aid attendant at the ACAC Championships.
- 2.1.5. Rules Committee:** A rules committee comprised of three coaches shall be established to deal with alleged infractions on the course. These three coaches shall be from schools other than those involved in the alleged infractions. Where necessary, alternate coaches shall be named to this committee.
- 2.1.6. Provision of Water:** Coaches and other team supporters are permitted to supply water to runners during ACAC cross country races but only in a 200 m long zone designated by the Race Director and only in such a way that the process of supplying water does not interfere with other runners on the course.
- 2.1.7. Rules:** Points not specifically covered in these rules shall be referred to the current edition of the International Amateur Athletic Federation Handbook.
- 2.1.8. Distance:**
- 2.1.8.1.** The distance of the men’s and women’s cross country races shall be 8000 M for men and 5000 M for women.
- 2.1.8.2.** Where starting room is limited and/or an initial unobstructed run of at least 250 yards is not available, stations shall be drawn and the members of each team shall be lined up behind each other at the start of each race.
- 2.1.9. Size of Teams:**
- 2.1.9.1.** A member college may enter an unlimited number of runners in the ACAC Championships. A minimum of four (4) runners must finish the race to qualify the team for placement in the team championship standings. Where full teams are not entered or do not finish, individual standings will not be affected.
- 2.1.9.2.** Non-conference runners shall not be permitted to participate in the ACAC’s cross-country running championship race.
- 2.1.9.3.** Colleges are required to distinguish between male and female competitors on ACAC eligibility sheets.
- 2.1.10. Scoring:**

2.1.10.1. The championship team shall be the team which has scored the least number of points, according to the positions in which the scoring members of that team finished. Placement for other teams shall be computed similarly.

2.1.10.2. Runners finishing 7th and greater on their team shall not displace the scores of other teams' runners for the team standings. The team standing for each race in the Grand Prix series is scored the same way as the ACAC Championships with regard to displacers. NOTE: All individuals are still eligible for Grand Prix standings. The results will have to be calculated both ways. *(Amended December 2009)*

College	Individual	Team Score
Lethbridge	1	1
MHC	2	2
Augustana	3	3
Lethbridge	4	4
MacEwan	5	5
MRC	6	6
Lethbridge	7	7
Lethbridge	8	8
Lethbridge	9	--
GPRC	10	9
MHC	11	10

2.1.10.3. Tie-Breaker/Competitors: If two or more competitors tie for any place, the points for the places concerned shall be aggregated and divided equally among the competitors so tying.

2.1.10.4. Tie-Breaker/Teams: In case of a tie on points, the team whose 4th place member finished nearest to first place shall be the winning team.

3. Non-Conference Races

3.1. Minimum Requirement: ACAC cross country running programs must participate in a minimum of three (3) Grand Prix races prior to ACAC Championships. *(Added May 2009)*

3.2. Grand Prix Series: The ACAC championship race shall be preceded by and in fact shall serve as the final race, of the non-conference Grand Prix Race Series.

3.3. Championship Host Grand Prix Race: Under normal circumstances the ACAC Championship host shall stage a Grande Prix race 4 weeks prior to the Championships on the same course.

4. Coach of the Year

There shall be a cross country running "Coach of the Year" selected each year. The award winner will be chosen by a vote of coaching peers present at the final ACAC competition. *(Amended December 2006)*

4.1. Selection Timeline: After the conclusion of the ACAC meet, each school will fax its vote to the ACAC Office. The school's cross-country running coach shall cast the vote.

4.2. Voting: Voting will be on a 3-2-1 basis with the top ranking coach getting 3. For example, if a school voted:

John Doe	New College	3
Jane Doe	Northwest College	2
Henry Poe	South Alberta College	1

Then John Doe would be its first-place pick, Jane Doe the second-place pick and Henry Poe the third-place pick.

4.3. The winner will be the coach with the highest numerical total; in the case of a tie, the top vote-getters will share the award.

4.4. Votes are due by noon on the Wednesday following the ACAC provincial championships and the result be immediately forwarded to the ACAC Office. *(Amended December 2004)*

4.5. Announcement: The announcement of the award will be made on the first Friday after the ACAC Championships. Please note:

1. Each school participating in the ACAC meet shall cast one vote.
2. If a school has two or more co-coaches, they shall be considered a single coaching team for the purpose of the award.
3. Schools cannot vote for themselves.

(Amended December 2004; Original 4.6 was deleted December 2004)

5. All Conference Team

5.1. The top seven women and the top seven men at the ACAC Cross Country Running Championships will be named as the ACAC All-Conference Team and will constitute the ACAC Conference team* for the CCAA Cross Country Running Championships.

* If any member(s) of the ACAC All-Conference Team is/are unable to compete in the CCAA Cross Country Running Championships, the ACAC Conference team will be filled up by the next placing runners from the ACAC Championships who are able to compete in the CCAA Championships.

Note: Any replacement members on the ACAC Conference team would not be considered to be "All-Conference" athletes and will not be mentioned on the awards releases. *(Added May 2005)*

- 5.1.1.** The Head Coach of each of the male and female 1st place ACAC **team** will be named as the ACAC All-Conference Team representative at the CCAA Championships with an allocation of \$200 per coach when located in Ontario or further east and \$100 per person if the Championships are in BC.

(Added May 2006, Amended May 2009)

Curling

1. **Rules**

1.1. General rules applying to curling competition in the Conference are defined in Section 11 of the Operating Code.

2. **Conference Championships**

2.1. Rules: The rules of play shall be the Canadian Curling Association Rules of the Game, except as hereinafter set forth.

2.2. Regionals Format: The ACAC Curling Qualifying tournaments shall use a 2 day or 3 day format depending on the number of competing colleges.

2.3. Events: Three events shall be held: Men's, Women's and Mixed.

2.3.1. The Conference Championships will consist of the top 4 finishing teams in each division (mixed, men and women). The top 4 teams will be decided based on the combined results of the qualifying tournaments. The Conference Championships shall be a round robin (3 games) followed by the page playoff system.

Game #1	1st vs. 2nd
Game #2	3rd vs. 4th
Game #3	Loser G1 vs. Winner G2
Game #4	Winner G1 vs. Winner G3
Game #5	Loser of G2 vs. Loser G3

(Amended May 2009)

2.3.2. In order to be eligible to compete at the ACAC Interlock, a team must have competed at both qualifying tournaments. A team must compete in the first qualifying tournament to be eligible to compete in the second.

2.3.3. In the event teams are tied (number of wins) for a play-off position at the completion of the two qualifying tournaments:

- 1.** The record of the double round-robin of those teams involved in the tie shall be used to determine the ranking or position in the Championship draw, and failing that.
- 2.** The skips of those teams involved in the tie shall draw lots to determine their team's position.
- 3.** At no time shall any team tied for the final play-off position be eliminated other than by playing an extra series of full length games.

2.3.4. Determination of the bronze medal winner in championship play shall be by the completion of a full game.

- 2.4.** A team will receive 3 timeouts during the game. These timeouts will be a minute in duration and can be called at any time. The timeouts must occur on the ice area. There will no longer be a 4th end break.
(Amended May 2009)

3. Team Rosters

- 3.1.** Teams must have a minimum of four (4) players registered per team on the eligibility sheet prior to the competition. In the case of a mixed team an institution must have registered a minimum of two (2) men and (2) women and they must compete in alternate positions.
(Amended May 2009)

- 3.2. Gender:** Each mixed team shall consist of two (2) male players and two (2) female players, and the male and female player must play in alternate positions.

- 3.3. Alternates:** Each team (men's and women's) must have four (4) players and a fifth alternate may be declared.

4. Substitutions

- 4.1.** In the event that prior to the start of the competition a player is unable to play because of illness, accident or other extenuating circumstances, then the player may be replaced by another player from that institution's roster.

- 4.2.** In the event that after the start of the competition one or more players of a competing team are unable to continue play because of illness, accident or other extenuating circumstances, then a substitute or substitutes may be used.

- 4.3.** Substitutes shall be selected by the skip and shall be an eligible player from that institution's roster, or at the skip's option, the substitute may be selected from a pool of up to six (6) players designated by the host committee and the skip may select whomever he/she desires. A different substitute from the pool may be selected for each game.

- 4.4.** Substitutes must be of the same gender as the substituted player and may play any position on the team.

The head umpire shall be notified and involved in all situations where a substitute is required.

5. Hosting and Umpiring

- 5.1.** The host institution shall make up the draw for the event, and shall forward same to all colleges at least five days in advance.

- 5.2. Head Umpire:** The head coach from the host college and the ACAC Curling SMT Convenor shall act as "head umpire".

- 5.3. Intentional Defaulting:** Any team intentionally defaulting a game shall be withdrawn from the competition. If any team is withdrawn from the competition, it shall lose the defaulted game 10-0. An appeal committee comprised of all coaches shall make the determination of defaults.

6. Official All-Conference Curling Team

6.1. The Conference will annually recognize an All-Conference curling team in men's, women's and mixed events (12 awards in total).

6.1.1. Each coach will consult with their athletes at the conference championships and select an all star, not from their team, for each position. This will be done for each of the men's, women's and mixed teams. Performance in both the qualifying tournaments as well as the championships is to be taken into consideration. The coach then forwards the selections on to the SMT committee for tabulation. The top vote getters in each category are forwarded on to the ACAC office to announce award winners.

(Added September 2007)

6.2. An All-Conference Coach of the Year Award will be presented annually.

Golf

1. **Rules**

- 1.1.** General rules applying to golf competition in the Conference are defined in Section 11 of the Operating Code.
- 1.2.** All participants (men's team, men's individual, women's team, women's individual) must progress through their applicable Regional Championship Tournament. (Effective 2003-4)
- 1.3. Attendance at ACAC Championships:** Student-athletes who qualify from the regional competition MUST attend the Conference championships. Failure to comply will result in a \$500.00 fine.
(Added May 2009)
- 1.4. Evaluation of Course Ratings:** The playing ability of a host golf course for a regional or championship tournament must be designed so that the "course rating" designation of the course matches as closely as possible to the "course par" designation. *(Added May 2009)*

2. **Regional Competitions**

2.1. **Competition Formats:**

- 2.1.1. Regional Tournaments:** Regional tournaments, each comprised of 36 holes of medal play over two days, shall precede the ACAC Championship and shall be used as qualifiers for the ACAC Championship.
(Amended December 2004 and December 2009)
- 2.1.2. Regional Placement:** Schools located north of Red Deer, inclusive of Red Deer, shall participate in the North Regional. The South Regional will consist of schools located south of Red Deer. *(Amended December 2006)*
- 2.1.3. Competition Format:** Matches will normally be played in "foursome" format. Where possible, no two competitors from any one institution shall play in the same foursome.
- 2.1.4. Tee Times:** Tee times shall be established at the discretion of the host with preference for a start prior to or at 10:00am.

2.1.5. Team Format: Teams of 3 females and/or 5 males must be declared prior to the start of regional competition. Entry forms shall be provided to the hosts and the ACAC Office four days prior to the tournament. Total entrants for each school should not exceed 8 for men and 8 for women and all entries shall be ranked by the respective coaches. Institutional teams that had more than the required minimal entrants may re-designate their team entrants for the Conference Championship at the conclusion of the regional qualifying tournament by written designation with a confirming signature of the head coach. The student-athletes who are not declared to the institution's official conference team remain eligible for the Championships provided they meet the qualifying standards. *(Amended December 2009)*

2.1.6. Championship Qualification: Each student-athlete that qualifies by participating in the regional tournament must attain the required stroke differential of 36 strokes within the average of the top three scorers. *(Amended December 2009)*

2.1.7. Team Scoring: In the men's competition, the lowest 4 out of 5 scores each day (or the total for the two day tournament) will be used. In the event of a tie the 5th players' scores will be used. For women, the best 2 scores will count. In the event of a tie the 3rd players' scores will be used. In the event that a tied team/teams does/do not have a 5th male or 3rd female competitor to refer to, the result shall be determined using "count back" of each team's scores. *(Amended December 2007)*

2.1.8. Rules/Discipline Committee: When deemed necessary by the regional convenor (host AD) a rules/discipline committee will be formed comprised of the regional golf convenor, the AGA official and the course's club professional. (If the reason for convening a committee directly involves the institution the convenor is associated with, the convenor will choose the course's club professional or if the club professional is unavailable, a neutral coach will be chosen). *(Added December 2006)*

3. ACAC Championships *(Reorganized section in December 2005)*

3.1. Qualification: Local hosts will be responsible for providing the respective regional "Competition Report Forms" to the championship host immediately following the regional tournaments. *(Amended December 2009)*

3.2. Tee Times: All team-designated golfers will be scheduled to tee-off first followed by the wildcard designated golfers. *(Added December 2005)*

3.3. Rules/Discipline Committee: When deemed necessary by the regional golf convenors, a rules/discipline committee will be formed comprising of both regional golf convenors and the AGA official. (If the reason for convening a committee directly involves the institution that either convenor is associated with, the convenors will choose the courses' club professional or if the club professional is unavailable, a neutral coach will be chosen.) *(Added December 2006)*

- 3.4. Rules:** RCGA and local rules shall govern play, and the local professional shall act as referee.
- 3.5. Competition Format:** All first round matches shall be played in foursome, and no two competitors from any one institution shall play in the same foursome.
 - 3.5.1. Handicaps:** When colleges submit team registrations to the host, a universal certified handicap or a "most likely average score" for each player must also be submitted. This information will be utilized by the Referee to determine competitive groupings for the round.
 - 3.5.2. Day #2:** On the second day, threeball whenever possible will be grouped according to scores with no two competitors from any one institution in the same grouping.
 - 3.5.3.** The competition schedule shall feature a cross-over arrangement whenever possible in order to maximize speed of play and accommodate the tournament format.

3.6. Golf Count Back System:

Men: Best 4 of 5 scores to count each day. In the event of a tie, the 5th lowest players' scores on the second day will break the tie. If one team does not have a fifth team member, the 4th lowest players' scores will be used. In the event the teams remain tied, the "Retrogressive Count Back System" will be used. Under this system, the 5th/4th placed player with the best score after 17 holes will be declared the higher placed competitor/team. If still tied, scores after the 16th hole will be compared, and so on until a winning player/team is determined.

Example:

<u>Player</u>	<u>"A"</u>	<u>"B"</u>	
Score after 18 Holes	72	72	Players Tied
Score after 17 Holes	67	68	Player A wins

Women: Best of 3 scores to count each day. In the event of a tie, the 3rd lowest players' scores on the second day will break the tie. In the event the teams remain tied, the "Retrogressive Count Back System" will be used. Under this system, the 3rd lowest player with the best score after 17 holes will be declared the higher placed competitor/team. If still tied, scores after the 16th hole will be compared, and so on until a winning player/team is determined.
(Section amended September 2005)

- 3.7. Tie-Breakers:** The individual Conference champion and other individual placings shall be determined in the event of a tie by the player(s) with the lowest score on day 2 being declared the winner. If still tied, low back 9 on the 2nd day, then low front 9 on the 2nd day, then low 18 holes on 1st day.
- 3.8. Carts:** Electric carts or other means of conveyance, including the services of caddies, shall not be used by participants in the tournament except under special circumstances, and thus must be sanctioned by the coaches of the participating teams.

3.9. Disqualifications: If a golfer is disqualified from play for a specific round of golf, that golfer will be permitted to compete as a member of his/her team in future rounds of the competition but not be eligible for an individual awards.
(Added December 2005)

3.10. Coaching:

3.10.1. One designated coach per team shall be allowed to give advice to team members. This advice may consist of course strategy, club selection or comments concerning actions of other team members. Coaches will not be allowed on the greens and may not assist with reading putts.

3.10.2. Coaching advice must be given in a private manner so as not to interfere with an opponent's play and should not hold up play.

3.10.3. A team may change the designated coach on each day of play.

3.10.4. Coaches are permitted to use golf power carts to provide on-course coaching: a limit of one cart per institution. *(Amended December 2006)*

3.10.5. All designated coaches are not permitted to golf during the regional and Championship competitions. *(Added December 2005)*

4. Hosting

4.1. The tournament banquet shall be held at the conclusion of the first day of the tournament. The coaches' meeting shall be held on the first day of competition after all participants have concluded their rounds of golf. *(Added May 2008)*

4.2. The host institution will provide, if possible, a minimum of two course marshals. More than two marshals would be an asset but is not compulsory.

4.3. The course length for ACAC Championships shall be no less than 6000 yards for men and 5400 yards for women.

4.4. The host college should ensure that practice balls are complimentary for all participants prior to the start of each round.

4.5. Tournaments

The north and south regional tournaments will be scheduled on different weekends as determined by availability of courses with the regional tournaments scheduled for the third and last weekend of September and the ACAC Golf Championship tournament schedule for the first weekend of October.

(Amended December 2009)

4.5.1. Hosting the ACAC Golf Championship may be scheduled on a Thurs/Fri, Fri/Sat, or Sat/Sun combination with priority given to Fri/Sat.

4.6. The location of the site of the ACAC Championship shall be determined and announced at the Spring AGM.

4.7. The host college is to make provisions of blocking off practice round tee times. The blocks of tee times will only be honoured up to 28 hours prior to the tournament.

4.8. The tee times shall be established at the discretion of the host with preference for start prior to or at 10:00am. *(Amended December 2009)*

4.9. A mandatory coaches meeting shall be held one hour prior to the start of play on the first day of the ACAC Championship Tournament. (NOTE: This does NOT take the place of the official coaches meeting to be schedule after the first day of play.) *(Added December 2009)*

5. Officials

5.1. A certified "on course" official shall be provided by the Alberta Golf Association for all ACAC regional and championship tournaments with the financial expense to be divided equally among all competing institutions. *(Amended December 2006)*

6. Merit Point System

The merit point system below is used to determine the ACAC male and female Player of the Year awards.

GOLF ORDER OF MERIT POINT SYSTEM		
POSITION	REGIONAL	CHAMPIONSHIP
1	300	400
2	225	300
3	210	280
4	195	260
5	180	240
6	165	220
7	150	200
8	135	180
9	120	160
10	105	140
11 – 15	75	110
16 – 20	45	60
21 – 30	10	15

- Must participate in a minimal one regional tournament and the conference championship.
- If a golfer participates in both regional tournaments, points are determined from the regional tournament they qualify from.
- If ties occur, calculate average from all points accumulated.
- Points remain the same regardless of field sizes.
- The first tie breaker for player of the year will be highest place finish at the CCAA national tournament. If a player does not attend the national championships, refer to tie breaking procedure in operating code (Item 3.7)

(Added December 2009)

Men's Hockey

1. Rules

- 1.1.** ACAC hockey shall be played under Hockey Canada rules with modifications as follows:
- 1.1.1.** No line change for the team that ices the puck. *(Added May 2009)*
 - 1.1.2. Hitting From Behind:** A game misconduct resulting from a minor penalty for hitting from behind shall be classified as a "Game Ejection" and will not count towards a player's game misconduct accumulation nor will it result in further suspension. *(Amended May 2007)*
 - 1.1.3. Fighting With An Instigator:** A player receiving a five minute major for fighting plus an instigator or aggressor penalty shall be sanctioned as follows:
(Added December 2007)
 - 1.1.3.1.** 1st Offence: 1 game suspension in addition to any supplemental suspension for Game Misc.
 - 1.1.3.2.** 2nd Offence: 2 game suspension
 - 1.1.3.3.** 3rd Offence: 3 game suspension
 - 1.1.3.4.** 4th Offence: review by the Commissioner, SMT Convenor and Executive Director
 - 1.1.4. Game Misconducts:** All major penalties accompanied by a Game Misconduct occurring in the last 10 minutes of a game or in overtime will result in an automatic one game suspension. *(Added December 2007)*
 - 1.1.5. Time-Outs:** Each team shall be permitted one thirty second time out per game.
 - 1.1.6. Rosters:** ACAC teams shall be permitted to have 20 players on their roster.
 - 1.1.7. Face-Off:** When the visiting team wishes to make a change, they will have 5 seconds from the normal stoppage of play to complete the change. It is the home team's responsibility to change lines immediately (no longer than 5 seconds) after the visiting team's line-up is on the ice. Once the referee drops his arm the linesman will drop the puck within 5 seconds or sooner if both centre men are ready.
 - 1.1.8. Mouth guards:** All skaters are required to wear internal mouth guards during games. In cases of non-compliance, officials will be instructed to assess a 2 minute minor penalty to the offending player. *(Added May 2004)*

2. Provisions

2.1. The home team will provide power drinks, water, bench towels, ice and an event sheet to the visiting team. *(Added May 2009)*

3. Time of Game

3.1. Warm-up: A minimum 20 minute warm-up time shall be given prior to the scheduled starting time. The home team takes the ice first and leaves last; the visitors take the ice second and leave first. Teams should be entering the ice surface at the second of the "two minutes" warning. *(Amended May 2008)*

3.2. Overtime/Play-Offs: Overtime in play-off games will consist of 10 minutes of sudden victory followed by the resurfacing of the ice if no goal is scored. Teams will then play 20 minute periods thereafter until a winner is determined.

3.3. Overtime/Regular Season: In regular season play, a 5 minute sudden victory, 4 on 4 OT period will be played in an attempt to break ties. The winning team in overtime with 4 on 4 will receive 1 additional point. At the conclusion of the 4 on 4 if teams are still tied each team receives 1 point. *(Amended May 2009)*

If there is a tie in regulation play, each team will receive one point and the winner of OT will receive one additional point. The standings will record wins, losses and OT losses. *(Amended May 2007)*

4. Major/Minor Officials *(Amended May 2005)*

4.1. Referees/Linespersons: As a general rule, three officials shall be used in all ACAC hockey contests. If, under circumstances beyond the ACAC's control, only two officials are available, the game shall proceed to be played.

4.2. Minor Officials: Home teams shall be responsible for ensuring goal judges, scorekeeper, and timekeeper are present.

5. Official All-Conference Hockey Team and Individual Awards

5.1. An official All-Conference hockey team and individual awards shall be selected according to the procedures outlined in Operating Code Article III, Section 8. *(Amended May 2007)*

6. Play-off Structure

6.1. Format: Play-offs shall consist of two best of 3 quarter-finals where #5 plays #4 and #6 plays #3. Winners will advance to a best of 5 semi-final series against the #1 and #2 teams, with the winners from those series meeting in a best of 5 final series. The lowest ranked winner from the quarter-final series will play the # 1 ranked team and the # 2 ranked team will play the other winner from the quarter-final series. *(Amended May 2007)*

6.2. Travel

- 6.2.1.** When the travel distance between the two competing colleges exceeds 400 km, all games in a best of 3 series will be played at the home arena of the higher placed team in the regular season standings. When the teams are located within the 300 km radius, the first and third (if necessary) game(s) of a best of three series will be played at the home arena of the higher placed team in the regular season standings. *(Amended May 2009)*
- 6.2.2.** In a best of 5 series, when travel distance exceeds 400 km, the series will begin with the first 2 games (Fri./Sat.) at the higher placed team; the 3rd and 4th games at the lower placed team (Thurs./Fri.) with game 5 back at the higher place team (Sun.) *(Amended May 2009)*

7. Standings in League Play

- 7.1.** Should a tie occur between two or more teams, standings shall be decided according to the following priorities:
- 7.1.1.** Most wins during the regular season *(Amended May 2009)*
- 7.1.2.** Regulation wins take precedence over OT wins. *(Amended May 2009)*
- 7.1.3.** In games between tied teams the team with the most points from regular season head to head games shall be the tie-breaker. *(Added May 2009)*
- 7.1.4.** In games between the tied teams in a regular season series, the team with more wins gets the higher placing, as regulation wins take precedence over OT wins in deciding placements. *(Amended May 2007)*
- 7.1.5.** Goals for minus goals against for each of the tied teams. The team with best differential earns the higher placing. *(Amended May 2007)*
- 7.1.6.** Consideration of games played versus the highest placed team not in the tie, followed by the next highest placed team, etc. Regulation wins take precedence over OT wins. *(Amended May 2007)*
- 7.1.7.** Consideration of goals scored and allowed versus the highest placed team not in the tie, followed by next highest placed team, etc.

Note: Where a multiple tie occurs and is only partially resolved by the application of the tie breaking rules, the remaining ties shall be decided by returning to priority number 1 and working through the order again.

8. Safety Standards

- 8.1. Goaltenders:** All goaltenders must wear a CSA approved helmet and facemask.
- 8.2. Helmets:** All other players shall wear CSA approved helmets.
- 8.3. Facial Protection:** It is recommended that ACAC players use some form of CSA approved facial protection.
- 8.4. Mouth Guards:** All skaters are required to wear internal mouth guards during games. Goaltenders are exempt.

9. Men's Hockey Disciplinary Guidelines

- 9.1.** All suspensions that arise from match penalties, gross misconduct penalties and game misconduct penalties shall be served in the next scheduled game(s). Any games added to a team's schedule (not including play-offs) after September 15th cannot be used to serve suspensions. *(Added September 2005)*

In those cases (i.e. match, gross misconduct, cumulative game misconducts) where a player or coach is subject to the Commissioner's discretion as to the length of the suspension the suspension shall be imposed/served immediately pending final determination by the Commissioner.

9.2. Match Penalty:

- 9.2.1.** A player who has received a match penalty shall normally be assessed a three game suspension.
- 9.2.2.** At the discretion of the Commissioner, further or fewer penalties may be applied.

9.3. Gross Misconduct Penalty:

- 9.3.1.** A player who has received a gross misconduct penalty shall normally be assessed a three-game suspension.
- 9.3.2.** At the discretion of the Commissioner, further or fewer penalties may be applied.

9.4. Game Misconduct Penalty:

- 9.4.1.** Hockey Canada rules shall be supplemented by the following:

- 9.4.1.1. 3rd Game Misconduct:** A player shall (through the institution) receive an official warning from the ACAC Commissioner upon receiving a third game misconduct in a season. *(Amended May 2009)*
- 9.4.1.2. 4th Game Misconduct:** one-game suspension
- 9.4.1.3. 5th Game Misconduct:** one game suspension
- 9.4.1.4. 6th Game Misconduct:** review by the ACAC Commissioner, SMT Convenor and Executive Director.

- 9.4.2. Team Official:** A team official shall (through the institution) receive a warning from the Commissioner upon receiving his/her first game misconduct. *(Amended May 2009)*

- 9.4.3.** A team official receiving two or more game misconducts in a season shall be dealt with as follows:

- 9.4.3.1.** 2nd Game Misconduct - one game suspension
- 9.4.3.2.** 3rd Game Misconduct - three game suspensions

9.4.3.3. 4th and further Game Misconducts - dealt with by ACAC Executive Committee, Commissioner and Executive Director.

9.4.4. Injury: A major and game misconduct penalty called as the result of an injury shall be subject to review by the Commissioner. The offending player may be subject to a suspension to be determined by the Commissioner. In such cases where a suspension is not mandatory but may be issued subsequent to a review by the Commissioner, the player need not sit out until a ruling is rendered.

9.4.5. Dates of Suspensions: With the exception of immediate suspension as noted above, the Commissioner shall state the dates of supplemental discipline. *(Amended December 2007)*

9.5. Supplemental Discipline/Suspensions Resulting from Game Misconducts, Match, or Gross Misconduct Penalties:

If a coach, team official or player is suspended as a result of an incident occurring in a non-conference game, he must sit out the next scheduled game, regardless of whether it is non-conference or conference competition. Only non-conference games posted on the ConLink system *at the time of the offence* may be used to satisfy the suspension.

If a coach, team official or player is suspended as a result of an incident occurring in a league/conference game, he must sit out the next scheduled league/conference game. *(Amended December 2007)*

9.6. Use of Suspended Personnel: Any team which permits a player/coach to participate in any ACAC game(s) for which they were required to serve a suspension shall automatically forfeit the game(s) in question. The forfeited game(s) shall be deemed acceptable in serving the suspension.

9.7. Carry-Over Suspensions: Suspensions shall carry on beyond the completion of the ACAC playdowns (i.e. to national championships). Players returning to the ACAC who have not finished serving suspensions received the previous year shall do so at the start of the new season's league play.

9.7.1. The Commissioner shall advise athletes and teams prior to the start of the season when a suspension from the previous year carries-over to the new season.

9.8. Submission of Game Sheets/Reports: Teams must submit game sheets and referees' reports to the Commissioner and the ACAC Office for all games played (including exhibition games) where a major, match or game misconduct penalty is assessed. It shall be the responsibility of the host institution to ensure that this documentation is forwarded by 12:00 pm on first working day following the match in question. A fine of \$25.00 shall be assessed to any institution which fails to comply with this requirement. *(Amended May 2005)*

In case of playoff games, the host institution must ensure the documentation is forwarded immediately after the conclusion of the game. The Commissioner must submit a ruling prior to the next playoff game. *(Amended May 2009)*

9.9. Hitting From Behind: The two minute hitting from behind penalty will be interpreted for ACAC competition as a game ejection. This infraction will not count towards a player's game misconduct accumulation.

10. Sanctioning of Games of an International Nature

10.1. Before planning to play a non-conference game against a foreign team, copies of all documents related to sanctions required for international competition shall be forwarded to the Men's Hockey SMT Convenor.

11. Special Rule for Goalkeepers

11.1. On an emergency, one-time basis, such as for back up purposes when regular goalkeepers have been lost due to injury or for academic reasons, it shall be permissible to use a goaltender who is a full-time student at the ACAC member institution in question even though the athlete may be playing concurrently with another team. An appeal can be made to the Commissioner to waive the 4 day eligibility certificate submission deadline.

11.2. Providing that the emergency back-up goaltender plays fewer than 5 games, he/she will not be considered to have used a year of eligibility.

12. Roster

12.1. A maximum of 20 players can be dressed for all ACAC games. There is no roster limitation for non-conference games.

13. Uniforms

13.1. All players are required to display name bars on all uniforms by the **sixth** week of league play. *(Amended May 2009)*

13.2. In league play prior to the Christmas break, the home team shall wear LIGHT coloured uniforms. For league play after Christmas, the home team shall wear DARK coloured uniforms.

13.3. For play-offs, the home team shall wear LIGHT coloured uniforms

14. Non-Conference Schedules

14.1. Non-conference schedules, for the purpose of determining the precise games where sanctions are applicable and resulting suspensions must be served are to be entered onto the ACAC web page prior to any games being played. Compliance implies an automatic approval of receipt by the Commissioner and the ACAC Office. This shall apply to the following sport: basketball, hockey, soccer, and volleyball.
(Amended May 2005)

Women's Hockey

1. Rules

1.1. ACAC Women's hockey shall be played under Hockey Canada Female rules with modifications as follows:

1.1.1. The centre ice red line will be used for icing purposes only.
(Re-Added October 2009)

1.1.2. Hitting From Behind: A game misconduct (interpreted by the ACAC as a game ejection) resulting from a minor penalty for hitting from behind shall count towards a player's game misconduct accumulation (see 8.4).

1.1.3. Fighting in Last Ten Minutes: A game misconduct penalty occurring in the last 10 minutes of the 3rd period or in an overtime period or immediately after the conclusion of a game shall automatically result in a one-game suspension for the penalized player(s) and/or coach(es).

Non-Conference Play: For non-conference play, the suspension will be served in the team's next scheduled game (league, playoff or exhibition). For league play, suspensions will be served in league or playoff games only.

1.1.4. Time-Outs: Each team shall be permitted one 30-second timeout per game.

1.1.5. Rosters: ACAC teams shall be permitted to have a maximum of 20 players on their game sheet.

2. Provisions

2.1. The home team will provide power drinks, water, bench towels, ice and an event sheet to the visiting team. *(Added May 2009)*

3. Time of Game

3.1. Starting Time: Starting time of all Conference games shall normally be 7 p.m. on weekdays, 2 p.m. or 7 p.m. on Saturdays, and 2 p.m. on Sundays, except as otherwise mutually agreed by the member institutions involved or as dictated by availability of ice.

3.2. Warm-up: A 15 minute warm-up time shall precede each game. The warm-up shall proceed immediately after the previous group/booking leaves the ice. The warm-up will be followed by a scrape flood preceding the start of the game. Teams should be entering the ice surface at the second of the "two minutes" warning. *(Amended May 2008)*

3.3. Overtime/Regular Season: In regular season play, a 5 minute sudden victory, 4 on 4 OT period will be played in an attempt to break ties. At the conclusion for the 4 on 4 if teams are still tied, each team receives 1 point. The winning team in overtime with 4 on 4 will receive 1 additional point.
(Amended May 2009)

3.4. Overtime/Play-Offs: Overtime in playoff games will consist of 10 minutes of sudden victory followed by the resurfacing of the ice if no goal is scored. Teams will then play 20-minute periods thereafter until a winner is determined.

4. Major/Minor Officials

4.1. Referees/Linespersons: The standard of officiating requires that three on-ice officials be used in all ACAC women's hockey contests.

4.2. Minor Officials: Home teams shall be responsible for ensuring a scorekeeper and timekeepers are present.

4.3. Goal Judges: The assignment of goal judges for ACAC Women's Hockey is not mandatory.

5. Official All-Conference Hockey Team

5.1. An official All-Conference hockey team shall be selected according to the procedures outlined in Operating Code Article III, Section 8.

6. Play-off Structure

6.1. Format: Playoffs shall consist of two best of 5 semi-finals where #4 plays #1 and #3 plays #2. Winners will advance to a best of 5 final series. *(Amended May 2009)*

6.2. Travel: When the travel distance between the two competing colleges are located within the 400 km radius, the first, third and fifth games (if necessary) will be played at the home arena of the higher placed team in the regular season standings. Normally, games #1-2 shall be played on consecutive nights on the first weekend if possible with games #3-5 as required following on the subsequent weekend. Where the traveling distance between the two competing teams is greater than 400km, the first three games shall be played at the home of the higher placed team. The play-offs are scheduled to allow a mid-week game in best of five series to avoid three games in a row where possible, within 150 km. *(Amended May 2009)*

7. Standings in League Play

7.1. Tie-Breaker: Should a tie occur between two or more teams, standings shall be decided according to the following priorities:

7.1.1. Most wins during the regular season with regulation wins taking precedence over OT wins. *(Amended May 2007)*

7.1.2. In games between the tied teams in a regular season series, the team with more wins gets the higher placing, as regulation wins take precedence over OT wins in deciding placements. *(Amended May 2007)*

- 7.1.3.** Goals for minus goals against for each of the tied teams. The team with the best differential earns the higher placing. *(Amended May 2007)*
- 7.1.4.** Consideration of games played versus the highest placed team not in the tie, followed by the next highest placed team, etc. Regulation wins take precedence over OT wins. *(Amended May 2007)*

Note: Where a multiple tie occurs and is only partially resolved by the application of the tie-breaking rules, the remaining ties shall be decided by returning to priority No.1 and working through the order again.

8. Safety Standards

- 8.1. Goaltenders:** All goaltenders must wear a CSA approved helmet and face mask.
- 8.2. Helmets:** All other players shall wear CSA approved helmets with full-face protection.
- 8.3. Neck Protectors:** All players shall wear a neck protector.
- 8.4. Mouth Guards:** It is recommended the student-athletes wear mouth guards.

9. Women's Hockey Disciplinary Guidelines

In those cases (i.e. match, gross misconduct, cumulative game misconducts) where a player or coach is subject to the Commissioner's discretion as to the length of the suspension the suspension shall be imposed/served immediately pending final determination by the Commissioner.

- 9.1.** All suspensions that arise from match penalties, gross misconduct penalties and game misconduct penalties shall be served in the next scheduled game. Any games added to a team's schedule (not including play-offs) after September 15th cannot be used to serve suspensions. *(Added September 2005)*
- 9.2. Match Penalty**
 - 9.2.1.** A player who has received a match penalty shall normally be assessed a three-game suspension.
 - 9.2.2.** At the discretion of the Commissioner, further or fewer penalties may be applied.
- 9.3. Gross Misconduct Penalty**
 - 9.3.1.** A player who has received a gross misconduct penalty shall normally be assessed a three-game suspension.
 - 9.3.2.** At the discretion of the Commissioner, further or fewer penalties may be applied.
- 9.4. Game Misconduct Penalty**

Hockey Canada rules shall be supplemented by the following:

- 9.4.1. 2nd Game Misconduct:** A player shall receive a warning from the ACAC's Commissioner upon receiving a second game misconduct in a season. This is a courtesy gesture, implying that a failure to receive this warning does not excuse a team or individual from enforcing a suspension in the correct game(s). *(Amended May 2009)*
- 9.4.2. Subsequent Game Misconducts:** Any player receiving three or more game misconducts in a season shall be dealt with by the Commissioner as follows: *(Amended May 2009)*
- 9.4.2.1. 3rd Game Misconduct:** Third game misconduct – one game suspension. *(Amended May 2009)*
- 9.4.2.2. 4th Game Misconduct:** Fourth and further game misconducts – dealt with by the ACAC Women's Hockey SMT Convenor, Commissioner and the Executive Director. *(Amended May 2009)*
- 9.4.2.3. Injury:** A major and game misconduct penalty called as the result of an injury shall be subject to review by the Commissioner. The offending player may be subject to a suspension to be determined by the Commissioner. In such cases where a suspension is not mandatory but may be issued subsequent to a review by the Commissioner, the player need not sit out until a ruling is rendered. *(Amended May 2009)*
- 9.4.3. Team Official:** A team official shall (through the institution) receive a warning from the Commissioner upon receiving his/her first game misconduct. *(Amended May 2009)*
- 9.4.4.** A team official receiving two or more game misconducts in a season shall be dealt with as follows:
- 9.4.4.1. 2nd Game Misconduct:** – one-game suspension
- 9.4.4.2. 3rd and further Game misconducts:** – dealt with by ACAC Executive Committee, Commissioner and Executive Director. *(Amended May 2009)*
- 9.4.5. Dates of Suspensions:** The Commissioner shall state the dates of the game misconduct suspensions. *(Added September 2005)*
- 9.5. Use of Suspended Personnel:** Any team, which permits a player/coach to participate in any ACAC game(s) for which they were required to serve a suspension, shall automatically forfeit the game(s) in question. The forfeited game(s) shall be deemed acceptable in serving the suspension.
- 9.6. Suspensions:** If a coach or player is ejected from a non-conference game, they must sit out the next scheduled game. If a coach or player is ejected from a league game, they must sit out the next league game.

- 9.7. Carry-Over Suspensions:** Suspensions shall carry on beyond the completion of the ACAC playoffs. Players returning to the ACAC who have not finished serving suspensions received the previous year shall do so at the start of the new season's league play.
- 9.7.1.** The Commissioner shall advise athletes and teams prior to the start of the season when a suspension from the previous year carries over to the new season.
- 9.8. Submission of Game Sheets/Reports:** Teams must submit game sheets and referees' reports to the Commissioner and the ACAC Office for all games played (including exhibition games) where a major, match or game misconduct penalty is assessed. It shall be the responsibility of the host institution to ensure that this documentation is forwarded by 12:00 pm on first working day following the match in question. A fine of \$25.00 shall be assessed to any institution which fails to comply with this requirement. *(Amended May 2005)*
- 9.9. Hitting From Behind:** The two-minute hitting from behind penalty shall be interpreted for the ACAC competition as a game ejection. This infraction will count towards a player's game misconduct accumulation.
- 9.10. Requests for Extraordinary Rulings:** Coaches may submit videotapes to the ACAC Commissioner, along with a \$50.00 fee to receive an extraordinary ruling.
- 10. Sanctioning of Games of an International Nature**
- 10.1.** Before planning to play a non-conference game against an international team, copies of all documents related to sanctions required for international competition shall be forwarded to the Women's Hockey SMT Convenor.
- 11. Special Rule for Goalkeepers**
- 11.1.** On an emergency, one-time basis, such as for back-up purposes when regular goalkeepers have been lost due to injury or for academic reasons, it shall be permissible to use a goaltender who is a full-time student at the ACAC member institution in question even though the athlete may be playing concurrently with another team. An appeal can be made to the Commissioner to waive the 4-day eligibility certificate submission deadline to the full-time status requirement.
- 11.2.** Providing that the emergency back-up goaltender plays fewer than five games, they will not be considered to have used a year of eligibility.
- 12. Roster**
- 12.1.** A maximum of 20 players can be dressed for all ACAC games. There is no roster limitation for non-conference games.
- 13. Uniforms**
- 13.1. Name Bars:** All players are required to display name bars on all uniforms by the sixth week of league play. *(Amended May 2009)*
- 13.2. Regular Season:** Prior to the Christmas break in league play, the home team shall wear light-coloured uniforms. Following the Christmas break, the home team shall wear dark-coloured uniforms.

13.3. Play-Offs: For playoffs, the home team shall wear light-coloured uniforms.

14. Non-Conference Schedules

14.1. Non-Conference schedules, for the purpose of determining the precise games where sanctions are applicable and resulting suspensions must be served, are to be entered onto the ACAC web page prior to any games being played. Compliance implies an automatic approval of receipt by the Commissioner and the ACAC Office. This shall apply to the following sports: basketball, hockey, soccer and volleyball.

(Added May 2005)

Soccer

1. Rules

- 1.1. General rules applying to soccer competition in this conference are defined in Section 13 of the Operating Code. In 1986, men's soccer commenced operations as a league sport. League play for women commenced in 1993.
- 1.2. All rules, "Laws of Game", from Federation International de Football Association (FIFA) will be adhered to except for:
 - 1.2.1. **Roster:** Up to a maximum of eighteen (18) players may be dressed and listed on the game sheet for both home and visiting teams.
 - 1.2.2. **Technical Bench Area Form:** The Technical Bench Area Form is required to be mailed into the ACAC Office with the score sheet after each game.
(Added December 2003)
 - 1.2.3. **Playing Roster:** A minimum of nine (9) players (per team) may be on the field to start games.
 - 1.2.4. **Player Identity:** Where the identity of a player declared on the score sheet of an ACAC contest as wearing a given jersey number can be proven to be someone other than the person named, the offending team shall, if the winner, forfeit that game.
 - 1.2.5. **Points:** Three (3) points shall be awarded to the victorious team for a win and one (1) point to each team involved in a game which ends tied.
- 1.3. **Uniforms:** Home team players shall wear light coloured jerseys during the first game and dark coloured jerseys during the second game where consecutive games are played in two days.
 - 1.3.1. Teams wearing dark coloured uniforms shall wear dark coloured socks and teams wearing light coloured uniforms shall wear light coloured socks.
 - 1.3.2. If there is a uniform conflict, the home team is required to change colour.
- 1.4. **Ball:** The FIFA World Cup/Euro Cup/or equivalent level ball will be the official soccer ball for the ACAC. *(Added December 2009)*

2. Officials

- 2.1. All referees and linesmen shall be assigned by the Alberta Soccer Association. Referees shall be a minimum Level I, or national wherever possible.
- 2.2. A referee, 2 linespersons and a 4th official shall be appointed to all ACAC league and playoff games.

3. Time/Duration of Matches

- 3.1. Start Times:** That start times on Saturday and Sunday are at 12:00 pm and 2:00 pm except for Saturday matches requiring in excess of three hours travel which would start at 2:00 pm and 4:00 pm. *(Amended May 2009)*
- 3.2. Mid-Week Matches:** That mid-week matches are scheduled at 5:00 pm prior to October 1st and at 4:00 pm after that date. *(Amended May 2007)*
- 3.3. Half Time:** There will be a maximum of 10 minute rest at half time.
- 3.4. Overtime:** There will be no overtime periods during league play *(Amended September 2009)*

4. Schedule/League Format

- 4.1. Maximum Matches Per Week:** The demands of the ACAC soccer schedule shall be such that any given participating institution shall not be required to play more than 4 (four) games in a given week.
- 4.2. Men's Divisions:** The men's soccer league shall be divided into two (2) divisions:
- North: MacEwan, Concordia, NAIT, King's, Keyano, GPRC
- South: MHC, Lakeland, Lethbridge, SAIT, MRU, RDC *(Amended December 2009)*
- 4.3. Women's Divisions:** The women's league shall be divided into 2 divisions:
- North: MacEwan, CUCA, NAIT, King's, KC, GPRC
- South: LETH, MHC, MRC, SAIT, RDC
- 4.4. Schedule Format:** League play will consist of a soccer schedule with a North/South split and round robin competition occurring within that split. *(Amended December 2004)*
- 4.5.** Women's matches shall be played first every year. *(Amended December 2007)*
- 4.6. Thanksgiving Option:** In the event a team scheduled to play on the same weekend as Canadian club team nationals, and has 3 or more players involved in the nationals, they may request the match(es) be moved to another date. The deadline for re-scheduling games due to 3 or more players going to club Nationals is up to 14 days after the club Provincial championships. *(Amended December 2009)*

5. Team Placements in their Respective Divisions at the Conclusion of League Play

- 5.1.** Team with highest total amassed points - 1st place.
- 5.2.** Team with 2nd highest amassed points - 2nd place.
- 5.3.** Team with 3rd highest amassed points - 3rd place
- 5.4.** Team with 4th highest amassed points - 4th place.

5.5. Team with 5th highest amassed points - 5th place.

6. Team Standings at Conclusion of League Play - Tie Breakers

6.1. The following formula shall be used to determine final standings if two or more teams are tied.

6.1.1. Results of matches between the tied teams:

6.1.2. Goal difference in games between the tied teams.

6.1.2.1. Goal Difference: By deducting goals against from goals for, the team with the better (higher) goal difference shall be awarded the higher standing.

6.2. Goal difference in all ACAC regular league games.

6.3. Most goals scored in regular league play.

6.4. Fewest goals conceded in regular season play.

7. Conference Championships

7.1. **Determination of Play-off Hosts:** The sites for the men's and women's Conference Championships shall alternate between the first place team in the North and South Division annually. Commencing in 2005/2006 the men will play in the North and the women in the South.

7.2. **Scheduling:** The Conference Championships shall be held the fourth weekend of October.

7.3. **Conference Championships Host Responsibilities:** Colleges in contention to host the Conference Championships are required to develop contingency plans to deal with inclement weather which would include snow removal and reserving a backup all weather field turf facility where available. *(Added December 2007)*

7.4. **Inclement Weather:** The decision on whether the field is playable will be made in the following order: *(Added December 2007)*

1. The facility operator/maintenance department will indicate if the fields are available for play.

2. ASA officials will decide if the game should proceed.

7.4.1. Decisions on the delay or rescheduling of the games will be made by the ACAC Soccer Convenor, in consultation with the host AD, ASA officials and the coaches of the teams involved.

7.4.2. Additional expenses incurred by the host as a result of either snow removal or additional facility rental are to be borne by the ACAC.

7.4.3. Re-scheduled Conference Championships games must be complete no later than the Tuesday following the date originally scheduled.

7.4.4. Should the final game not be played prior to the Tuesday, the Conference will select the ACAC representative to the CCAA Championships. This decision will be made by an ad hoc committee consisting of the ACAC VP Operations, the Soccer Convenor, the ACAC Commissioner, and the ACAC Executive Director. This decision will take into account not only the final standing of the teams concerned but also the discipline records of the coaches and teams in consideration.

7.5. Conference Play-off Structure: The top three (3) women's and men's teams in both the North and South Divisions shall advance to the Conference play-offs. North #1 and South #1 will receive byes for the quarter-final games. North #2 will play South #3 in one-quarter final match and South #2 will play North #3 in the other quarter-final (on the Friday). The winners of these matches shall advance to the Conference semi-finals. The winner of Game #1 (N2 vs. S3) will play South #1 and the winner of Game #2 (S2 vs. N3) will play North #1 for the semi-final games (on the Saturday).

Even Years (e.g. 2006)

<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
N2 vs. S3 (Game #1)	WG1 vs. S1 (Game #3)	LG3 vs. LG4 (Bronze)
N3 vs. S2 (Game #2)	WG2 vs. N1 (Game #4)	WG3 vs. WG4 (Gold)

Odd Years (e.g. 2007)

<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
N3 vs. S2 (Game #1)	WG1 vs. N1 (Game #3)	LG3 vs. LG4 (Bronze)
N2 vs. S3 (Game #2)	WG2 vs. S1 (Game #4)	WG3 vs. WG4 (Gold)

(Amended December 2006)

7.5.1. The losing teams in the Conference semi-finals will play for the bronze medals on Sunday.

7.5.2. The winner of the Conference final shall be declared ACAC Champions, be awarded the gold medals and shall advance to the CCAA National Championships. The losing team shall be awarded the silver medals.

7.5.3. Conference quarter-final single knock out games will be played on Friday commencing at 12:00 PM for the first game, and 2:00 PM for the second game. Conference semi-final play-off single knock out games will be played on Saturday commencing at 12:00 PM for the first game, and 2:00 PM for the second game. The order in which the ACAC Championship quarter-final and semi-final games will be played will be determined by the Soccer SMT Convenor, Vice-President and Executive Director. Economic considerations for traveling teams will have priority over requests from the host team.

7.5.4. The men's and women's finals for the Conference Championships will be played on Sunday commencing at 2:00 PM. The Bronze Medal matches shall commence at 12:00 PM. *(Amended December 2007)*

7.6. If a Conference play-off game is tied after regulation time, there will be two 15 minute halves followed by a shoot out, if necessary.

(Amended September 2009)

- 7.6.1.** If a shoot-out is necessary, both teams will declare their shoot-out rosters. Both teams MUST have the same number of participants. (i.e. If one team has a player(s) ejected due to red cards, the other team shall reduce their roster by the same number. (as per FIFA rule.)

8. Substitutions

- 8.1.** Each team will be permitted to make a combined total of 5 substitutions. These substitutions may take place on any stoppage in play at the discretion of the Referee. Teams will however be permitted to make unlimited substitutions at half time, at the end of regulation prior to extra time and at half time of extra time. *(Amended December 2007)*
- 8.1.1.** Substitutions shall occur at half line upon the referee's permission when the number of the player leaving the field is displayed. Substitutes shall enter the field only after the other player is off the field.
- 8.1.2.** A goal keeper change at half time must be reported to the referee.

9. Acts of Misconduct

In those cases (i.e. physical abuse of an official, accumulated yellow cards) where a player or coach is subject to the Commissioner's discretion as to the length of the suspension the suspension shall be imposed/served immediately pending final determination by the Commissioner.

- 9.1. Dates of Suspensions:** All suspensions that arise from card offences, physical contact and ejections shall be served in the next scheduled game. Any games added to a team's schedule (not including play-offs) after September 1st cannot be used to serve suspensions. *(Added September 2005)*
- 9.2. Yellow Card Offenses:** Will be recorded on the ACAC game sheet only. Any player accumulating three (3) or more yellow cards over the course of a season shall be dealt with by the Commissioner as follows:
- 9.2.1.** Third yellow card - one game suspension
- 9.2.2.** Fifth yellow card - one game suspension
- 9.2.3.** Sixth yellow card - two game suspensions
- 9.2.4.** Seventh and further yellow cards - dealt with by the ACAC Executive Committee, Commissioner and Executive Director
- 9.2.5. Carry-over Yellow Cards:** any player, who has accumulated two or fewer yellow cards at the end of ACAC league play, will not carry them into the ACAC play-offs or the next ACAC league season. Any player who has accumulated more than two yellow cards at the end of ACAC league play will carry them into the ACAC play-offs.
- 9.2.6. Pre-Season Yellow Cards:** Any player who has accumulated two or fewer yellow cards in pre-season games prior to the start of the ACAC league play shall not carry them into the ACAC league play.

- 9.3. Red Card Offenses:** Will be recorded on the ACAC game sheet and reported on the Officials Game Report. The home team must provide the referee with several copies of this Officials Game Report form prior to the start of the game.
- 9.3.1. One Match Suspension:** Red card offenses resulting in a one game suspension:
- 9.3.1.1. Two Yellow Cards:** Two yellow cards in a game produce a red card which results in an ejection from the remainder of the match. These yellow cards are non-cumulative.
- 9.3.1.2. Denying A Goal Scoring Opportunity:** A player will receive a red card for committing the following infractions:
- (Law XII - I.B.D. 13) Denying a goal scoring opportunity by intentionally impeding an opponent.
 - (Law XII, I.B.D. 14) Denying a goal scoring opportunity by intentionally handling the ball, other than the goalkeeper, within the player's own penalty area.
- The offending player will be ejected for the remainder of the game plus the following game.
- 9.3.2. Two Match Suspension:** Red card offences resulting in an immediate match ejection plus a two (2) game suspension:
- 9.3.2.1.** Violent conduct or serious foul play, or
- 9.3.2.2.** Spitting at or threatening anyone other than a referee, or
- 9.3.2.3.** Kicking or striking an opponent in a deliberate manner or foul or abusive language directed at anyone, other than an official.
- 9.3.3. Four Match Suspension:** Red card offences resulting in an immediate match ejection plus a four (4) game suspension.
- 9.3.3.1.** Fighting, or
- 9.3.3.2.** Foul or abusive language, spitting, harassing, or threats directed at an official.
- 9.4. Physical Abuse of an Official:** Intentional or abusive physical contact with any game official prior to, during, or after a game, as reported by the game officials, shall result in immediate suspension of the offending player from further competition until a decision has been made by the Commissioner.
- 9.5. Ejection from an Exhibition Match:** If a coach/player is ejected from an exhibition match, he/she must sit out the next scheduled match.
- 9.6. Ejection from A League Match:** If a coach/player is ejected from a league match, he/she must serve the suspension in the next scheduled league match.

9.7. Suspensions:

- 9.7.1.** Suspensions will be carried over into the post season where applicable.
- 9.7.2. Coach Ejections/Suspensions:** Coaches ejected from the match or serving suspensions will not be permitted to have any contact with their teams 20 minutes prior to a match and until the conclusion of the match. That is, he/she will not be allowed in the playing facility and any connected viewing area.
- 9.7.3. Player Ejections/Suspensions:** Players serving suspensions or ejected cannot be part of a team bench, warm-up or post game ceremonies.
- 9.7.4. Viewing Privileges:** suspension or ejection from an ACAC soccer match implies removal from the field and any connected viewing areas.
- 9.7.5. Carry-Over to CCAA Play:** Suspensions in ACAC play shall carry over into CCAA play.
- 9.7.6. Carry-Over to Following Season:** ACAC players, coaches and those listed on the Technical Bench Area forms with unfinished ACAC suspensions shall serve the suspension at the start of the new ACAC season.
- 9.7.7. Notification of Carry-Over Suspensions/Use of Suspended Players:** A list of players, coaches and those listed on the Technical Bench Area forms with unfinished suspensions shall be circulated by the Commissioner at the start of the new season. In ACAC league play, any team which plays an athlete carrying an unfinished suspension from the ACAC shall forfeit competition points earned in that game.
- 9.7.8. Recognition of Suspensions from Other Leagues:** Suspensions levied from all organized soccer will be enforced by the ACAC.
- 9.7.9. Use of Suspended Players:** Any team which permits a player/coach to participate in any ACAC match(es) for which he/she was required to serve a suspension shall automatically forfeit the match(es) in question. The forfeited match(es) shall be deemed acceptable in serving the suspension.
- 9.7.10. Review of Red Card Offences:** The Commissioner, upon the review of red card offences, will be granted the discretion to either increase or decrease the length of the suspension, depending on the circumstances.
(Amended May 2008)

- 9.8. Acts of Misconduct:** Acts of misconduct by registered team officers, as recorded on the game sheet by the official, shall be referred to the ACAC Commissioner.

10. Fields

- 10.1. Lining:** The home team shall ensure that playing fields are adequately lined, including Technical Areas according to FIFA rules.
- 10.2. Goals, Flags & Scoreboard:** The home team shall provide four (4) corner flags and two (2) goal nets, two (2) centre flags and a scoreboard.
- 10.3. Benches:** Home team shall provide and identify home and visitor benches for each team and ensure that there are areas separate and distinct between players and spectators.
- 10.3.1. 4th Official:** Seating for the 4th official shall be provided at centre field between the two team benches.
- 10.3.2. Technical Bench Area:** The Technical Bench Area shall be restricted to 24 persons.
- 10.4. ACAC Banner:** Wherever possible, the ACAC banner shall be displayed at all soccer fields where ACAC soccer games are in progress.

11. Player Eligibility

- 11.1. Deadline:** Due to the early start of the ACAC soccer schedule, the 10 day requirement stipulated in OC Article I, Section 5, Item 2.2 shall be waived and instead, the Main List shall be entered into the ConfLink registration system, signed by the registrar, confirmed and faxed to the ACAC Office at least one (1) day prior to a team's first scheduled ACAC contest. *(Amended May 2007)*
- 11.2. Supplemental Eligibility:** During the seven days following a member's first ACAC league game, additional competitors shall become eligible to participate 24 hours after the Supplementary List bearing their name has been submitted, as noted in Art. I, Sec. 5, 2.2 to 2.4, to the ACAC Office. *(Amended May 2007)*
- 11.3. Participation on Club Teams:** It shall be permissible for an ACAC soccer participant to play simultaneously for a club team.
- 11.4. Use of Ex-Professional Players:** Colleges using ex-semi-professional or ex-professional league players must provide documentation to the ACAC Office confirming the amateur status of those players prior to their participation in ACAC play.

In addition, each college must provide documentation to the ACAC office confirming the release of all semi-professional or professional league players prior to competing in the ACAC league.

12. Coaches' Meeting

- 12.1.** The meeting will normally be held in a central location on the next available Saturday following CCAA Nationals.

13. Non-Conference Games

- 13.1.** Non-conference matches shall be defined as those non-league matches where a Canadian Soccer Association sanctioned referee is utilized.

- 13.2.** All ACAC non-conference matches and tournaments must be sanctioned by the Alberta Soccer Association and all referees and linespersons used must be ASA sanctioned.
- 13.3.** Non-conference schedules, for the purpose of determining the precise games where sanctions are applicable and resulting suspensions must be served, are to be entered onto the ACAC web page prior to any games being played. Compliance implies an automatic approval of receipt by the Commissioner and the ACAC Office. This shall apply to the following sports: basketball, hockey, soccer and volleyball.

Volleyball

1. **Rules**

- 1.1. League Sport Rules:** General rules applying to volleyball competition in the Conference are defined in Section 13 of the Operating Code. Effective the fall of 1976, volleyball commenced operation as a league sport.
- 1.2. Volleyball Canada Rule Modifications:** Volleyball Canada rules shall apply with the following exceptions:
- 1.2.1.** Adopt 5-5 (minute) warm-up time rather than the 5-5-2. *(Added May 2005)*
 - 1.2.2.** In the event of back to back matches the clock will be set to 20 minutes for the time the court is cleared from the previous match. *(Amended May 2005)*
 - 1.2.3.** Ball warm-up is permitted during set intervals and time-outs in the free zone.
 - 1.2.4.** ACAC play shall recognize the following center line rule: In the event that the setter, in the act of moving away from the net to play the second contact, crosses the center line, no fault is called provided there is no interference on the play. *(Added May 2004)*
 - 1.2.5.** There will be a minimum of four (4) game balls available for the match. *(Added May 2006)*
 - 1.2.6.** 14 players are permitted to dress, warm up and sit on the bench. *(Added September 2007)*
 - 1.2.7.** Only 12 players will be registered on the score sheet and only these 12 players may participate in the match. *(Amended May 2009)*
 - 1.2.8.** There will be a maximum of 6 players in the warm up zone. *(Added September 2007)*
 - 1.2.9.** Bench personnel may include, in addition to players, one head coach and up to four additional undesignated individuals. *(Added September 2007)*
- 1.3. Length of Match:** Each match will consist of a best of 5 games.
- 1.4. Score Sheet:** The international volleyball score sheet, as amended and printed by the Conference, shall be the official score sheet for ACAC play.
- 1.5. Time-Outs:** One 5 minute promotional time out will be permitted between sets 2-3. This promotional time out is optional. If the host institution chooses to utilize the 5 minute promotional time out, they must inform the visiting head coach and the officials prior to the start of both the women and men's match. Hosts are required to conduct some form of promotions during this time out. *(Added May 2009)*
- 1.6. Libero:** Teams will be able to change their "libero" before the start of each game.

1.7. Team Composition: Team composition for ACAC competition shall meet the following guidelines:

1.7.1. Eligibility: Only players whose names appear on the ACAC eligibility form and which have been confirmed eligible by the ACAC are permitted to participate in ACAC competition.

1.7.2. Roster Size: The maximum number of players permitted to dress, warm up and sit on the team bench is fourteen (14).

1.7.3. Playing Roster: A maximum of twelve (12) players are eligible to play in each Conference match. The 12 players selected must remain the same for the entire match.

2. Standings in League Play

2.1. Tie-Break Procedure: Should a tie of final position in the league standings occur, Volleyball Canada tie-breaking procedures should be used.
(Amended May 2005)

3. Conference Championships (Amended May 2009)

3.1. Qualification for the Conference Championship: Playoff Structure

3.1.1. The top 4 teams in the Provincial Division would receive seeds 1 through 4 and a bye to the Conference Championships. First and second in the North/South pool would earn a bye to the conference championships and be seeded 5 and 6. The 5th and 6th in the provincial pool will play a qualification series against 3rd and 4th in the North/South pool.

3.1.1.1. Ranking:

- 1.** 5th in PP vs. 4th in N/S winner is seeded 7th in conference championships
- 2.** 6th in PP vs. 3rd in N/S winner is seeded 8th in conference championships
- 3.** 5th in PP and 3rd in N/S are considered host

3.1.2. Play-off Format: Qualification ACAC Conference Playoffs Weekend

3.1.2.1. The qualification weekend will be a *best of three* series played on the first weekend of play-offs from Thursday to Saturday, with Sunday being an option. Exact dates to be determined by the competing college AD's. In the event agreement cannot be mutually agreed to, the VP Operations shall be the deciding authority.

3.1.2.2. Where there is less than 300 km separating competing colleges, the following team (5th PP, 3rd N/S) will be considered to have the higher ranking and thereby would host the first and third (if necessary) matches.

3.1.2.3. When there is more than 300 km separating competing colleges, the entire series will be hosted by the teams noted in 3.1.2.2.

3.1.2.4. The winners of these best of three match-ups will then advance to the Conference Championship.

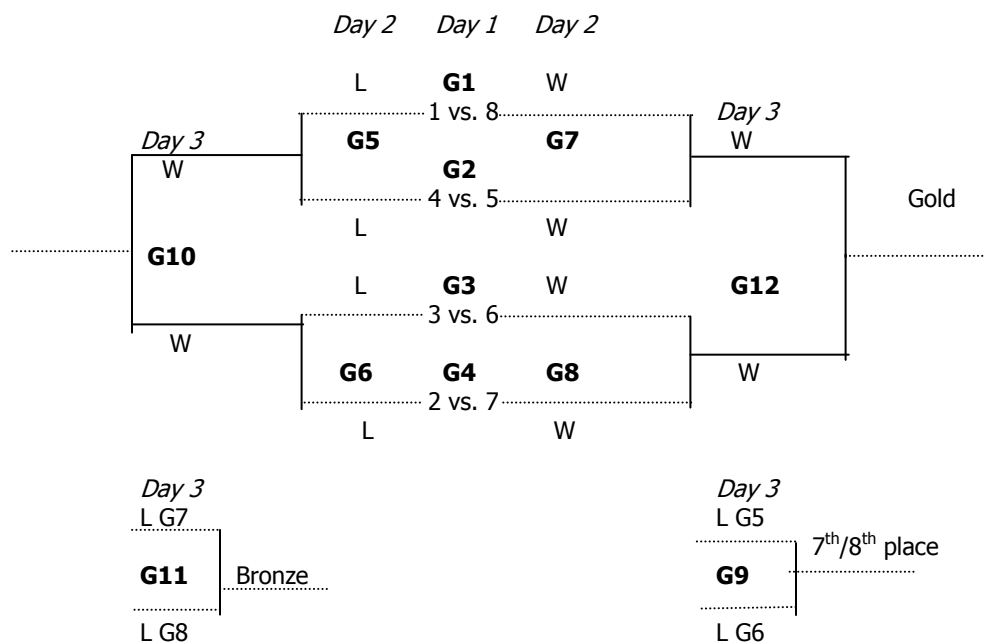
Seeding for Conference Championships will be as follows:

1 st in PP	#1
2 nd in PP	#2
3 rd in PP	#3
4 th in PP	#4
1 st in N/S	#5
2 nd in N/S	#6
5 th in PP vs. 4 th in N/S	#7
6 th in PP vs. 3 rd in N/S	#8

3.2. Championship Tournament Hosting: (Amended May 2009)

Play-off tournaments will commence play on Friday and conclude Sunday

CHAMPIONSHIP TOURNAMENT DRAW



3.2.1. Selection: In odd years the first place men’s team at Christmas in the North would host the men’s Conference Championship and the first place women’s team in the South would host the women’s Conference Championship. In even years it would switch.

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- 3.2.2. Competition Draw:** The championship host will play the last quarterfinal game on the first day of competition at 8:00 pm (if the host is successful they play the 8:00 pm semi final on day 2). The 6:00 pm match will be the opponent in the semi final of the 8:00 pm match. The 3:00 pm match will be the highest seed in the remaining bracket and the 1:00 pm match will be the remaining match.
- 3.2.3. Semi-Finals:** The winners of the #1 vs. #8 and #4 vs. #5 will play the second semi-final @ 8:00 pm with the winners of #2 vs. #7 and #3 vs. #6 will play first semi-final @ 6:00 pm. The other matches will be scheduled at 1:00 pm and 3:00 pm but may be re-scheduled to an earlier time to accommodate basketball playoff games.
- 3.2.4. Finals:** The final day will have matches scheduled at 9:00 am (7 vs. 8), 11:00 am (5 vs. 6), 1:00 (bronze) and the final at 3:30 pm.
- 3.3. Hosting Requirements:** Host institutions must feature the following:
- 3.3.1.** Wood floor.
- 3.3.2.** Net, posts, cables, antennae, etc. as per Volleyball Canada (VC) rule book
- 3.3.3.** Appropriate dress for minor officials, including flags for linespersons, as per VC rule book.
- 3.3.4.** Minimum ceiling height of approximately nine (9) metres.
- 3.3.5.** Minimum sideline free zone of three (3) metres and endline free zone of nearly five (5) metres.
- 3.3.6.** A minimum of twenty (20) warm up balls per team (regulation balls).
(Amended May 2006)
- 3.3.7.** Individual chairs for benches (16 per team).
- 3.3.8.** Availability of ice (for injuries) at each bench.
- 3.3.9.** Four bench towels per match.
- 3.4. Courts:** If the minimum standards cannot be met with adjacent courts in one gym, two gymnasia meeting these minimum standards must be utilized.
- 3.5. Protest Committee:** A protest committee, as per VC/FIVB rules, must be formed for all play-off tournaments.
- 3.6. Championship Tournament Coaches' Meeting:** A coaches' meeting involving representatives from all qualifying teams must be held prior to the start of the Championships. If necessary, this meeting can be held via conference call.

4. Minimum Volleyball Standards

- 4.1. Court:** Minimum of 5 feet of unobstructed playing area shall surround each court utilized for play. (If two courts are side by side, there shall be at least 10 feet of unobstructed space between the two courts excluding centre posts).

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- 4.2. Net:** Flexible wire cables along the top of all nets shall be utilized to ensure a constant height and strong support.
- 4.3. Antennae:** Net aerials and vertical side markers shall be utilized for all matches.
- 4.4. Linespersons:** Two linespersons in addition to the Referee and Umpire are to be employed for all games. Members may elect to employ AVOA-certified linespersons or individuals provided by the institution (e.g. student employees) provided they are suitably trained.
- 4.5. Ball:** The Baden Perfection VX 5 E C shall be the only ball sanctioned for ACAC women's play and the Baden 15-0CM for men's play.
- 4.6. Three Ball System:** It is mandatory that all men's and women's teams employ a three ball system.
- 5. Official All-Conference Volleyball Teams**
- 5.1.** All-Conference selections for volleyball shall be chosen in accordance with the procedures outlined in Operating Code, Article III, Section 9.
(Amended December 2006)
- 6. Officials**
- 6.1. Regular Season Competition:** For league play, the referee and umpire shall be accredited at the provincial level as a minimum. Where possible, the referee should be accredited at the regional, national or international level.
- Play-Off Competition:** The Alberta Volleyball Officials Association shall (be requested to) assign the best available officials for all ACAC play-off games. These official shall be assigned by the Provincial Assigner Regional Officials Chairman) rather than the local assignor.
- 6.2. Assignments:** It is recommended that where possible for play-offs, the assignment of the same first official refereeing two consecutive matches between the same teams be avoided.
- Should the Regional Officials Chairman be a participating ACAC volleyball coach, the ROC will defer the role of assignor of officials at least one month prior to play-offs
- 6.3. Linespersons/Play-Offs:** It is recommended that ACAC matches utilize AVOA local and provincial officials as linesmen and for scoring.
- 7. Time of Games**
- 7.1. Start Times:** Starting times for league games shall be as follows (may be adjusted by mutual agreement only):
- 7.1.1. Single Games:**
- 7.1.1.1.** Evening game to begin at 7:00 PM.
- 7.1.1.2.** Afternoon game to begin at 2:00 PM.

7.1.2. Double Headers:

7.1.2.1. Monday – Friday games:

7.1.2.1.1. First evening game to begin at 6:00 PM for women.

7.1.2.1.2. Second evening game time will be posted at 8:00 PM but shall commence 20 minutes after floor is cleared following completion of the first game.
(Amended May 2008)

7.1.2.2. Saturday games:

7.1.2.2.1. First evening game to begin at 6:00 PM.

7.1.2.2.2. Second evening game time will be posted at 8:00 PM but shall commence 20 minutes after floor is cleared following completion of the first game.
(Amended May 2008)

7.1.3. Quadruple Headers (Saturdays only)

7.1.3.1. First afternoon game to be played at 1:00 PM with the second afternoon game time will be posted at 3:00 PM but shall commence 20 minutes after floor is cleared following completion of the first game.
(Amended May 2008)

7.1.3.2. Third game to be played at 6:00 PM with the fourth game time will be posted at 8:00 PM but shall commence 20 minutes after floor is cleared following completion of the third game. *(Amended May 2008)*

7.2. Order of Play: In a double header situation, the women's match shall be played first.

7.3. Gym Availability: Gymnasiums shall be scheduled for set-up one (1) hour before start time for all ACAC league games and for all ACAC play-off games.

8. Schedule

8.1. Effective as of the 2009/10 season, teams are divided into North and South Divisions playing intra-divisional opponents only during the first half of the regular season prior to the Christmas break. *(Amended May 2009)*

North – GPRC, Keyano, Lakeland, MacEwan, NAIT, King's
South – Briercrest, Lethbridge, MHC, MRC, RDC, SAIT
(Amended May 2008)

8.2. During the break, a re-alignment will take place in which the top three programs from the North and South Divisions will form a Provincial Pool for second half play. The remaining teams will form a North/South Division for second half play. See placements for second semester below.
(Amended May 2009)

8.2.1. All teams in the Provincial Pool and the North/South Division will return to a 0-0 record for the second half of the season.
(Amended May 2009)

8.2.2. Play in the second half for both the Provincial Pool and the North/South Pool will be a double round robin. Teams will play each team in their respective pool two best of five matches in the second half.

(Amended May 2009)

8.2.3. Individual statistics will be carried over from the first half to the second half of the season.

(Amended May 2009)

8.3. Placements for Second Semester

Schools that have both teams finish in the top 3 after the first semester of play will be placed in the provincial pool. Remaining spots in the provincial pool will be filled by: Teams participating in the North or South will receive points based upon their finish in the first semester. (E.g. first place will receive 1 point; the 6th place team will receive 6 points). The top programs in points (lowest number) from each division shall fill the remaining spots in the provincial pool. In the event of a tie for the final placing, the program with the highest placed single gender team would receive the higher seeding (e.g. 2M/5 F would finish ahead of 3M/4F). In the event a second tie-breaker is required, in odd years (e.g. 2006-2007), the program with highest placed women's team will receive the higher placing. In even years (e.g. 2007-2008), the program with the highest placed men's team will receive the higher ranking. *(Amended May 2009)*

9. Uniforms

9.1. Regular Season Play: Each Conference volleyball team shall have two sets of uniforms; one basically white and the other basically dark in colour. The home team shall wear white and the visiting team dark, excepting that:

9.1.1. On weekends where one college hosts both matches, the home team will wear white and the visitors dark on the first day, and the home team will wear dark and the visitors white on the second day. *(Amended December 2006)*

9.1.2. On weekends where teams play home and home, prior to the Christmas break in league play, the home team shall wear white. Following the Christmas break, the home team shall wear dark. *(Amended December 2006)*

9.2. Play-Offs:

9.2.1. Qualification Weekend: Where one college hosts both matches, the home team will wear white and the visitors dark for the first and third matches, and the home team will wear dark and the visitors white for the second match. Where teams play home and home, the home team shall wear white.

9.2.2. Championship Tournament: The following uniform assignments shall be employed:

- Day #1 higher ranked team wears white/light
- Day #2 higher ranked team wears dark

- Day #3 higher ranked team wears white/light

10. Suspensions

- 10.1. Non-Conference:** If a coach or player is disqualified **from a** non-Conference match, he/she must sit out the next scheduled match.
- 10.2. Submission of Game Sheets/Officials' Reports:** Volleyball teams are required to submit game sheets and official's reports to the Commissioner and ACAC office by 12:00 pm on first working day following the infraction, including exhibition contests beyond the jurisdiction of the ACAC, where a major infraction resulting in a game ejection, technical or flagrant foul is called. A fine of \$25.00 shall be assessed to any institution which fails to comply with this requirement.
- 10.3. Disqualification:** If a coach or player is disqualified from a league match, he/she must sit out the next league match.
- 10.4. Carry-Over Suspensions:** Suspensions will be carried over to the post-season where applicable.
- 10.5. Removal from Venue:** Suspension from an ACAC volleyball match implies removal from the gymnasium and any connected viewing areas.

11. Non-Conference Schedules

- 11.1.** Non-Conference schedules, for the purpose of determining the precise games where sanctions are applicable and resulting suspensions must be served, are to be entered in to the ACAC Conflink system prior to any games being played. Compliance implies an automatic approval of receipt by the Commissioner and the ACAC Office. This shall apply to the following sports: basketball, hockey, soccer and volleyball. *(Added May 2005)*

Article II Operating Policies

Section 1 Conference Travel and Subsistence Allowances

Personnel who are authorized to travel on the business of the Alberta Colleges Athletic Conference may claim the applicable rates and allowances shown below.

1. Accommodation Allowance

- 1.1.** Commercial - actual accommodation costs with receipts. For accommodation at non-ACAC "Host Hotel" properties, employees should request the "government rate" when registering at hotel or motel while on ACAC business.
- 1.2.** Private - no receipts required: (e.g. \$25.00) per night

2. Meal Allowances *(Amended September 2005)*

2.1. ACAC Staff and Volunteers:

2.1.1. Breakfast:

\$12.00 - an allowance or reimbursement for breakfast may be claimed only if the time of departure is earlier or the time of return is later than 7:30 AM.

2.1.2. Lunch:

\$13.00 - an allowance or reimbursement for luncheon may be claimed if the time of departure is earlier or the time of return is later than 1:00 PM.

2.1.3. Dinner:

\$20.00 - an allowance or reimbursement for dinner may be claimed only if the time of departure is earlier or the time of return is later than 6:30 PM.

2.1.4. Exceptional Costs: Claims for meals on a receipt basis, where the cost of the meal exceeds the meal allowance, may be made in those cases where:

- 2.1.4.1.** Excessive Cost Required: The ACAC staffer/volunteer is not in close proximity to an eating establishment which can provide a reasonable meal at a cost similar to the amount of the meal allowance, or when it clearly disrupts ACAC business being conducted to move to an eating establishment that provides meals similar in cost to the amounts of the meal allowance.

2.1.5. Receipted Meals: Receipted meals which exceed the meal allowance should be reasonable and generally should not be significantly higher than the meal allowance for that meal. Receipted meals for less than the meal allowance may be claimed.

- 2.1.6. Alcoholic Beverages:** Meals claimed on a receipt basis must exclude any charge for alcoholic beverages.
 - 2.1.7. Meals Not Reimbursed:** A meal allowance may not be claimed for any meal which is provided to the ACAC staffer/volunteer and does not require an expenditure. For other meal claims during that day of travel status, the employee may claim the appropriate meal allowance or meal by receipt. The purpose of this provision is to ensure that claims for meal costs are not covered in the cost of the airfare, seminars or training programs, or covered by another organization with which the ACAC official is conducting business on behalf of the ACAC. Accordingly, any meals provided to an ACAC official for which an expenditure is not required or which is absorbed in another expense item, for example air fare, may not be claimed under the Subsistence and Travel Allowance Regulation.
- 2.2. ACAC Major Game Officials:** *(Amended September 2005)*
- 2.2.1. Breakfast:**
\$10.00 - an allowance or reimbursement for breakfast may be claimed only if the time of departure is earlier or the time of return is later than 7:30 AM.
 - 2.2.2. Lunch:**
\$10.00 - an allowance or reimbursement for luncheon may be claimed if the time of departure is earlier or the time of return is later than 1:00 PM.
 - 2.2.3. Dinner:**
\$20.00 -an allowance or reimbursement for dinner may be claimed only if the time of departure is earlier or the time of return is later than 6:30 PM.
 - 2.2.4. Exceptional Costs:** Claims for meals on a receipt basis, where the cost of the meal exceeds the meal allowance, may be made in those cases where:
 - 2.2.4.1. Excessive Cost Required:** The official is not in close proximity to an eating establishment which can provide a reasonable meal at a cost similar to the amount of the meal allowance, or when it clearly disrupts an ACAC competition to move to an eating establishment that provides meals similar in cost to the amounts of the meal allowance.
 - 2.2.5. Receipted Meals:** Receipted meals which exceed the meal allowance should be reasonable and generally should not be significantly higher than the meal allowance for that meal. Receipted meals for less than the meal allowance may be claimed.
 - 2.2.6. Alcoholic Beverages:** Meals claimed on a receipt basis must exclude any charge for alcoholic beverages.

2.2.7. Meals Not Reimbursed: A meal allowance may not be claimed for any meal which is provided to the official and does not require an expenditure by the official. For other meal claims during that day of travel status, the official may claim the appropriate meal allowance or meal by receipt. The purpose of this provision is to ensure that claims for meal costs are not covered by another organization with which the official is conducting business on behalf of the official's association. Accordingly, any meals provided to an official for which an expenditure is not required or which is absorbed in another expense item may not be claimed under the ACAC Subsistence and Travel Allowance Regulation.

3. Per Diem Allowance

3.1. The per diem allowance for personal expenses is \$7.50 or \$10.00 if the travel is done outside Canada.

4. Gratuities

4.1. The gratuity which may be claimed on a receipted meal shall be the actual amount of the gratuity up to 15% of the meal cost, **excluding the cost of alcoholic beverages.**

5. Ground Transportation *(Amended September 2005)*

5.1. Mileage for ACAC Staff and Volunteers: ACAC Staff or volunteers who use his/her own vehicles for travel on ACAC business shall be entitled to reimbursements according to the following scale: \$.45/ each km. *(To convert miles to kilometers, multiply the number of miles by 1.609344 and round the result to the nearest kilometre.)*

In the event travel exceeds 100 km., rental vehicles shall be used.

5.2. Mileage for Major Game Officials: A major game official who uses his/her own vehicle for travel on ACAC business shall be entitled to reimbursements according to the following scale: \$.40 / Each Km *(To convert miles to kilometers, multiply the number of miles by 1.609344 and round the result to the nearest kilometer.)*

5.3. Taxi Fares: Claims for taxi fares under \$10.00 do not require a receipt. Claims for taxi fares of \$10.00 or more from point of departure to point of arrival do require a receipt.

5.4. Automobile Business Insurance: An ACAC staffer/volunteer who is required by his/her insurance company or insurance agent to be insured for business use of his/her motor vehicle for travel on ACAC business shall be reimbursed for the full amount of the applicable business premium up to a maximum of \$100 per year pro-rated if coverage is applied to a lesser period of time.

5.5. Car Rental: An ACAC staffer/volunteer who rents a car for travel on ACAC business shall be reimbursed for the full rental costs (including insurance) upon presentation of receipts.

6. Air Travel

- 6.1.** An ACAC staffer/volunteer who travels by air on ACAC business shall be reimbursed for the full cost of the airfare upon presentation of the original invoice issued by the airline or travel agent.
- 6.2.** Whenever possible, the ticket should be purchased through the ACAC Office using a Conference credit card.

7. Medical Insurance and Medical Expense

- 7.1.** An ACAC staffer/volunteer who is required to travel outside Alberta or outside Canada on ACAC business may claim reimbursement of the cost of medical insurance that he/she has obtained to cover, during the period of ACAC business travel, all or part of the medical costs that are not covered by Alberta Health Care Insurance plan and the Blue Cross external medical benefits plan. ACAC officials are advised to enquire before travelling to ensure that they are fully covered for all medical expenses.

Section 2 Conference Awards

1. Jurisdiction

All individual and team Conference awards shall be the responsibility of the Conference Council.

2. Medals

Gold, silver and bronze Conference medals shall be awarded as outlined in Item 5 below.

3. Bronze Medal Determination

In sports where a bronze medal play-off is not held, the bronze medal shall be awarded to the league's highest place finisher of the losers of the semi-final series'.

4. All-Conference Awards

A certificate shall be awarded to those athletes and coaches achieving All-Conference recognition.

5. Medals

ACAC Medallions shall be awarded to individuals (players, coaches and support staff) on championship, runner-up and third place winning teams resulting from playdowns and/or tournaments in men's and women's basketball, hockey, soccer and volleyball (Table "A") and for championship, runner-up and third place winning teams of championship tournaments in badminton, cross country running, curling, golf and swimming (Table "B").

5.1. The ACAC's responsibility for providing gold, silver and bronze medallions shall be limited to the quantities specified herein.

5.1.1. It shall be the responsibility of the ACAC Office to make available the appropriate number of medals for presentation to 1st, 2nd and 3rd place finishers except as specifically provided for in Article I, Section 12 of this Operating Code.

5.1.2. No medals shall be awarded where the number of competing institutions in any given event of a tournament sport is less than four except as specifically provided for in Article I, Section 12 of this Operating Code.

5.1.3. Member institutions requiring medallions in excess of the quantities specified shall order same from the ACAC Office and pay \$5 each for them directly.

- 5.2.** ACAC medallions shall be awarded to individuals (players, coaches and support staff) on championship, runner-up and third place winning teams resulting from playdowns and/or tournaments in men’s and women’s basketball, hockey, soccer, volleyball, badminton, cross country running, golf and swimming.

Table 'A' – Medallions

<i>Sport</i>	<i>Gold</i>	<i>Silver</i>	<i>Bronze</i>	<i>Maximum Provided</i>
Basketball (Men)	20	20	20	60
Basketball (Women)	20	20	20	60
Hockey (Men)	30	30	30	90
Hockey (Women)	30	30	30	90
Soccer (Men)	25	25	25	75
Soccer (Women)	25	25	25	75
Volleyball (Men)	20	20	20	60
Volleyball (Women)	20	20	20	60
Cross Country Running (Men’s Individual)	1	1	1	3
Cross Country Running (Women’s Individual)	1	1	1	3
Cross Country Running (Men’s Team)	7	7	7	21
Cross Country Running (Women’s Team)	7	7	7	21
Curling (Men)	5	5	5	15
Curling (Women)	5	5	5	15
Curling (Mixed)	5	5	5	15
Golf (Men’s Individual)	1	1	1	3
Golf (Women’s Individual)	1	1	1	3
Golf (Men’s Team)	6	6	6	18
Golf (Women’s Team)	4	4	4	12
Badminton (Men’s Single)	1	1	1	3
Badminton (Women’s Single)	1	1	1	3
Badminton (Men’s Doubles)	2	2	2	6
Badminton (Women’s Doubles)	2	2	2	6
Badminton (Mixed Doubles)	2	2	2	6
Badminton (Team Competition)	14	14	14	42
Swimming (Men’s Team)	8	8	8	24
Swimming (Women’s Team)	9	9	9	27

(Amended May 2006)

6. Trophies

6.1. It shall be the responsibility of the ACAC Office to contact the current holder of a particular athletic trophy to make arrangements for its safe passage to the presentation site.

6.1.1. ACAC trophies shall be awarded to the championship team resulting from playdowns and/or tournaments in men’s and women’s basketball, hockey, soccer, volleyball, badminton, cross country running, curling and golf.

Table “B”-Trophies

Basketball (Men) ACAC Championship	Jack Kenyon
Basketball (Women) ACAC Championship	Wayne Lalor
Hockey (Men) ACAC Championship	Bill Henry
Hockey (Women) ACAC Championship	
Soccer (Men) ACAC Championship	
Soccer (Women) ACAC Championship	
Volleyball (Men) ACAC Championship	Garry Meadus
Volleyball (Women) ACAC Championship	Alan J. Buttle
Cross Country Running (Men) ACAC Championship	
Cross Country Running (Women) ACAC Championship	
Cross Country Running Supremacy	
Curling (Men) ACAC Championship	
Curling (Women) ACAC Championship	
Curling (Mixed) ACAC Championship	
Golf First Flight (Men’s Team) Annual Plaque	
Golf First Flight (Women’s Team) Annual Plaque	
Golf (Men) ACAC Championship	Ken Tidsbury
Golf (Women) ACAC Championship	Ron Lavery
Badminton (Men’s Singles) ACAC Championship	
Badminton (Men’s Doubles) ACAC Championship	
Badminton (Women’s Singles) ACAC Championship	
Badminton (Women’s Doubles) ACAC Championship	
Badminton (Mixed Doubles) ACAC Championship	
Badminton Team Supremacy	
Swimming Supremacy	

(Amended May 2006)

7. Academic Athlete Awards

An ACAC Academic Athlete Award shall be presented to those student athletes who achieve an academic honours standing as defined by each particular institution.

7.1. The award shall apply to athletes in all sanctioned ACAC sports who have used a year of eligibility in the academic year for which the award is presented.

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- 7.2.** Final grades for student athletes nominated for this award shall be submitted to the ACAC office by May 30. To be eligible, a student-athlete must achieve honours standing in at least one semester and present an honours standing with a combined GPA for two terms of attendance.
- 7.3.** A certificate shall be issued to all Academic Award recipients.

8. Certificates

- 8.1.** Certificates shall be issued to recipients of the following awards:
- 8.1.1.** "Athlete of the Week" honours shall be awarded to those athletes whose achievements in any given week during the regular season and play-offs and warrant such recognition.
- 8.1.2.** "Athlete of the Year" honours shall be awarded to one female and one male athlete in each sport. Two athletes (one female and one male) shall be selected by the Conference Executive Committee after the conclusion of the ACAC competition season as the Conference-wide Athletes of the Year.
- 8.1.3.** A "Ron Lavery Award" may be presented weekly in recognition of fair play behaviours upon nomination by members. The ACAC Office shall determine the merit of each nomination (see Article II, Section 2, Item 11 below)

9. Recognition Awards (Al Bohonus Awards)

- 9.1.** Framed "Recognition Award Certificates" shall be presented by the Conference to the following:
- 9.1.1.** Executive Committee members, having served at least one full term (2 years), upon voluntary retirement from the Executive.
- 9.1.2.** Sport Management Team Convenors, having served at least two full years, upon voluntary retirement from the position.
- 9.1.3.** Special "friends" of the ACAC.
- 9.1.4.** Retiring head coaches who have served a minimum of 10 years.
- 9.2.** These 8 1/2" x 11" certificates will be surrounded by a 2" blue mat and a brushed aluminum frame.
- 9.3.** A standard 7" x 9" laser engraved (ACAC logo) plaque (or alternative, e.g. Founders' Club jackets) shall be presented by the Conference to individuals judged by the Executive to be worthy of special recognition.

10. Memorial Fund/Scholarship Fund/Charitable Fund Contributions

- 10.1.** Where the Executive Committee deems it appropriate, the Conference will make a maximum contribution of \$100.00 towards a memorial fund, scholarship fund or charitable organization.

10.2. In the event where the fund to which the contribution is to be made conflicts with ACAC policy or guidelines as outlined herein, the contribution shall not be forthcoming.

11. Ron Lavery Fair Play Awards

11.1. Any team or individual competing in an ACAC sanctioned event, or an event sponsored by an ACAC member institution, judged to exhibit the ideals of fair play, is eligible to receive an award certificate from the Conference. The ACAC Office will provide certificates to those who have been nominated and have been confirmed by the Executive Director. The ACAC Office shall select recipients according to the following criteria:

- 11.1.1.** The recipient should demonstrate unquestionably the characteristics of fair play.
- 11.1.2.** The award may be given to an individual athlete or team, a coach or an administrator.
- 11.1.3.** The award should be presented for exemplary behaviour.
- 11.1.4.** Behaviours exhibited before, during or after a competition should be given consideration. The award may be presented to an organization or administrator who has done something exemplary with respect to the encouragement of fair play.
- 11.1.5.** The award should not necessarily be awarded to a champion since this would incorrectly imply that only champions are capable of adhering to the highest moral standard.
- 11.1.6.** The risks involved in carrying out the act demonstrating fair play should be assessed. An individual who demonstrates fair play after the outcome of the contest is no longer in doubt is less meritorious than one who acts similarly when success is not a certainty.
- 11.1.7.** The hosts of the ACAC Championship events are encouraged to select Fair Play Award recipients.

12. Minor Officials of the Year Recognition Award

12.1. The ACAC Office will provide an 8 ½ x 11 certificate based on nominations submitted by colleges. Nominations will be requested in March of each year.

13. Alberta Coaching and Officiating Recognition

13.1. It is recommended the following process be used by the ACAC to nominate coaches for the Alberta Coaching and Officiating Recognition Awards:

- 13.1.1.** ACAC coaches who have been successful recently in Conference or National Championships and have demonstrated a history of success should be considered for nomination to the ASRPWF.
- 13.1.2.** Colleges are responsible for completing the nomination form.

Section 3 Summary of Fines and Deposits for Operating Code Violations

1. A member institution shall under certain circumstances be required to pay to the Conference certain sums of money in the form of fines and deposits. These circumstances are:
 - 1.1. **Protest:** A protest lodged subsequent to the conclusion of a contest based on alleged violation of the Operating Code or other rules of the Conference shall be accompanied by a \$50.00 deposit, refundable if the protest is upheld.
 - 1.2. **Request for Supplemental Ruling/Videotape:** An athletic director may submit videotape to the ACAC Commissioner to receive an extraordinary ruling. An infraction must have been called by the game official, a serious act of misconduct have occurred, or a major injury have resulted from the incident. The tape must be submitted within 3 working days and a \$50.00 non-refundable fee is to be paid.
 - 1.3. **Letter of Appeal of Commissioner's Ruling:** The letter of appeal filed by an Athletic Director who has been determined by the Commissioner to be in violation of the Operating Code or other rules of the Conference shall be accompanied by a \$50.00 deposit, refundable if the appeal is upheld.
 - 1.4. **Manifest Hardship:** An institution reinstated following an absence due to manifest hardship shall be required to post a \$1000.00 bond which shall be refunded provided that all obligations have been met.
 - 1.5. **Schedule Changes:** Schedule changes (dates) occurring after league and tournament schedules have been approved by Conference Council shall result in a \$50.00 fine to the college initiating the change.
 - 1.6. **Defaults:** Teams defaulting/forfeiting (failure to appear for, or complete a game) may be subject to a fine of up to \$500.00 per occurrence and/or suspension in that sport for the balance of that year's schedule and/or the following year's schedule.
 - 1.7. **Late Eligibility Forms:** There shall be a fine of \$25.00 per day for late eligibility forms, to a maximum of \$100.00.
 - 1.8. **Tournament Sport Commitments:** The penalty for failing to fulfill tournament sport commitments after the AGM meeting shall be a fine of \$100.00 (plus an equal share of the charged back expenses for that sport). Institutions entering into a tournament activity after commitments have been made shall be assessed a \$100.00 late entry penalty.
 - 1.9. **Reporting Scores:** Institutions which fail to report scores by phone or e-mail a minimum of one hour after the conclusion of each game to the ACAC statistician shall be assessed a fine of \$25.00 per occurrence.
 - 1.10. **Game Reports:** Institutions which fail to fax game reports or game report summaries to the ACAC statistician and the ACAC office before 12:00 on the next business day following a game shall be assessed a fine of \$25.00 per occurrence.

1.10.1. Submission of Officials' Report Forms: A fine of \$25.00 per occurrence will be assessed to any college which fails to fax the required official's report forms and game report (score sheet) to the Commissioner's office and the ACAC Office before 12:00 on the next business day following a game whenever an incident of misconduct occurs.

Note: these reports must be submitted for non-conference games as well including games played out of province.

1.11. Overdue Accounts: Overdue accounts resulting from unpaid invoices to ACAC member institutions shall be assessed a 1.5% interest charge monthly after 60 days have elapsed. Notification of overdue accounts shall be issued by the ACAC office after 30 days informing the member that their payment is past due and that the 1.5% interest penalty will be applied should payment not be received within 60 days of the original issuance of the invoice. *(Amended May 2009)*

1.12. Badminton Draw: A badminton host institution which fails to circulate a schedule/draw at least 30 days in advance of the tournament to all participating institutions will be subject to a late penalty of \$25/day to a maximum of \$100.00.

1.13. Gymnasium Scheduling Restriction Requests: Gymnasium scheduling restriction requests that are submitted to the ACAC office after February 1 must be accompanied by a \$200.00 cheque.

1.14. Obligatory Use of Host Hotel: Colleges not using the preferred ACAC accommodation supplier for all sanctioned ACAC competition shall be subject to a fine as determined by the ACAC Executive (Max. \$300.00).

1.15. ConfLink Rosters: Identified data inaccuracies or incompleteness of ACAC member ConfLink roster late in season (less than 5 days before the first contest in the fall or winter) is subject to a \$250.00 fine. *(Amended December 2006)*

Note: This is to include all ACAC sports except soccer which will parallel the eligibility deadline.

1.16. Meeting Attendance: Colleges that fail to send a representative to all ACAC meetings will be subject to a \$500 fine for each occurrence. *(Amended September 2008)*

1.16.1. Full and Associate member colleges must send a representative to the Administrative Assistant, DakStats, Event Coordinator, Coaches and Council meetings.

1.16.2. Guest Member colleges must send representatives to all sport-specific meetings in which they are involved, including, but not limited to the following: Coaches, Administrative Assistant and Event Coordinator meetings.

Note: Guest members may be required to attend the DakStats meeting if involved in the sport.

2. Procedures

- 2.1.** All fines and deposits shall be made payable to the ACAC and forwarded to the ACAC Office

Section 4 Passes

1. Through the ACAC Office, the ACAC President shall provide to member institutions passes good for admission to all ACAC athletic contests. Such passes shall be provided to Athletic Directors for distribution to meet institutional needs.
2. It shall be the responsibility of each member institution to establish its own internal policy regarding the issuing of passes applicable only to its own facilities.
 - 2.1. Passes should be distributed to coaches, assistant coaches, media, senior administrators, major sponsors, college athletic boards.

Note: Passes are not intended for students/student-athletes.

Section 5 Harassment Policy

The Alberta Colleges Athletic Conference is committed to the principle of equity and will actively participate in programs designed to achieve this status within the ACAC. It is the objective of the ACAC to provide a safe environment in which members may pursue their athletic and academic goals.

The ACAC does not tolerate any form of harassment and undertakes to protect all members from harassment by other members of its organization on the grounds laid down by the Canadian Human Rights Act. This will include officers and staff of the Conference and athletic personnel of member institutions such as athletic directors, support staff, coaches and sport therapists.

The ACAC policy is designed to protect all student-athletes and members from any form of harassment which may occur in any of these circumstances:

- ACAC Championships, Conference play (league/tournament competitions including non-conference events);
- Activities sponsored by the ACAC including coaching clinics, seminars;
- ACAC business activities: Council meetings, Executive meetings, committees; Activities external to the ACAC where situations arising may affect relationships between members;
- The ACAC Office.

1. Definition of Harassment and Sexual Harassment

1.1. Harassment takes many forms but can be defined as behaviour, including comments and/or conduct, which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual and/or group or which creates an uncomfortable environment.

1.2. Sexual Harassment is:

1.2.1. any unwanted attention of a sexual nature directed at an individual or group by another individual or group who knows or ought reasonably to know that such attention is unwanted;

1.2.2. any implied or expressed promise of reward for complying with a sexually-oriented request;

1.2.3. any implied or expressed threat of reprisal or actual reprisal for refusal to comply with a sexually-oriented request;

1.2.4. any behaviour or remark of a sexual nature which creates or may be reasonably perceived to create a hostile environment.

1.3. The following are examples of actions which may be considered to be sexual harassment:

1.3.1. physical sexual abuse;

1.3.2. written or verbal abuse of a sexual nature;

- 1.3.3.** sexually-oriented comments;
- 1.3.4.** sexual graffiti;
- 1.3.5.** unwanted physical contact such as kissing, patting, pinching, touching;
- 1.3.6.** proposals of physical intimacy be they subtle hints or overt requests;
- 1.3.7.** sexual looks which include ogling, leering;
- 1.3.8.** display of pornographic or other sexually explicit, offensive or derogatory pictures, photographs, cartoons.

2. Definition of Hostile Environment

A hostile environment exists when an individual experiences any degree of discomfort as a result of being the target of unwanted actions.

3. Definition of Reprisals

ACAC members are entitled to a safe environment for participation in its activities. Accordingly, they are protected from actual or threatened reprisals. This may include, but is not restricted to actual or threatened:

- withdrawal of competition opportunities and/or related benefits
- dismissal or disciplinary action.

4. Abuse of Professional Authority

An individual who is entering a sexual relationship with a consenting adult who will be or is subject to that individual for evaluation or supervision should decline or terminate their relationship until after their supervisory role or evaluation role is complete or terminate this role. Even consenting relationships can inflict irreparable damage to the sporting environment. Such relationships are considered a breach of professional ethics even if initiated by the student-athlete. Implicit in the idea of professionalism is the recognition of those in positions of authority where there is always an element of power.

5. Institutional Responsibility

Each member institution should ensure that there is in place within the institution an effective harassment policy.

6. Individual Member Responsibility

The ACAC Executive and committee members, staff and athletic department representatives of member institutions are responsible for assisting with the prevention and discouragement of harassment by:

- 6.1.** adhering to the principles of this policy;
- 6.2.** not behaving in a manner contrary to the policy;
- 6.3.** not allowing or condoning behaviour contrary to the policy;

- 6.4.** taking all complaints of harassment seriously and assisting with the implementation of the investigation procedure;
- 6.5.** educating students regarding their rights and responsibilities with respect to sexual harassment.

7. Procedure

Individual/group members of the ACAC who have been harassed are encouraged to advise the harasser that the actions are offensive, contrary to ACAC policy, and therefore not acceptable. If it is not possible to confront the harasser, or, should the harassment continue after the harasser has been advised of the inappropriate behaviour, the incident should be reported as follows:

- 7.1. Within ACAC Member Institutions:** The concern should be brought to the attention of the athletic director or senior member of the athletics department. The individual/group with the concern should be fully informed of the process to be followed to produce a resolution. The athletic director should ensure that the individual/group with the concern has all relevant documentation regarding the institution's policies and procedures, and, that the individual/group with the concern fully understands the available options.
- 7.2. ACAC Activities Outside Member Institutions:** The concern will be brought to the attention of the ACAC Commissioner. The Commissioner will work with the individual/group with the concern, in absolute confidentiality, to determine the appropriate procedure to be followed to produce a resolution. This may include the following:
 - 7.2.1.** If the person against whom the concern is being directed is a student, staff member, or is otherwise associated with a member institution, the Commissioner will assist the individual/group with the concern in working within the policy structure of the institution.
 - 7.2.2.** If the concern is directed against a member of the ACAC staff or an ACAC representative, the Commissioner will initiate this process.

8. Informal Resolution

The Commissioner will meet with the individual/group with the concern to determine an acceptable resolution. This individual/group will be advised of:

- 8.1.** The policy and procedures.
- 8.2.** The information options, which may include:
 - 8.2.1.** writing a letter to the respondent asking that the harassment cease;
 - 8.2.2.** meeting with the respondent, with or without the Commissioner, to ask that the harassment cease;
 - 8.2.3.** examine avenues of redress outside the association.
- 8.3.** If the individual/group with the concern wishes to pursue the matter internally, the following will occur:

- 8.3.1.** The individual/group with the concern will provide the Commissioner with a detailed written concern. A copy will be presented by the Commissioner to the respondent.
- 8.3.2.** The respondent will be offered by the Commissioner an explanation of the policy and procedures and an opportunity to discuss the nature of the concern.
- 8.4.** Mediating may be requested by either party as part of the informal resolution process. The mediator, an individual acceptable to both parties, shall attempt to seek resolution of the problem by mutual agreement. Both parties must agree to participate in the mediation process for it to proceed.
- 8.5.** The individual/group may at any time withdraw the concern. All records of the concern will be destroyed and the respondent so notified in writing. No further action will be taken on this concern.
- 8.6.** Should the informal process not satisfy either party, either may file a formal complaint.

9. Formal Resolution

- 9.1.** The formal resolution process will begin/proceed when:
 - 9.1.1.** The respondent does not reply to a formal complaint;
 - 9.1.2.** The informal resolution does not satisfy one or both parties and a request for formal resolution is filed.
- 9.2.** In the event such a request is presented to the President, an unbiased review committee is struck by the President and the other party is informed. The committee shall be comprised of one male and one female member of the executive. In the event no sitting members of the Executive Committee are female, a female athletic director or staff member from a member institution may be substituted.

The committee shall:

 - 9.2.1.** Interview all parties to the complaint as soon as possible;
 - 9.2.2.** Request information from both parties which may help locate supporting evidence or witnesses;
 - 9.2.3.** Report findings and recommendations to the President.
- 9.3.** The President upon receipt of the report will exonerate the respondent, impose an appropriate sanction, or provide a remedy/alternative for the complainant.
- 9.4.** Sanctions may include, but are not limited to: dismissal (ACAC paid staff), suspension, public and/or private reprimand.
- 9.5.** Should a complaint be found unjustified, or vindictive in nature, the President may provide a remedy/alternative for the respondent, or take appropriate disciplinary action against the complainant.

Section 6 Hazing Policy

The ACAC is committed to the dignity, well-being and care of the student-athletes and others that comprise its membership. It is the objective of the ACAC to provide a safe environment in which members may pursue their athletic, academic and career goals.

The ACAC does not tolerate any form of hazing and undertakes to protect all members from hazing and initiation rites. This will include officers and staff of the Conference and athletic personnel of member institutions such as AD's, other staff, coaches and sport therapists as well as all student athletes.

1. Definition of Hazing

Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants. Hazing can also be defined as any action or situation which intentionally or unintentionally endangers a student for admission into or affiliation with any student organization.

Such activities may include, but are not limited to:

- Keeping the date of initiation/pre-initiation secret
- Requiring new members (of teams) to use separate entrances to buildings/locker rooms/dressing rooms
- Paddling or striking in any manner
- Marking or branding
- Phone duty
- Treasure or scavenger hunts/road trips
- Requiring calisthenics such as sit-ups, runs, etc
- Requiring the carrying of items such as rocks, helmets, swords, books, paddles, etc.
- Preventing/restricting class attendance or sleep
- Requiring personal servitude
- Forcing members to eat/drink
- Work parties for 'rookies' only
- Staging any form of a line-up
- Preventing/restricting normal personal hygiene
- Causing indecent exposure
- Applying a substance to someone's body
- Physical harassment such as pushing, cursing, shouting, etc
- Requiring uncomfortable, ridiculous, or embarrassing dress (i.e. diapers, helmets, etc.)
- Treating a person in a degrading fashion
- Requiring new members to practice periods of silence.

2. Categorization of Activities as Hazing

2.1. Some activities are easily categorized as hazing. Others may not be so easily classified. To be sure, consider the following questions:

- Is this activity an education experience?
- Does this activity promote or conform to the values of the ACAC?
- Will this activity increase the respect for the ACAC?
- Do new and initiated members participate equally in this activity?
- Would you be willing to allow parents or administrative officials of the college/university to witness the activity?
- Would you be able to defend this activity in a court of law?
- Does the activity have value in and of itself?

2.2. A good rule to follow when deciding whether an activity is hazing is this: *If you have to ask if what you are doing is hazing, it probably is.*

3. Institutional Responsibility

Each member institution shall ensure that there is in place within the institution an effective hazing policy.

4. Individual Member Responsibilities

The ACAC Executive and committee members, staff and athletic department representatives of member institutions are responsible for assisting with the prevention and discouragement of hazing by:

- 4.1.** adhering to the principles of this policy;
- 4.2.** not behaving in a manner contrary to this policy;
- 4.3.** not allowing or condoning behaviour contrary to this policy;
- 4.4.** taking all complaints of hazing seriously and assisting with the implementation of the investigative procedure;
- 4.5.** educating student-athletes regarding their rights and responsibilities with respect to hazing.

5. Enforcement

It shall be the specific responsibility of the Athletic Director of each member institution to see that this policy is communicated each year to all coaches, team personnel and student-athletes and to ensure that all adhere to this policy.

5.1. Violations of the Hazing Policy: Violations of the above policy shall be dealt with through application of Article III, Section 1.

Article III Operating Procedures

Section 1 Report and Investigation of Alleged Violation(s) of the Operating Code by Athletes, Coaches, Athletic Directors, Managers and Staff Members

1. Report and Investigation of Violation

- 1.1.** It is the duty of every coach, institutional staff member, or student to report to the athletic director of his institution any alleged, reputed, or indicated violation of the rules of the Conference.

Such a report should be written and include:

- 1.1.1.** The nature of the incident or violation
 - 1.1.2.** Names of players, coaches, staff members or representatives of the institution involved, including the name of the accuser
 - 1.1.3.** The relevant facts and dates and places at which they are said to have taken place
 - 1.1.4.** Any available supporting evidence, and "leads" to other evidence.
- 1.2.** If the athletic director of the institution feels that the alleged, reputed, or indicated violation has possible or probable merit, he shall forward the complete report to the Executive Director, the Commissioner, the ACAC Office, the ACAC President, and to the Athletic Director of the institution concerning which complaint has been made.
- 1.3.** The Commissioner shall then make a preliminary investigation which shall include consultation with the representative of the institution involved. If, as a result of this preliminary investigation, the party alleged, reputed, or indicated to have violated any rule of the Conference admits there has been a violation, the Commissioner may either (1) order the matter be referred to the Conference Executive Committee or make adjudication and determination.

If the party alleged, reputed, or indicated to have violated any provisions of the Operating Code or rules of the Conference admits no violation, the Commissioner will proceed to validate the report with the co-operation of the Executive Committee.

2. Violations and Penalties

2.1. Athletes:

2.1.1. Violations

An athlete shall be in violation of the rules of the Conference if:

- 2.1.1.1.** He/she violates any provision of the Operating Code or other rules of the Conference;

2.1.1.2. He/she falsifies any records bearing on his status as a student or participant in ACAC.

2.1.2. Penalties

An athlete held by the proper Conference authority to be in violation may, by such authority, be:

2.1.2.1. Privately reprimanded or publicly censured; and/or

2.1.2.2. Declared ineligible for a specified period; and/or

2.1.2.3. Declared permanently ineligible in any Conference institution; and/or

2.1.2.4. Subjected to any other reasonable penalty.

2.1.3. Notice to Student Athletes

The provisions of the Operating Code relative to infractions by student athletes and the corresponding punishments shall be furnished to all student athletes by each member institution.

2.2. Coaches, Managers, Directors, Other Staff Members or Representatives

2.2.1. Violations

A coach, manager, director, other staff member, or representative shall be in violation of the rules of the Conference if:

2.2.1.1. He violates any provision of the Operating Code or other rules of the Conference either with his knowledge, or under such circumstances that there exists a duty on his part to know about such violation;

2.2.1.2. He falsifies or permits the falsification of any records bearing on the status of any student;

2.2.1.3. He solicits the attendance at his institution of any prospective student with an offer of financial aid beyond that already allowed for in the Operating Code.

2.2.2. Penalties

A coach, manager, director, other staff member, or representative, held by the proper Conference authority to be in violation may, by such authority, be:

2.2.2.1. Privately reprimanded and/or publicly censured; and/or

2.2.2.2. Prohibited from acting in any capacity involving ACAC athletics at any Conference institution for a stated period; and/or

2.2.2.3. Subjected to other reasonable penalty;

- 2.2.2.4.** Excluded from recognition as ACAC Coach of the Year for that sport.
(Added May 2006)

2.3. Member Institutions

2.3.1. Violations

A member institution shall be held in violation of the rules of the Conference if:

- 2.3.1.1.** An athletic director, other representative or student of the institution is found to have violated any provision of the By-Laws, Operating Code, or other rules of the Conference.

2.3.2. Penalties

An institution determined to be in violation by the proper authority may, by such authority, be:

- 2.3.2.1.** Privately reprimanded and/or publicly censured; and/or
- 2.3.2.2.** Have any of its athletic victories nullified, or games cancelled; and/or
- 2.3.2.3.** Placed on probation with the effect of precluding it from being eligible for any Conference championship honours, trophies; and/or
- 2.3.2.4.** Suspended with the effect of cancelling all athletic contests with other Conference institutions in one or more sessions; and/or
- 2.3.2.5.** Expelled from the Conference; and/or
- 2.3.2.6.** Subjected to any other reasonable penalty.

To make these penalties effective, members of the Conference may be required by proper authority to sever athletic relations with any member found in violation.

3. Communication of Decisions Regarding Violations of Operating Code to Conference Council

A copy of the Commissioner's decision shall be provided to the student-athlete, coach, manager, director, other staff member or representative who was investigated and to the President (or designate) of the Conference. A copy shall also be provided to the member athletic director of the individual being investigated. The ACAC President may communicate the decision to the direct supervisor of the offending party and the President of the member institution involved.

Three days following the above release, the decision shall be released to all athletic directors of the Conference membership and, if warranted, to the media.

Section 2 Manifest Hardship

1. Declaration

A case regarded as one of manifest hardship shall be reported to the President, with a copies to the Executive Director and the Commissioner, as promptly after the occurrence of the hardship as may be feasible. The case so reported must be supported by credible evidence and a written statement making it clear that the report is in fact made promptly as aforesaid.

2. Adjudication

The resolution of a case of manifest hardship shall be made by a majority vote of the members of the Conference Council, exclusive of the vote or votes of the member presenting the case. This vote will be conducted at the earliest call of the President.

3. Penalty

Teams defaulting/forfeiting (failure to appear for, or complete a game) may be subject to a fine of up to \$500.00 per occurrence and/or suspension in that sport for the balance of that year's schedule and/or the following year's schedule.

4. Fee Assessment

If an institution declares manifest hardship, the institution shall still be required to pay the assessed fee for that sport (plus an equal share of the charged back expenses for that sport).

5. Reinstatement

For an institution to be reinstated following an absence due to manifest hardship, the athletic director shall apply for such with supporting documents which shall include a list of program commitments and a letter from the institution's president. The reinstatement shall be accomplished by a 3/4 favourable vote of the Council.

5.1. Reinstatement Fee: An institution reinstated following an absence due to manifest hardship shall be required to post a \$1000.00 bond which shall be refunded provided that all obligations have been met.

Section 3 Protest Procedures

1. **Disposition of Protest**

- 1.1. All protests shall be resolved by the Commissioner as set forth in 6.3.5.1.2 of the ACAC By-Laws.
- 1.2. In the absence of the Commissioner, all protests shall be resolved by a Protests Committee the membership of which shall be designated by the President of the ACAC.
- 1.3. Copies of all protests shall be sent to all athletic directors.

2. **Time Frame For Protests**

- 2.1. In the event that a game has been protested before, during or immediately following the contest, notice to this effect must appear on the game sheet and must be signed by the person authorized to lodge the protest and the senior official, where possible. The game shall be played under protest, to be resolved by the ACAC Commissioner at a later date.
- 2.2. A protest lodged subsequent to the conclusion of a contest, based on alleged violations of the Operating Code or other rules of the Conference, shall be submitted in writing to the Commissioner and shall be regarded as a valid protest so long as it is received by the Commissioner no later than the fifth day following the day on which the contest occurred.
- 2.3. It shall be incumbent upon the athletic director of any member institution lodging a protest to contact the Commissioner:
 - 2.3.1. Prior to 3:00 PM on the Monday, immediately following the week in which the protested contest occurred (contests protested as per 2.1).
 - 2.3.2. On the same day during which the Letter of Protest is sent to the Commissioner (contests protested as per 2.2).

3. **Fee**

- 3.1. A protest lodged as per 2.2 above shall be accompanied by a deposit of \$50.00, refundable if the protest is upheld.

4. **Contest Result Unchanged**

- 4.1. The outcome of a contest under protest shall remain unchanged until such time as a decision by the Commissioner or the Protests Committee has been rendered.

5. **Reporting the Determination of A Protest**

- 5.1. The decision of the Commissioner or Protests Committee shall be immediately reported by phone to the institutional representative lodging the protest and to the other member institution directly concerned. This shall be documented immediately by letters to said institutional representatives, all athletic directors and the Executive Director.

6. Revision of Records

- 6.1.** It shall be the responsibility of the Executive Director to see that the official Conference records reflect any change necessitated by the determination of a protest.
- 6.2.** Team "win-loss" records will be amended to reflect the disposition of the protest, as required, individual records and team composite statistical records will stand from the competition in question.

Section 4 Appeal Policy

(Section 4 Amended November 2009)

1. The purpose of this Policy is to enable disputes with members to be dealt with fairly, expeditiously and affordably, within ACAC and without recourse to external legal procedures. This four step process shall address
 - 1.1. appeal to the Case Manager,
 - 1.2. decision to formulate a Tribunal,
 - 1.3. Tribunal decision specific to grounds, and if grounds for appeal are identified,
 - 1.4. decision on appeal.

2. **Right to Appeal**

Any member institution of ACAC, including any athlete or coach affiliated with a member institution of ACAC, will have the right to appeal a decision of the ACAC Commissioner, of the ACAC Executive Committee, or of any body or individual who has been delegated authority to make decisions on behalf of ACAC, subject to the limits set out in Items 3, 6, 7 and 8 of this Policy.

3. **Rules of the Game**

This Policy will apply to all decisions made by ACAC, except decisions relating to the rules of the game; budgetary decisions; decisions relating to employment; or commercial matters for which another dispute resolution process exists under a contract or applicable law.

4. **Case Manager**

ACAC will appoint a Case Manager, primarily the President unless a conflict of interest has been identified by the appellant, to oversee management and administration of appeals submitted in accordance with this Policy. The Case Manager has an overall responsibility to ensure procedural fairness is respected at all times in this Policy, and to implement this Policy in a timely manner. More particularly, the Case Manager has a responsibility to:

- 4.1. Receive appeals;
- 4.2. Determine if appeals are within the jurisdiction of this Policy;
- 4.3. Determine if appeals are brought in a timely manner;
- 4.4. Appoint the tribunal to hear appeals;
- 4.5. Determine the format of the appeal hearing;
- 4.6. Coordinate all administrative and procedural aspects of the appeal;
- 4.7. Provide administrative assistance and logistical support to the tribunal as required; and

4.8. Provide any other service or support that may be necessary to ensure a fair and timely appeal proceeding.

4.9. The Tribunal shall determine if appeals are brought on permissible grounds;

5. Timelines

The following timelines govern this policy. Note that 'days' refers to total number of days, exclusive of weekends or holidays. The Case Manager reserves the right to modify these timelines to accommodate the particular circumstances of any appeal:

5.1. Notice of Appeal (Item 6): 10 days from the written announcement of the decision being appealed.

5.2. Screening of the appeal (Item 8): 3 days from receipt of the Notice of Appeal.

5.3. Appointment of tribunal (Item 10): 7 days from decision that the appeal may proceed to a hearing.

5.4. Scheduling of hearing (Item 11): 10 days from appointment of tribunal.

5.5. Release of decision (Item 12): 7 days from conclusion of hearing.

6. Notification of Appeal

Members who wish to appeal a decision must submit a written Notice of Appeal to the ACAC within the appropriate timeline indicating:

6.1. Their intention to appeal;

6.2. Coordinates of the Appellant;

6.3. Name of the Respondent;

6.4. Detailed reason(s) for the appeal;

6.5. Grounds for the appeal;

6.6. Summary of the evidence to support these reason(s) and grounds for the appeal; and

6.7. The suggested remedy or remedies.

All appeals must be accompanied by a \$50.00 administrative fee, which is non-refundable.

7. Grounds for Appeal

An appeal may only be heard if there are sufficient grounds for the appeal. The Chair of the Appeals Committee will hold a conference call with the appellant, the respondent and the appeals committee members to determine if the committee members feel there are sufficient grounds for an appeal hearing. The decision shall be by a majority vote of the Appeal Committee. Sufficient grounds include the respondent:

7.1. making a decision for which it did not have authority or jurisdiction as set out in governing documents;

- 7.2.** failing to follow procedures as laid out in the By-Laws or Operating Code of the Conference;
 - 7.3.** making a decision that was influenced by bias;
 - 7.4.** failing to consider relevant information or taking into account irrelevant information in making the decision;
 - 7.5.** exercising its discretion for an improper purpose; and/or;
 - 7.6.** making a decision which was unreasonable.
- 8.** The process for the grounds portion of the call shall include:
 - 8.1.** Introductions and clarification of the process to determine if there is grounds for a full hearing
 - 8.2.** The appellant shall make a statement
 - 8.3.** The respondent shall make a statement
 - 8.4.** Committee members may ask questions
 - 8.5.** The committee leaves the call (private room) to address the issue of grounds
 - 8.6.** The committee returns when a decision is reached and if no grounds – the chair shall indicate the
 - 8.7.** decision and follow up with a letter (to include – appeal committee decision, the reasons that the committee did not find sufficient grounds (by notation of 4.4.1 – 4.4.5) , and the next step available to the appellant in the appeal process) if the committee finds grounds for an appeal, the hearing portion of the call will continue
- 9.** The Case Manager, after identifying if the appeal has been written within the jurisdiction of this policy and if the appeal has been brought in a timely manner, will appoint a tribunal to hear the appeal. If the Tribunal is satisfied that there are not sufficient grounds for an appeal, the parties will be notified of this decision in writing, stating reasons. If the Tribunal is satisfied that there are sufficient grounds for an appeal, then the hearing will continue.
- 10.** The Appellant will bear the onus of proof in the appeal, and thus must be able to demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in Section 7.
- 11.** Within the appropriate timelines, the Case Manager will appoint a tribunal consisting of three persons to hear and decide the appeal, one of whom will be named by the Case Manager as Chair. These persons will be members of ACAC who are independent of the parties to the appeal. In extraordinary circumstances, and at the discretion of the Case Manager, a tribunal of one person may be appointed to hear and decide a case.
- 12.** The Case Manager will determine the format of the hearing, which may involve an oral hearing in person, an oral hearing by telephone, a hearing based on written submissions

or a combination of these methods. The hearing will be governed by the procedures that the Case Manager deems appropriate in the circumstances, provided that:

- 12.1.** The hearing will be held within the appropriate timeline.
 - 12.2.** The parties will be given appropriate notice of the day and time of the hearing.
 - 12.3.** Copies of any written documents which the parties wish to have the tribunal consider will be provided to all parties in advance of the hearing.
 - 12.4.** The parties may be accompanied by a representative or adviser, including legal counsel.
 - 12.5.** The tribunal may request that any other individual participate and give evidence at the hearing.
 - 12.6.** If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome.
 - 12.7.** In the situation where the hearing is conducted by a tribunal consisting of three persons, a quorum will be all three persons and decisions will be by majority vote.
- 13.** At the conclusion of the hearing, the tribunal will, within the appropriate timeline, issue a written decision with reasons. The tribunal may decide:
- 13.1.** To reject the appeal and confirm the decision being appealed; or
 - 13.2.** To uphold the appeal and refer the matter back to the initial decision-maker for a new decision; or
 - 13.3.** To uphold the appeal and vary the decision should it find that an error occurred and such error cannot be corrected by the original decision-maker for reason of lack of clear procedures, lack of time, or lack of neutrality; and
 - 13.4.** To determine whether costs of the appeal, excluding legal fees and legal disbursements of any parties, will be assessed against any party. In assessing costs, the tribunal will take into account the outcome of the appeal, the conduct of the parties and their respective financial resources.
- 14.** The tribunal's decision will be considered a matter of public record. The Case Manager will provide a copy of this decision to the parties, to the parties' respective member institutions, and to the President and Executive Director of ACAC. Three days following release of the decision to the parties and to the ACAC, the Case Manager will communicate the decision to the ACAC membership and to the media, if warranted.
- 15.** Where time is of the essence, the tribunal may issue a verbal decision or a summary written decision, with reasons to follow provided the written decision with reasons is rendered within the appropriate timeline.
- 16.** The appeal process is confidential involving only the parties, the Case Manager and the tribunal. Once initiated and until a written decision is released, none of the parties or the

tribunal will disclose confidential information relating to the appeal to any person not involved in the proceedings.

17. Binding Decision

The decision of the tribunal will be final and binding upon the parties and upon all members of ACAC.

Section 5 Interpretation Procedures and Communications with the Commissioner's Office

1. Interpretation Procedures

- 1.1. On the request of any Conference representative, the Commissioner shall, in writing, promptly interpret any rule or provision of the Operating Code and determine its application to a stated actual or threatened situation. Copies of such interpretations shall be sent to all institutions. It shall be the duty of all representatives of the institutions to seek such interpretations in cases in which they are in doubt.
- 1.2. **Videotape Review:** The AD may submit videotape to the ACAC Commissioner to receive his extraordinary ruling. An infraction must have been called by the game official, a serious act of misconduct have occurred, or a major injury have resulted from the incident. The tape must be submitted within 3 working days and a \$50.00 non-refundable fee is to be paid.
- 1.3. **Extraordinary Circumstances:** Any circumstances not covered by the Operating Code may be appealed to the Executive Committee.

2. Communications between the Commissioner and Conference members shall normally occur under the following three circumstances:

- 2.1. **Information Gathering:** The Commissioner will initiate and communicate directly with the parties involved.
- 2.2. **Communication with the Commissioner:** When action is being directed to the Commissioner, the incident must be reported through the athletic director to the Commissioner. No coach is permitted to initiate any action directly to the Commissioner.
- 2.3. **Dissemination of Information Concerning Decisions:** Decisions are disseminated by a letter from the Commissioner to the institution or a phone call to the athletic director or his/her designate (if time necessitates), or directly to the coach if no other option exists.
- 2.4. **Appeals of Decisions or Questioning of the Process:** Reactions to decisions or appeals must be communicated by the athletic director to the Commissioner. A coach or any other team personnel is not permitted to communicate directly with the Commissioner at this stage.

3. Communications with Officials Organizations *(Added May 2009)*

- 3.1. **Complaints Against Officials:** In no cases should individual ACAC member institutions or any individual from an ACAC member organization contact any official or officials' organization. In the event a member institution is concerned with the actions of any official, such concern should be represented to the VP, Operations, in writing. It will then be incumbent upon the V.P. Operations to determine whether or not to pursue the issue with the association concerned.

- 3.2. Communication With On-Site Officials:** All communication with event officials, game assignors or officials attending an ACAC event in the capacity of a spectator shall be respectful. At no time shall a person representing an ACAC member institution approach a member of an officials' association present among spectators to question any aspect of officiating associated with a particular game. In such cases where such communication is intended to discuss general issues or seek clarification relative to the officiating of the sport, such communication should be directed to the officials in a courteous manner.
- 3.3. Issues Regarding Game Times/Non-Appearance of Officials:** In cases involving the scheduling of officials for Conference events or non-conference events, members should direct communication to the appropriate officials' association assignor listed in the annual "Assignor Contact List" circulated each fall by the ACAC Office.
- 3.4. Payment of Officials for Non-conference Events:** Payment of officials for non- conference events shall be the responsibility of the host institution.

Section 6 Disposition of Disciplinary Cases Resulting from Game Action

1. **Responsibility**

- 1.1. The disposition of all disciplinary cases shall be determined by the Commissioner, as set forth in 6.3.7.1 of the ACAC By-Laws. At the discretion of the commissioner, further or fewer penalties may be applied.
- 1.2. In the absence of the Conference Commissioner, all disciplinary cases shall be resolved by the VP Operations or alternatively by a Discipline Committee the membership of which shall be designated by the President of the ACAC.
- 1.3. The President of the ACAC shall also determine the date and venue for the meeting of the Discipline Committee.

2. **Information**

- 2.1. Explicit information concerning the ejection of player(s) or coach(es) and/or serious rule infractions in any ACAC contest shall be recorded on the first (white) copy of the score sheet or, in the case of basketball, soccer, hockey and volleyball, on the Official's Game Report and signed by the senior game official.
- 2.2. This statement shall include:
 - 2.2.1. the nature of the offence(s)
 - 2.2.2. the specific rule under which the eviction(s) was/were based
 - 2.2.3. the time that the offence(s) occurred
 - 2.2.4. the jersey number and team of the player(s) involved.

3. **Time Frame**

- 3.1. All disciplinary cases shall be resolved as soon as possible following the occurrence of the offence(s), and a copy of the ruling handed down shall be forwarded to the player(s) involved and to all athletic directors.

4. **Suspensions**

- 4.1. All suspensions that arise from play in ACAC conference or non-conference contests must be served in the next scheduled game. *(Added September 2005)*
- 4.2. Suspensions levied from all organized leagues/conferences will be enforced by the ACAC. It is incumbent upon student-athletes to notify their respective coaches and athletic directors of any carry-over suspensions by which they are affected and it is the responsibility of member athletic director's to notify the ACAC Office when eligibility forms are submitted. *(Added December 2007)*
- 4.3. Players serving suspensions or ejected cannot be part of a team bench, warm-up or post game ceremonies.

- 4.4.** Coaches ejected from the game or serving suspensions will not be permitted to have any contact with their teams 20 minutes prior to a game and until the conclusion of the game. That is, he/she will not be allowed in the playing facility and any connected viewing area.
- 4.5.** Should a member institution launch an appeal on behalf of personnel of the institution, any decision shall be set aside and suspended personnel shall be permitted to participate in team contests until such time that the appeal has been adjudicated. *(Added May 2009)*

Note: Members may not elect to serve all or part of the suspension until such time as the appeal decision is rendered). *(Added May 2009)*

5. Disciplinary Cases

- 5.1.** An institution may request an extraordinary ruling by the Commissioner within 48 hours of an incident and may use videotape or additional information pertinent to the incident. A fee of \$250 would be charged who requests the extraordinary ruling. *(Added May 2009)*

Section 7 Men's and Women's Basketball Awards

Procedures for Selection of Athletes and Coaches All-Conference and All-Canadian Awards

1. All-Conference Awards

1.1. Athletes: To be eligible for ACAC/CCAA annual awards, a student-athlete must have participated in a full athletic season. Thus, student-athletes who compete for half a season only are not eligible for these awards.

(Added December 2004)

1.2. All-Conference voting would follow a 3 step process:

(Amended May 2009)

1.2.1. The ACAC Office requests each Head Coach to nominate their own athletes, using the ACAC nomination form with a short 1-2 sentence rationale for those athlete nominations.

1.2.2. The ACAC Office compiles the nominations from each Head Coach. The ACAC Office requests each Head Coach to rank order the top ten opposing athletes from his/her own division from the ballot of athletes

1.2.3. The ACAC Office carries out computations on a 10-9-8...2-1 basis to determine ACAC All-Conference selections. The top five athletes in each division are appointed to the first ACAC All-Conference Team, while the next five athletes in each division are appointed to the second ACAC All-Conference Team.

1.2.4. The All-Conference Teams will be released prior to the Quarter Finals.

1.3. Tied Votes – Athletes

1.3.1. The tie-breaking procedure for ACAC All-Conference awards shall be to take the total number of votes cast for the tied athletes by the coaches involved. The athlete receiving the greater number of votes cast will be awarded the position. In the event that a tie still exists, the number of first place votes received by each athlete involved in the tie will be the determining factor.

1.4. Coaches

1.4.1. All head coaches will be considered as candidates for ACAC Coaches of the Year with the exception of individuals who have been found to be in violation of any of the acts of the Operating Code (Article III, Section 1, Item 2.2.1) during the current sport season, including non-conference and post-season competition. *(Amended May 2006)*

1.4.2. Coaches will be asked to rank order three opposition coaches from their own division whom they feel are most deserving of this honour.

1.4.3. Coaches will be required to return their rankings to the ACAC Office by the established deadline. The ACAC Office carries out computations on a 3-2-1 point basis to determine the North and South Division Coaches of the Year award winners. *(Amended May 2007)*

1.4.4. The Men's and Women's Divisional Coaches of the Year will be released prior to the ACAC Championships, at the same time as the announcement of the All-Conference team. *(Amended May 2007)*

1.5. Tied Votes – Coaches

1.5.1. The tie-breaking procedure for ACAC Coach of the Year shall be to take the total number of votes cast for the tied coaches. The coach receiving the greater number of votes cast will be awarded the position. In the event that a tie still exists, the number of first place votes received by each coach involved in the tie will be the determining factor.

2. CCAA Awards

2.1. All-Canadian Awards: The five member basketball Sport Management Team shall select the ACAC nominations for CCAA All-Canadians (normally one from the south and one from the north) to be put forward to the CCAA. Should the Conference be awarded greater or fewer All-Canadian selections, three options are:

- A. Two All Canadians 1 North, 1 South
- B. One All Canadian North or South
- C. Three All Canadian Same as 'A' with the third selected by the Sport Management Team

(Amended May 2006)

2.2. CCAA Athlete of the Month and ACAC/CCAA Player of the Year: The five member basketball Sport Management Team shall select the ACAC's CCAA Basketball Player of the Month nominees and the nominees as ACAC/CCAA Player of the Year (one female and one male). *(Amended May 2006)*

2.2.1. The basketball Sport Management Team will inform the ACAC office of the names of the CCAA award nominees and the ACAC Office will collect the CCAA forms and profiles to forward onto the CCAA Office by the established deadlines. *(Amended May 2006)*

2.3. CCAA Coach of the Year: The five member basketball Sport Management Team, composed of a minimum of two North Division coach representatives of each gender and two South Division coach representatives of each gender, will make the final decision between the North and South Coaches of the Year to determine who will be the ACAC nominee forwarded for CCAA Basketball Coach of the Year (Men's Coach and Women's Coach). *(Amended May 2007)*

Section 8 Men's and Women's Hockey Awards

Procedure for Section of Athletes and Coaches All-Conference and All-Canadian Awards

1. All-Conference Awards

1.1. Athletes: To be eligible for ACAC annual awards, a student-athlete must have participated in a full athletic season. Thus, student-athletes who compete for half a season only are not eligible for these awards.

(Added December 2004)

1.1.1. At the conclusion of the regular season, coaches will be requested to rank order their **own** players as follows: *(Amended May 2009)*

Goaltenders	1
Defence	4
Forwards	6

1.1.2. Head Coaches return this information to the ACAC Office by the established deadline. *(Amended May 2009)*

1.1.3. The ACAC office compiles this information and send out to the Head Coaches to rank order opposing players as follows: *(Amended May 2009)*

Goaltenders	4
Defence	6
Forwards	8

1.1.4. The ACAC Office carries out computations on the following basis:
(Amended May 2009)

Goaltenders	4-3-2-1
Defence	6-5-4-3-2-1
Forwards	8-7-6-5-4-3-2-1

1.1.5. The All-Conference Teams will be released prior to the Quarter Finals.
(Amended May 2009)

<u>1st team</u> (Top Points)	<u>2nd Team</u> (next in order)
1 Goaltender	1 Goaltender
2 Defence	2 Defence
3 Forwards	3 Forwards

1.2. Tied Votes – Athletes

1.2.1. The tie-breaking procedure for ACAC All-Conference awards shall be to take the total number of votes cast for the tied athletes by the coaches involved. The athlete receiving the greater number of votes cast will be awarded the position. In the event that a tie still exists, the number of first place votes received by each athlete involved in the tie will be the determining factor.

1.3. Coaches

- 1.3.1.** All head coaches will be considered as candidates for ACAC Coach of the Year with the exception of individuals who have been found to be in violation of any of the acts of the Operating Code (Article III, Section 1, Item 2.2.1) during the current sport season, including non-conference and post-season competition. *(Amended May 2006)*
- 1.3.2.** At the conclusion of the regular season, coaches will be asked to rank order three opposition coaches from their own division whom they feel are most deserving of this honour.
- 1.3.3.** Coaches will be required to return their rankings to the ACAC Office by the established timeline.
- 1.3.4.** The ACAC Office carries out computations on a 3-2-1 point basis to determine the Coach of the Year award winner and releases this information at the same time as the announcement of the All-Conference team.

1.4. Tied Votes – Coaches

- 1.4.1.** The tie-breaking procedure for ACAC Coach of the Year shall be to take the total number of votes cast for the tied coaches. The coach receiving the greater number of votes cast will be awarded the position. In the event that a tie still exists, the number of first place votes received by each coach involved in the tie will be the determining factor.

2. Awards Selection Process

- 2.1.** The men's and women's hockey awards committees will consist of the SMT Convenor and the two gender-specific members of the Sport Management Team. *(Amended May 2006)*
- 2.2.** The SMT Convenor and the two gender-specific members of the Sport Management Team shall select the respective ACAC Players of the Year.

3. Individual Awards

- 3.1.** The ACAC shall recognize the following individual awards at the conclusion of the play-offs: *(Amended May 2009)*
- top scorer
 - most valuable player
 - rookie of the year
 - top scholastic achiever
- 3.2.** At the conclusion of the respective Conference Championships, the ACAC Office shall poll the respective coaches groups to solicit their nominations for the play-off MVP and Rookie of the Year. *(Amended May 2009)*
- 3.2.1.** Each coach shall be asked to rank order his/her top three choices.

- 3.2.2.** The ACAC Office shall then carry out computations on a 3-2-1 point basis to determine the award winners.

- 3.2.3.** To determine the top scholastic achiever the ACAC Office shall request that each coach submit the first semester academic results, verified by his/her registrar.

Section 9 Men's and Women's Volleyball Awards

Procedures for Selection of Athletes and Coaches All-Conference and All-Canadian Awards

1. All-Conference Awards

1.1. Athletes: To be eligible for ACAC/CCAA annual awards, student-athletes must have participated in a full athletic season. Thus, student-athletes who compete for half a season only are not eligible for these awards. *(Amended May 2009)*

1.1.1. Head Coaches will rank-order the top ten opposing players within their own pool by an established deadline.
(Amended May 2009)

1.1.2. The ACAC Office carries out computations on a 10-9-8-7-6-5-4-3-2-1 basis to determine the All-Conference team. The top 5 players from the Provincial Pool and the top 3 players from the N/S Pool will form the First Team. The next 5 players from the Provincial Pool and the next 3 players from the N/S Pool will form the Second Team.
(Amended May 2009)

1.1.3. The All-Conference teams will be released on the Monday/Tuesday prior to the playoffs.
(Amended May 2009)

1.2. Tied Votes – Athletes

1.2.1. The tie-breaking procedure for ACAC All-Conference awards shall be to take the total number of votes cast for each of the tied athletes by the coaches involved. The athlete receiving the greater number of votes cast will be awarded the position. In the event that a tie still exists, the number of first place votes received by each athlete involved in the tie will be the determining factor.

1.3. Coaches *(Amended May 2009)*

1.3.1. All coaches will be considered candidates for ACAC Coach of the Year.

1.3.2. Prior to the start of the conference play-offs, coaches will be asked to rank order three opposition coaches from either division whom they feel are most deserving of this honour.

1.3.3. Coaches will be required to return their rankings to the ACAC office by the established deadline.

1.3.4. The ACAC office carries out computations on a 3-2-1 point basis to determine the Coach of the Year Award winners (2), and releases this information at the same time as the announcement of the All-Conference Team.

2. CCAA Awards

- 2.1. All-Canadian Awards:** The five member volleyball Sport Management Team shall select the ACAC nominations for CCAA All-Canadians to be put forward to the CCAA.
(Amended May 2009)
- 2.2. CCAA Athlete of the Month and ACAC/CCAA Player of the Year:** The five member volleyball Sport Management Team shall select the ACAC's CCAA Volleyball Player of the Month nominees and the nominees as ACAC/CCAA Player of the Year (one female and one male). *(Amended September 2007)*
- 2.2.1.** The volleyball Sport Management Team will inform the ACAC office of the names of the CCAA award nominees and the ACAC office will collect the CCAA forms and profiles to forward onto the CCAA Office by the established deadlines. *(Amended May 2006)*
- 2.3. CCAA Coach of the Year:** The five member volleyball Sport Management Team will make the final decision between the Provincial and N/S Coaches of the Year to determine who will be the ACAC nominee forwarded for CCAA Volleyball Coach of the Year (Men's Coach and Women's Coach).
(Amended May 2009)

Section 10 Men's and Women's Soccer Awards

Procedures for Selection of Athletes and Coaches All-Conference and All-Canadian Awards

1. All-Conference Awards

1.1. Athletes: All-Conference teams shall be announced for each of the North Division and South Divisions by gender. To be eligible for ACAC/CCAA annual awards, a student-athlete must have participated in a full athletic season.
(Amended December 2006)

1.1.1. The ACAC Office requests each Head Coach a rank ordering of his/her own athletes at each of the following positions:
(Amended May 2008)

- 2 forwards
- 2 midfielders
- 2 defenders
- 1 goaltender

1.1.2. Head Coaches will also rank order his/her own seven athletes from above in order of important to their team. Number one being the most important.
(Amended May 2008)

1.1.3. Head coaches return this information to the ACAC Office by the established deadline. *(Amended May 2008)*

1.1.4. The ACAC Office requests each Head Coach to rank order opposing athletes from his/her own division as follows:
(Amended May 2007)

- 3 forwards
- 4 midfielders
- 3 defenders
- 3 goaltenders – only 1 goaltender to be chosen overall
(Amended December 2009)

1.1.5. Head Coaches return lists to the ACAC Office through his/her athletic director at the conclusion of the regular season. *(Amended September 2007)*

1.1.6. The ACAC Office will carry out computations on the following basis from nominations received from both the North and South Divisions:

- Forward 3-2-1
- Midfielders 4-3-2-1
- Defenders 3-2-1
- Goalkeepers 3-2-1 *(Amended December 2009)*

The female and male players with the highest ranking in the positions shown will be named to the Divisional All-Conference Teams. *(Amended December 2006)*

- 1.1.7.** The All-Conference Teams will be released prior to the Conference Championships. *(Amended September 2007)*

1.2. Tied Votes – Athletes

The tie-breaking procedure for ACAC All-Conference awards shall be to take the total number of votes cast for the tied athletes by the coaches involved.

- 1.2.1.** The athlete receiving the greater number of votes cast will be awarded the position.
- 1.2.2.** In the event that a tie still exists, the number of first place votes received by each athlete involved in the tie will be the determining factor.

1.3. Coaches

- 1.3.1.** All head coaches will be considered as candidates as their respective Divisional Coach of the Year with the exception of individuals who have been found to be in violation of any of the acts of the Operating Code (Article III Section 1 0) during the current sport season, including non-conference and post-season competition. *(Amended December 2006)*
- 1.3.2.** At the conclusion of the regular season, coaches will be asked to rank order three opposition coaches from their own division whom they feel are most deserving of this honour.
- 1.3.3.** Coaches will be required to return their rankings to the ACAC Office by the established deadline (at the conclusion of the regular season).
- 1.3.4.** The ACAC Office will carry out the computations on a 3-2-1 point basis for nominations received for both Divisions. The coaches with the highest point totals from each Division will be named as that Division's Coach of the Year. Similar protocols will be in effect for each gender. This information will be released prior to the ACAC Championships. *(Amended December 2006)*

1.4. Tied Votes - Coaches

The tie-breaking procedure for ACAC Coach of the Year awards shall be to take the total number of votes cast for each of the tied coaches.

- 1.4.1.** The coach receiving the greater number of votes cast will be awarded the position.
- 1.4.2.** In the event that a tie still exists, the number of first place votes received by each coach involved in the tie will be the determining factor.

2. **CCAA Awards**

2.1. All-Canadian Awards: The five member soccer Sport Management Team shall select the ACAC nominations for CCAA All-Canadians (normally one from the south and one from the north) to be put forward to the CCAA. Should the Conference be awarded greater or fewer All-Canadian selections, three options are:

1. Two All-Canadians 1 North, 1 South
2. One All-Canadian North or South
3. Three All-Canadians same as 'A' with the third selected by the Sport Management Team.

(Amended May 2006)

2.2. CCAA Athlete of the Month and ACAC/CCAA Player of the Year: The five member soccer Sport Management Team shall select the ACAC's CCAA Soccer Player of the Month nominees and the nominees as ACAC/CCAA Player of the Year (one female and one male).

(Amended May 2006)

2.2.1. The soccer Sport Management Team will inform the ACAC office of the names of the CCAA award nominees and the ACAC Office will collect the CCAA forms and profiles to forward onto the CCAA Office by the established deadlines. *(Amended May 2006)*

2.3. CCAA Coach of the Year: The five member soccer Sport Management Team, composed of a minimum of two North Division coach representatives of each gender and two South Division coach representative of each gender, will make the final decision between the North and South Coaches of the Year to determine who will be the ACAC nominee forwarded for CCAA Soccer Coach of the Year (Men's Coach and Women's Coach).

(Amended May 2007)

Section 11 Delay/Postponement/Cancellation of a Scheduled ACAC Game

1. Delay of Start Times or Interruption of A Competition

- 1.1.** There are a number of unusual circumstances that may cause a delay in the official starting time for a competition or the interruption of a competition. The following can fall under the category of unusual circumstances:
- 1.1.1.** extreme inclement weather delaying the start or continuation of a competition
 - 1.1.2.** insufficient daylight time to complete a competition
 - 1.1.3.** officials arrive late
 - 1.1.4.** visiting team is late for the official starting time of a competition
 - 1.1.5.** competition venue is a rental facility where previous or subsequent bookings do not allow for the completion of a competition
 - 1.1.6.** Equipment malfunction makes it impossible to complete a competition
- 1.2.** The following represent guidelines for dealing with the above circumstances:
- 1.2.1.** The host administrator and the two coaches should make every effort to ensure that the competition is played. Decisions should be made "in the spirit of the sport".
 - 1.2.2.** If an official(s) arrive late, the host administrator and coaches should refer to the sport's official rules governing such situations.
 - 1.2.3.** The home athletic director or designate and the major game officials shall attempt to remedy the situation within a mutually agreed upon period of time. The decision will then be communicated to the coaches involved.
 - 1.2.4.** After a mutually agreed upon period of time, the officials will reach a decision based on the rules governing the sport (e.g. FIBA, FIFA) and the decision will be communicated to the coaches, the ACAC Office and the sport SMT Convenor.
 - 1.2.5.** In the event the host team is responsible for the delay in the starting time of the competition, then the host team is responsible for any additional costs incurred by the Conference and/or host team.
 - 1.2.6.** In the event the visiting team is responsible for the delay in the starting time of the competition, then the visiting team responsible for additional costs incurred by the Conference and/or host team.
 - 1.2.7.** In the event the competition is postponed or cancelled, the following will apply:

- 1.2.7.1.** Results of sanctionable offences which occurred prior to the interruption will be enforced
- 1.2.7.2.** All statistics compiled prior to the interruption will be excluded from Conference records.

2. Postponement of a Scheduled ACAC Event

When either the host or visiting team becomes aware of a circumstance which will result in the postponement of an ACAC competition, subsequent to the start of or prior to an event, the following sequence should take place:

- 2.1.** As soon as it becomes apparent the event will not take place or be completed as scheduled, this shall be communicated to the officials and the affected coaches, the game day supervisor/athletics administrator, the sport's SMT Convenor and the ACAC Office.
- 2.2.** In the event the competition is postponed owing to the absence of officials, the host will contact the local official's assignor and inform the sport's SMT Convenor and the ACAC Office.
- 2.3.** The event will be re-scheduled by the athletic directors concerned on a mutually-agreeable date or barring a successful agreement, shall be referred to the VP, Operations for a decision to be made in consultation with both parties. It shall be the responsibility of the host to inform the SMT Convenor, the ACAC Office and the officials assignor.
- 2.4.** In the event the host team is responsible for the postponement of the competition, then the host team is responsible for any additional costs (officials, travel, accommodations, and meals), incurred by the Conference and/or host team.
- 2.5.** In the event the visiting team is responsible for the postponement of the competition, then the visiting team responsible for additional costs incurred by the Conference and/or host team.
- 2.6.** In the event neither team is deemed to be responsible for the postponement (e.g. Weather, absence of officials), all costs relating to re-scheduling the event shall be borne by those incurring the costs.
- 2.7.** Disputes over responsibility for postponement shall be referred to and be resolved by the Conference Executive Committee.

3. Cancellation of a Scheduled ACAC Event

When it becomes apparent a competition(s) cannot be re-scheduled owing to reasons beyond the control of the host member or the Conference, the Executive Committee shall convene a special session, at its earliest convenience, to consider the alternatives and the ramifications of any decision to cancel. This meeting shall involve the SMT Convenor of the sport concerned as well.

Section 12 Postponement or Cancellation of ACAC Tournaments and Meets

1. Inclement Weather

The following procedure shall be followed in the event that a tournament sports event cannot place due to extreme weather:

- 1.1.** In cases where weather causes the cancellation of a game or event, the travelling team will be responsible for their own expenses and the host team will pay any expenses associated with the hosting of the game or event.

(Original 1.1-1.5 deleted, and new 1.1 added December 2004)

2. Equipment Problems

The following procedure shall be followed in the event that a regular season or play-off tournament sport event must be interrupted because of an unforeseen circumstance such as a power failure or equipment malfunction:

- 2.1.** The home Athletics Director or designate shall attempt to rectify the situation within a one-hour time limit or a mutually agreed upon time.

- 2.2.** After one hour (or a mutually agreed upon time), the game or event shall be postponed and the ACAC Office will be advised.

2.2.1. Results of sanctionable offences that occurred prior to the interruption will be enforced.

2.2.2. All statistics (scoring, assists, etc.) compiled prior to the interruption will be excluded from Conference records.

- 2.3.** The event will be re-scheduled by the athletic directors concerned on a mutually-agreeable date or baring a successful agreement, shall be referred to the VP, Operations for a decision to be made in consultation with all participating parties. It shall be the responsibility of the host to inform the SMT Convenor, the ACAC Office and the official's assignor.

- 2.4.** In the event the host team is responsible for the postponement of the competition, then the host team is responsible for any additional costs (officials, travel, accommodations, and meals), incurred by the Conference and/or host team.

- 2.5.** The event will be replayed in its entirety.

3. Cancellation of a Scheduled ACAC Event

- 3.1.** When it becomes apparent a competition cannot be re-scheduled owing to reasons beyond the control of the host member or the Conference, the Executive Committee shall convene a special session, at its earliest convenience, to consider the alternatives and the ramifications of any decision to cancel. This meeting shall involve the SMT Convenor of the sport concerned as well.

Section 13 Format for Sending Game info to Statistician

1. **Immediate Reporting of Event Results**

- 1.1. Immediately following the game, host event staff or authorized personnel shall phone/e-mail score(s) to the designated ACAC statistician. The statistician, in turn, will relay this and other scores to the CP Wire Service, Edmonton and the ACAC Website.
- 1.2. Institutions which fail to report scores by phone or e-mail a minimum of one hour after the conclusion of each game to the ACAC statistician shall be assessed a fine of \$25.00 per occurrence. *(Added May 2006)*
- 1.3. Immediately following the conclusion of the event, in basketball and volleyball, the host institution shall web-sync the DakStats game, via internet, to the DakStats web site with game scores and team stats. *(Amended September 2005)*
- 1.4. **For basketball and volleyball**, institutions failing to web-sync game scores and stats to the DakStats web site by midnight following a game, shall be assessed a fine of \$25 per occurrence. *(Added September 2005)*
- 1.5. **Submission of Game/Stats Sheets:** Hosts are required to fax game sheets to the ACAC office by 12:00 pm on the first working day following the event. A fine of \$25.00 shall be assessed to any institution which fails to comply with this requirement.
- 1.6. **Submission of Game Sheets With Officials' Reports:** Hosts are required to submit game sheets and official's reports to the Commissioner, the ACAC office and the office of visiting team's Athletic Director by 12:00 pm on first working day following the infraction, including exhibition contests beyond the jurisdiction of the ACAC, where a major infraction resulting in a game ejection, technical or flagrant foul is called. A fine of \$25.00 shall be assessed to any institution which fails to comply with this requirement.
(Amended December 2008)
- 1.7. **Submission of Original Score Sheets:** Member institutions may present original score sheets to the ACAC Office at two distinct points in the season:
 1. at or before the December Conference Council meeting for first semester competitions, and
 2. on or before the March 31 for second semester and play-off competitions.

Section 14 Procedures for Accessing the Professional Development Fund

1. Purpose of the Fund

- 1.1.** The ACAC's professional development fund shall serve the following purposes:
- 1.1.1.** To assist interested athletic directors in financing his/her participation at Conferences or seminars of a nature such that said participation will result in real benefit to the ACAC.
 - 1.1.2.** To pay fees, or partial fees, of resource professionals required for ACAC professional development events.

2. Eligibility

- 2.1.** In respect to 1.1.1 above, candidates shall be athletic directors or Executive Committee members at ACAC membership institutions.

3. Selection Procedures

- 3.1.** Selection of candidates shall be done by the Conference Executive Committee.

4. Application Procedures

Application should be made in writing to the President and should include a letter of application plus all associated documents pertaining to the complete costs associated with the event and the request in particular at least six weeks prior to the professional development event for which the financial assistance is being requested.

- 4.1.** The amount for which the application shall be eligible is the cost of the registration fee, or a portion thereof, and shall be by way of reimbursement.

5. Post-Conference Procedures

- 5.1.** Participants shall be required to provide the Conference with an evaluation of the event attended. Said evaluation shall be submitted to the ACAC President within three weeks of the event in question.
- 5.2.** The participant's claim for reimbursement of the registration fee shall be submitted on the ACAC's standard expense claim form.

Article IV Operating Guidelines

Section 1 Responsibilities of the Host Athletic Director for ACAC Tournaments

1. Athletic directors serving as host for ACAC tournaments shall have the following responsibilities:
 - 1.1. Where the host athletic director is not also the SMT Convenor, the host athletic director, or designate, if the athletic director is not available, shall forward the proposed tournament format to the Convenor for approval;
 - 1.2. Shall obtain via questionnaire one month prior to the event, final participation commitments from those member institutions which made commitments at the Spring AGM. In the event an institution withdraws from the competition or decides to participate, the host should inform the ACAC Office accordingly.
 - 1.3. Where cancellation of the event is necessary due to unforeseeable circumstances, the procedure described in Article III, Section 12 shall be implemented;
 - 1.4. Shall arrange for all required major and minor officials;
 - 1.5. Shall provide all necessary score and summary sheets;
 - 1.6. Shall contact the previous winner(s) of the team trophies available for the sport in question to assure they are available for presentation at the conclusion of the current tournament (see also Operating Code, Article II Section 2, Item 6);
 - 1.7. Shall arrange for appropriate facilities and equipment;
 - 1.8. In the event there is no prescribed "host hotel" in the host community, provide participating institutions with a list of appropriate hotels/motels for accommodation purposes;
 - 1.9. Shall arrange for a hospitality room for visiting athletic directors, coaches and dignitaries;
 - 1.10. Shall provide a portable or fixed bulletin board, convenient to the tournament site, for the posting of tournament results, announcements and other relevant information;
 - 1.11. Shall arrange for pre-Tournament and post-Tournament publicity;
 - 1.12. Shall arrange for tournament special events such as luncheons, banquets or pubs, where applicable;
 - 1.13. In consultation with the SMT Convenor, shall confirm the eligibility of all participants by reviewing the eligibility certificate(s) posted by participating member institutions on the Conflink eligibility system;

- 1.14.** In consultation with the SMT Convenor and the ACAC Office, shall arrange for all individual awards and team trophies to be suitably presented at the close of the tournament;
- 1.15.** Shall provide the ACAC Office (technical assistant) with initial results during the tournament and all final all results of the competition immediately upon the conclusion of the event.

Section 2 Responsibilities of Sport Management Team (SMT) Convenors for ACAC Tournament Sports

- 1.** Sport Management Team (SMT) Convenors of ACAC tournament sports shall have the following responsibilities:
 - 1.1.** Where the Convenor is not also the host athletic director, the Convenor shall:
 - 1.1.1.** Where possible assist in the organization and administration of the Tournament;
 - 1.1.2.** Establish the Tournament format in consultation with the host athletic director.
 - 1.2.** Shall chair Coaches' Meeting during the course of the Tournament and distribute the minutes of said meeting to all member institutions and the ACAC Office.
 - 1.3.** Shall present a report at the December Council Meeting or May AGM (depending on the sport) which shall include recommendations for revisions to the Operating Code and observations of unusual occurrences, incidents and administrative problems encountered during the past year in the sport in question;
 - 1.4.** Where the event originally scheduled has been postponed due to unforeseeable circumstances, the Convenor shall participate in the determination of the new competition date (see Operating Code Article III, Section 11, Item 2.3).
 - 1.5.** Shall interpret ACAC sport specific rules and policies when requested to do so by a coach or athletic director.
 - 1.6.** Shall arrange, in consultation with the host and P.S.O., for the appointment of appropriate officials (where necessary) for ACAC tournament events.
 - 1.7.** Shall arrange for the transportation and delivery of trophies to the championship host site.
 - 1.8.** In conjunction with the tournament host, shall establish the Tournament draw and play-off format and ensure that all tournament preparations are in place.
 - 1.9.** Shall arbitrate any disputes which may arise during the ACAC tournament event.
 - 1.10.** Shall represent or, in consultation with the Tournament host and the ACAC Office, appoint a designate to represent the Conference at tournament championship meetings, banquets, functions, etc.
 - 1.11.** Shall participate in the awards ceremony following the final championship match of the Tournament.
 - 1.12.** Shall act as Conference liaison with PSO's and represent the ACAC at PSO annual general meetings as designated by the Conference.
 - 1.13.** Shall initiate and/or assist in ACAC developmental activities for this sport.
 - 1.14.** Shall perform such special functions from time to time as may be requested by the President.

Section 3 Responsibilities of Sport Management Team (SMT) Convenors of League Sports

1. Sport Management Team (SMT) Convenors of team sports shall have the following responsibilities:
 - 1.1. **Coaches Meetings:** Shall chair an annual coaches meeting in December of each academic year and distribute the minutes of this meeting to all member institutions. Additional meetings in person or via conference call may be held at the discretion of the Convenor and the coaches;
 - 1.2. **Reports to Conference Council:** Shall present a report at the Spring AGM which shall include recommendations for revisions to the Operating Code and observations of unusual occurrences, incidents and administrative issues encountered during the past year;
 - 1.3. **Minor Officials Handbooks:** Shall provide the ACAC Office with an edited version of the Minor Officials Handbook (as applicable) each August.
 - 1.4. **Re-Scheduling Postponed/Cancelled Events:** Where the contest originally scheduled has been postponed due to unforeseeable circumstances, the convenor shall participate in the determination of the new competition date (see Operating Code Article III Section 11, Item 2.3).
 - 1.5. **Scheduling/Play-offs:** Shall, in consultation with the play-off host(s) and the ACAC Office, ensure that schedules are set and all preparations are in place.
 - 1.6. **Play-off Awards**
 - 1.6.1. Shall contact the previous winner(s) of the team trophies available for the sport in question to assure they are available for presentation at the conclusion of the current tournament (see also Operating Code Article II, Section 2, Item 6);
 - 1.6.2. Shall represent or, in consultation with the Championship host(s) and the ACAC Office, appoint a designate to represent the Conference at championship meetings, banquets, functions, etc.
 - 1.6.3. Shall participate in the awards ceremony following the ACAC Championship match.
 - 1.7. **Attendance at PSO Meetings:** Shall act as the Conference liaison with P.S.O.'s and represent the ACAC at P.S.O. general meetings.
 - 1.8. Shall initiate and/or assist in ACAC developmental activities for the sport.
(Amended section May 2005)
 - 1.9. Shall perform such special functions from time to time as may be requested by the President.

Section 4 Responsibilities of Institutions Participating in ACAC Tournament Sports

- 1.** Member institutions participating in ACAC tournaments shall have the following responsibilities:
 - 1.1.** Shall forward confirmation of entry, (on the designated forms) as prescribed in advance of the event, via the questionnaire received from the host athletic director;
 - 1.2.** Shall attend the coaches' meeting (coach and/or athletic director) at the time and date specified by the host athletic director and/or Convenor;

- 2. Athletic Department Publications**
 - 2.1.** Use of the ACAC logo on all athletic department promotional materials is required.
 - 2.2.** Use of the Alberta Sport, Recreation, Parks and Wildlife Foundation (ASRPWF) logo on athletic department publications is encouraged by the Conference.
 - 2.3.** Use of ACAC logo, the CCAA logo, the ASRPWF logo and logos of all Conference corporate sponsors are required on all game day programs.
 - 2.4.** Exclusive use of "Championship Partner" corporate logos is required on all ACAC Championship publications.
 - 2.5.** Any use of the ACAC logo for publications and/or promotional purposes by those other than members or their representatives must receive approval from the ACAC Executive Committee.
 - 2.6.** Use of ACAC corporate sponsor logos on all college athletic department promotional materials is encouraged

Section 5 Responsibilities of Institutions Participating in ACAC League Sports

1. Basketball Standards

1.1. Each host institution shall provide a(an):

1.1.1. strategy room for each team

1.1.2. chalk/white board in the room

1.1.3. qualified timer

1.1.4. qualified scorer

1.1.5. qualified shot clock/timer

1.1.6. qualified statistician

1.1.7. minimum of 6 practice balls for visiting teams

1.1.8. announcer

1.1.9. game day program noting team rosters and ACAC sponsors

1.1.10. **Video Taping procedures**

(Added December 2007) – to be effective September 2008

1.1.10.1. For all ACAC league and conference playoff basketball games, the home team shall provide a copy of the games on a DVD for all participating teams of both semi-final games within one hour concluding the last semi-final game.
(Amended May 2009)

1.1.10.2. The host institution will supply the blank DVDs for all applicable games played at their institution.

1.1.10.3. The host institution will conduct a test of the taping equipment/procedure/process no later than ten minutes prior to the start of the game/match and assure the visiting team that the recording device is operational.

1.1.10.4. If only one copy of the DVD was functional during the women's game/match, every effort must be made to create another copy to be available to the visiting coach by the end of the men's game. If this is not possible, the visiting team will be provided with the one copy that did record. The visiting team will be asked to produce a copy for the host institution and courier the DVD, at the expense of the host institution, to be received by the athletic department of the host institution by 4:30 pm on the Wednesday following the day of the game.

1.1.10.5. A fine of \$100.00 will be applied to the host institution for failing to produce and provide a DVD of the game/match to the visiting team.

1.1.10.6. A fine of \$50.00 will be applied to the visiting team should they fail to have the copied DVD sent to the host athletic department by 4:30 pm on the Wednesday following the day of the game.

1.2. Basketball videotaping guidelines

1.2.1. The camera should be set up as near centre court and as high up in the bleachers as possible to capture a panoramic a view, keeping the ball and players in view with the basket

1.2.2. The camera must not be fixated on one position on the court and left unmanned; an operator will be required to follow the play as accurately as possible

1.2.3. The operator must zoom in on the scoreboard as often as possible. The optimal times for this are at half-time but also at every time out called on the floor. Once the score has been recorded at half time or during a time out, the camera should be paused until the action resumes. As the game nears its conclusion, it would be helpful to capture views of the scoreboard before free throw attempts.

1.2.4. Immediately after the game, the DVD is to be initialled and marked with the date, opponent, gender and sport.

2. Hockey Standards

2.1. Each host institution shall provide:

2.1.1. a qualified timer;

2.1.2. a qualified scorer;

2.1.3. two qualified goal judges (men's hockey only);

2.1.4. an announcer;

2.1.5. a game day program noting team rosters and ACAC sponsors;

2.1.6. warm-up pucks;

2.1.7. equipment storage.

3. Volleyball Standards

3.1. Each host institution shall provide a(an):

3.1.1. strategy room for each team;

3.1.2. chalk/white board in the room;

3.1.3. qualified scorer and statistician;

-
- 3.1.4. qualified linespersons;
 - 3.1.5. three ball crew;
 - 3.1.6. practice balls;
 - 3.1.7. announcer;
 - 3.1.8. game day program noting team rosters and ACAC sponsors.

3.1.9. Video Taping procedures

(Added December 2007) – to be effective September 2008

- 3.1.9.1. For all ACAC league and conference playoff volleyball matches, the home team shall provide a copy of the match on a DVD to all participating teams of both semi-final games within one hour concluding the last semi-final match. *(Amended May 2009)*
- 3.1.9.2. The host institution will supply the blank DVDs for all applicable games played at their institution.
- 3.1.9.3. The host institution will conduct a test of the taping equipment/procedure/process no later than ten minutes prior to the start of the game/match and assure the visiting team that the recording device is operational.
- 3.1.9.4. If only one copy of the DVD was functional during the women's game/match, every effort must be made to create another copy to be available to the visiting coach by the end of the men's game. If this is not possible, the visiting team will be provided with the one copy that did record. The visiting team will be asked to produce a copy for the host institution and courier the DVD, at the expense of the host institution, to be received by the athletic department of the host institution by 4:30 pm on the Wednesday following the day of the game.
- 3.1.9.5. A fine of \$100.00 will be applied to the host institution for failing to produce and provide a DVD of the game/match to the visiting team.
- 3.1.9.6. A fine of \$50.00 will be applied to the visiting team should they fail to have the copied DVD sent to the host athletic department by 4:30 pm on the Wednesday following the day of the game.

3.2. Volleyball videotaping guidelines

- 3.2.1. When videotaping a volleyball match, the angle of viewing should be such that the best possible view for that institutional situation be used for the benefit of both coaches. The ideal viewing angle is directly behind the end line where the entire court can be seen.

3.2.2. If the view must be from the side, then a wide-angle lens should be used to capture the entire court.

3.2.3. The camera should be static and not follow the ball.

4. General Standards

4.1. Each host institution shall provide benches for both teams.

4.2. Institutions participating in all sports must have an established procedure for handling medical emergencies which must include transportation to further medical attention if necessary. It is recommended that a medical doctor be present at each hockey contest.

5. Athletic Department Publications

5.1. Use of the ACAC logo on all athletic department promotional materials is required.

5.2. Use of the Alberta Sport, Recreation, Parks and Wildlife Foundation (ASRPWF) logo on athletic department publications is encouraged by the Conference.

5.3. Use of ACAC logo, the CCAA logo, the ASRPWF logo and logos of all Conference corporate sponsors are required on all game day programs.

5.4. Exclusive use of "Championship Partner" corporate logos is required on all ACAC Championship publications.

5.5. Any use of the ACAC logo for publications and/or promotional purposes by those other than members or their representatives must receive approval from the ACAC Executive Committee.

5.6. Use of ACAC corporate sponsor logos on all college athletic department promotional materials is encouraged.