

---

# Operating Code

of the

## Alberta Colleges Athletic Conference



### *Changes/Updates*

May 2009  
September 2009  
October 2009  
November 2009  
January 2010  
February 2010  
March 2010  
May 2010  
June 2010  
October 2010  
November 2010  
December 2010  
February 2011  
April 2011  
June 2011  
August 2011  
September 2011  
October 2011  
November 2011  
December 2011

Adopted: September 1982  
Latest Revision: December 2011

---

## Table of Contents

<i>Mission Statement, ACAC Vision Statement, ACAC Core Values, ACAC Guiding Principles.....</i>	4
<b>Article I Operating Rules .....</b>	<b>5</b>
<i>Section 1 Definitions .....</i>	5
<i>Section 2 Adoption and Amendment of the Operating Code.....</i>	6
<i>Section 3 Code of Ethics.....</i>	7
<i>Section 4 Sanctioned Sports .....</i>	11
<i>Section 5 Rules of Eligibility.....</i>	13
<i>Section 6 Financial Assistance to Athletes .....</i>	27
<i>Section 7 Recruiting.....</i>	28
<i>Section 8 Spectator Control .....</i>	31
<i>Section 9 Conference Schedules.....</i>	32
<i>Section 10 Conference Championship Tournaments.....</i>	34
<i>Section 11 General Rules for Tournament Sports.....</i>	35
<i>Section 12 General Rules for League Sports.....</i>	39
<i>Section 13 Specific Rules by Sports .....</i>	45
<i>Badminton .....</i>	45
<i>Basketball .....</i>	49
<i>Cross Country Running.....</i>	58
<i>Curling.....</i>	65
<i>Futsal .....</i>	69
<i>Golf.....</i>	76
<i>Men's Hockey.....</i>	83
<i>Women's Hockey.....</i>	90
<i>Soccer .....</i>	97
<i>Volleyball.....</i>	107
<b>Article II Operating Policies .....</b>	<b>117</b>
<i>Section 1 Conference Travel and Subsistence Allowances.....</i>	117
<i>Section 2 Conference Awards.....</i>	121
<i>Section 3 Summary of Fines and Deposits Related to Operating Code Articles .....</i>	126
<i>Section 4 Passes.....</i>	129
<i>Section 5 Harassment Policy.....</i>	131
<i>Section 6 Hazing Policy .....</i>	135
<b>Article III Operating Procedures .....</b>	<b>137</b>
<i>Section 1 Report and Investigation of Alleged Violation(s).....</i>	137
<i>Section 2 Manifest Hardship.....</i>	141

<i>Section 3</i>	<i>Protest Procedures .....</i>	<i>143</i>
<i>Section 4</i>	<i>Appeal Policy .....</i>	<i>145</i>
<i>Section 5</i>	<i>Interpretation Procedures and Communications with the Commissioner's Office.....</i>	<i>151</i>
<i>Section 6</i>	<i>Disposition of Disciplinary Cases Resulting from Game Action.....</i>	<i>153</i>
<i>Section 7</i>	<i>Men's and Women's Basketball Awards.....</i>	<i>155</i>
<i>Section 8</i>	<i>Men's and Women's Golf Award.....</i>	<i>157</i>
<i>Section 9</i>	<i>Men's and Women's Hockey Awards.....</i>	<i>158</i>
<i>Section 10</i>	<i>Men's and Women's Volleyball Awards .....</i>	<i>161</i>
<i>Section 11</i>	<i>Men's and Women's Soccer Awards.....</i>	<i>163</i>
<i>Section 12</i>	<i>ACAC Overall Athletes of the Year – Male &amp; Female.....</i>	<i>167</i>
<i>Section 13</i>	<i>Delay/Postponement/Cancellation of an ACAC Event.....</i>	<i>169</i>
<i>Section 14</i>	<i>Format for Sending Game info to Statistician .....</i>	<i>173</i>
<i>Section 15</i>	<i>Procedures for Accessing the Professional Development Fund .....</i>	<i>174</i>
<b>Article IV</b>	<b>Operating Guidelines .....</b>	<b>175</b>
<i>Section 1</i>	<i>Responsibilities of the Host Athletic Director for ACAC Tournaments .....</i>	<i>175</i>
<i>Section 2</i>	<i>Responsibilities of Sport Management Team (SMT) Convenors for ACAC Tournament Sports.....</i>	<i>177</i>
<i>Section 3</i>	<i>Responsibilities of Sport Management Team (SMT) Convenors of League Sports.....</i>	<i>179</i>
<i>Section 4</i>	<i>Responsibilities of Institutions Participating in ACAC Tournament Sports .....</i>	<i>180</i>
<i>Section 5</i>	<i>Responsibilities of Institutions Participating in ACAC Tournament Sports .....</i>	<i>181</i>

---

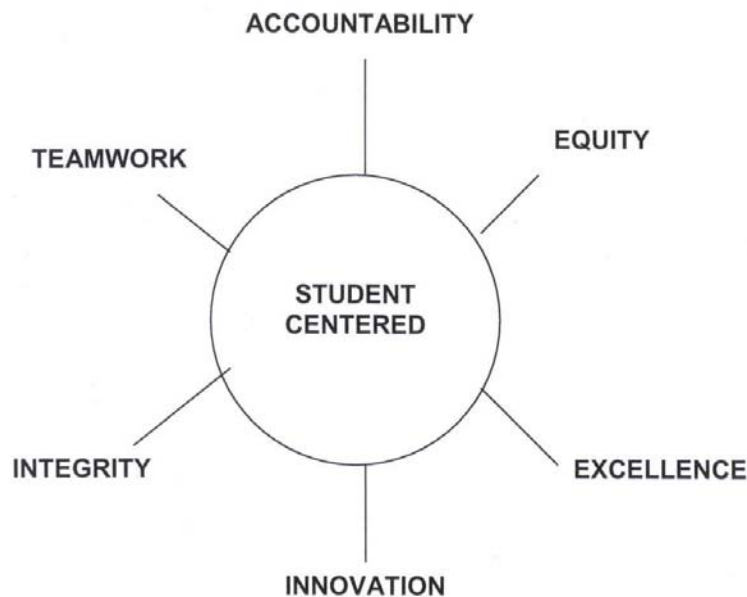
## Mission Statement

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)*

## 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 who is enrolled full-time in post secondary courses at an accredited post-secondary institution. High school students are considered secondary students and are ineligible to compete on ACAC teams.  
  
A student-athlete's academic transcript is the official record to be used when determining and monitoring a student-athlete's status with respect to ACAC and CCAA course load and academic standing requirements. *(Amended April, 2011)*
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. References to "proper authority" are to a majority vote of the members of Conference Council.
10. A direct scholarship shall be one that uses athletic participation as the limiting criterion.
11. The indication of "in attendance" shall be that the student athlete is actually attending classes on a regular basis.
12. The official ACAC colour shall be Pantone Blue 300.
13. The definition of a contest: any game/match exhibition, scrimmage, joint practice session involving two or more intercollegiate teams. *(Added May 2005)*
14. The definition of a non-conference game: any game not including ACAC regular season or playoff game. *(Added May 2005)*

*(Numbering Amended April, 2011)*

## **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 Member Institutions. 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. *(Amended April, 2011)*
- 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 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. *(Amended April, 2011)*
- 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 be eligible for ACAC competition, a student-athlete must be enrolled as a full-time student in post secondary courses, in the semester of participation, at the accredited post-secondary institution for which they represent. *(Added June, 2011)*
- 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 eligible for ACAC competition, a student-athlete must be enrolled as a full-time student in post secondary courses, in the semester of participation at the accredited post-secondary institution for which they represent. *(Amended June 2011)*

**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 institution's 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)*

**1.1.1.3. Academic Upgrading Programs:** The ACAC recognizes that some students may not be fully prepared to enter a post-secondary program and member institutions offer academic upgrading programs to assist in this transition.

A student-athlete enrolled in 3 courses totaling 9 or more credits in an academic upgrading program, in a single semester, are considered eligible. A student-athlete may be enrolled in two consecutive semesters of 9 or more credits in an academic upgrading program in the same academic year.

A student-athlete, who is partially enrolled in an academic upgrading program, in a single semester, must be enrolled in a minimum of 2 courses totaling 6 or more credits of post-secondary level courses to be considered eligible.

A student-athlete is permitted to compete for only one academic year within their five years of eligibility while enrolled in an academic upgrading program.

English as a Second Language students are considered eligible under similar conditions. *(Added June, 2011)*

**1.1.1.4. Students With Disabilities:** In recognition of the fact it is the duty of each ACAC member institution to provide reasonable accommodation and protected grounds under Canadian human rights legislation, full-time status for students with disabilities shall be determined by the ACAC member institution. (Note: This article applies to CCAA members as well). *(Added October 2011)*

**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 a student-athlete's experience can and should contribute to the participant's education and personal development;  
*(Amended June 2011)*

**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. To be eligible for ACAC competition, a student-athlete must be enrolled as a full-time student in post secondary courses, in the semester of participation at the accredited post-secondary institution for which they represent. *(Amended June 2011)*

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**

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. Therefore, the academic progress of a second semester student athlete must be measured at the completion of the subsequent fall semester to determine eligibility for the winter semester and again by August 31<sup>st</sup> to determine eligibility for the fall semester. If the student athlete does NOT earn the required 6 credits (or equivalents) between Sept. to Dec., the student athlete is immediately ineligible for participation in the winter semester and the Reinstatement Rule is applied.

Academic progress is measured again by August 31<sup>st</sup> to determine if the student-athlete has earned the required credits over the academic year. The Athletic Director is also responsible for measuring the student-athlete's eligibility against any new eligibility rules that are effective for the upcoming year. 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 his/her institution to participate in the January – April semester. A student-athlete in a post-graduate degree program must have the graduate office/registrar confirm full-time status to be eligible to participate in the subsequent academic year. *(Amended August, 2011)*

**1.1.3.2. One Semester Participation**

To be a student in good standing, a student-athlete must pass a minimum of 3 courses or nine (9) credit hours during the academic semester in which they participated. A student-athlete who enrolls for the first time in an academic year in January and begins playing for an ACAC 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.

Academic eligibility for a one semester participant is assessed at the conclusion of the academic year, August 31<sup>st</sup>. If the student athlete fails to earn the 18 credits over the academic year or 9 credits in the semester of participation, the Reinstatement Rule is applied on August 31<sup>st</sup> and participation in the subsequent fall semester is denied. *(Amended August, 2011)*

A student-athlete who begins play for an ACAC team in September (participates for one semester) must pass a minimum of either:

- 1) 18 credit hours over the full academic year, or
- 2) 9 credit hours in the semester of participation in order to be eligible to participate in the subsequent academic year. A student athlete in a post graduate degree program must have the graduate office/registrar confirm full-time status to be eligible to participate in the subsequent academic year. *(Amended August, 2011)*

**1.1.4. Re-instating Academic Eligibility:** A student athlete who is not academically eligible may only practice and may not compete in any non-conference, league or championship events. To re-establish academic eligibility, the student must meet one of the conditions outlined in either 1.1.4.1 OR 1.1.4.2. *(Amended April, 2011)*

**1.1.4.1.** Have completed one (1) academic semester at an accredited post-secondary institution with a minimum of nine (9) credits passed in a single semester to be eligible to participate in the subsequent semester. In the event that the student-athlete is registered in any combination of full year and half year courses in September to December semester where they are trying to regain academic eligibility to participate in the January to April semester, the student-athlete must be registered full-time (1 half year course and 2 full year courses or two half year courses and one full year course) to be eligible to participate in the January to April semester. A post-graduate degree student must have completed one (1) academic semester at an accredited post-secondary institution with full-time status being reinstated by the graduate office/registrar. *(Added December, 2010)*

**1.1.4.2.** Have not participated at a post-secondary institution in the twelve (12) months immediately prior to the date of current registration. Please note that this reinstatement clause can be used by any student-athlete only once during their 5 years of athletic eligibility.

**1.1.4.2.1.** Interpretation: A student-athlete who did not participate for 12 months following being declared academically ineligible (regardless of enrolment or non-enrolment status) may begin participation following the 12 months (to be used only once during the student-athlete's five years of athletic eligibility)

*(Added December, 2010)*

**1.1.4.3.** Interpretation of re-instating academic eligibility

**1.1.4.3.1.** ACAC student-athletes are governed by the rules in effect at the time of their current participation.

Interpretation: This rule applies to all student athletes who have participated or who are participating in ACAC sports.

Exception: Student-athletes who have become academically ineligible prior to the implementation of this rule will be governed by the provisions of this rule for purposes of re-instatement of academic eligibility.

**1.1.4.3.2.** The Student-athlete who becomes academically ineligible is subject to the re-instatement policy in the semester following being declared academically ineligible.

*(Added December, 2010)*

- 1.1.5. Collaborative Academic Programs of Study:** Student-athletes enrolled full-time (minimum of 9 credits per semester) in an ACAC-recognized collaborative program of a member institution are eligible to participate.

It is understood that the student-athlete's registration is considered full-time as determined by that member institution with which he/she is playing though the student-athlete may be actually registered in any particular term at the collaborative partner institution.

*(Amended June 2011)*

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

- 1.1.6. Registration of a Collaborative Program of Study:** Institutions must register their collaborative programs of study by September 1 of each year with the ACAC office. This registration shall be in writing with an approval signature of the member institution's Senior Students Services Officer or equivalent.

For ACAC participation purposes the membership has determined that a Collaborative Program of Study must meet all of the following criteria:

- a) The ACAC member institution must publish the program of study in its academic calendar as collaborative with an individual partner institution.
- b) At least 50% of the collaborative program must be delivered on the ACAC member institution's campus.
- c) A copy of an agreement outlining the collaborative nature of the program between the two partner institutions is available if requested by the ACAC office. *(Amended June 2011)*

- 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. 12 months will commence at the end of the semester the student athlete is registered in whether or not the student athlete completes the semester academically. *(Amended March 2010)*

## **1.2. Amateur Status**

The ACAC follows the CCAA Amateur Professional status rules as stated in Article 5, Section 11 of the CCAA Operating Code with the following modifications:

- 1.2.1.** 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 participated in any league classified as professional and shall:
1. be eligible to participate upon entry
  2. not be charged with any years of eligibility
- 1.2.2.** For ACAC men's hockey, a student-athlete shall not lose eligibility for any years of participation as a professional athlete, effective January 2003. *(Amended February 2010)*

## **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.** 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). *(Amended November 2011)*
- 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, CATA athletic therapist 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. *(Amended April, 2011)*
- 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.** Transferring Between ACAC and/or CCAA Member Institutions

**1.5.1.1.** A student-athlete who, between the end of one academic year and the beginning of the next and, for the first time in his/her post-secondary career, transfers from one ACAC or CCAA institution to another ACAC or CCAA institution, is eligible to compete immediately provided that all other eligibility criteria are met. That is, he/she is eligible to compete and is not required to sit-out one year (365 days) from the date of his/her last league/play-off game participation.

**1.5.1.2.** A student-athlete who, between the end of one academic year and the beginning of the next and, who for the second, third or fourth time in his/her post-secondary career, transfers in the same sport from one ACAC or CCAA institution to another ACAC or CCAA institution, is ineligible to compete for one year (365 days) from the date of his/her last league/play-off game participation.

NOTE: The following types of transfers are not subject to article 1.5.1.2, above:

- a) Transfers that take place between two post-secondary institutions outside of the ACAC and/or CCAA.
- b) Transfers that come from a post-secondary institution outside of the ACAC or CCAA (e.g., Canada West) to a CCAA institution.
- c) Transfers from an institution where the student-athlete did not participate.
- d) Transfers by student-athlete graduates who decide to attend another institution to pursue a post-graduate program of study.
- e) Transfers by student-athletes involved in joint cooperation programs between two institutions where one has to transfer to that specific institution to complete his/her education.
- f) Transfers occurring after a student-athlete does not enroll at a post-secondary institution for one year (365 days) and then enrolls at a different institution.

**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 scheduled competitions until his/her transfer status has been determined in accordance with this section. The following procedures must be followed: *(Amended December 2011)*
- 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 Tuesday an updated list of eligible athletes by transfer. Deadline for receipt of completed Forms for weekend eligibility shall mirror the main and supplemental eligibility deadlines. *(Amended December 2011)*
- 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 (DD/MM/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 10
- 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 1<sup>st</sup> and January 15<sup>th</sup>, 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 \$100.00 per day for late eligibility forms, to a maximum of \$500.00. This fine shall apply only to Main Lists. *(Amended November, 2010)*

### **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. To be eligible for ACAC competition, a student-athlete must be enrolled as a full-time student in post secondary courses, in the semester of participation at the accredited post-secondary institution for which they represent. *(Amended June 2011)*
- 3.2. CCES Drug Education Requirement: In order to be eligible for regular season competition, a student-athlete must have completed the CCES Drug Education program. Should a member have submitted an eligibility form prior to all roster athletes completing the course, a revised copy of the eligibility form, clearly indicating completion of the requirement, must be signed off by the Athletic Director and submitted by fax to the ACAC Office PRIOR to the game being played and, in the event of weekend competitions, PRIOR to the end of the business day at 4:00 PM Friday. *(Amended September 2011)*

Note: the form need only be signed by the Athletic Director if an eligibility form has already been submitted for that athlete with both the Athletic Director's and Registrar's signature. *(Amended September 2011)*

In the case of a student-athlete who commences participation in the second semester, compliance must be registered in the ACAC Office at least 24 hours prior to the game in question as per OC, Art. I, Sec. 5, 2.6.1. *(Added September 2011)*

Failure to do so shall be deemed to be an administrative error subject to the sanction outlined in OC, Art. I, Sec. 5, 10.2. To clarify, should an athlete or athletes be found to be in non-compliance, the offending member shall be subject to a fine of \$500 for the first occurrence, with the fine increasing by \$500 for each subsequent occurrence within the same academic year (e.g. \$1,000 for a second occurrence and \$1,500 for a third and any other subsequent occurrence between September 1 and August 31) *(Amended December 2011)*

Note: An occurrence should be defined by the submission of an eligibility or supplemental eligibility form regardless of the number of athletes affected. Multiple ACAC contests subject to the same error will be treated as a single occurrence. *(Amended December 2011)*

### **3.3. 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:

- 3.3.1. they have been officially accepted by the institution
- 3.3.2. they have registered in the required number of courses to constitute full-time studies
- 3.3.3. they have completed the CCES Drug Education *(Added September 2011)*

**3.4. Fall (1<sup>st</sup> 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 15<sup>th</sup> 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 General Manager.
- 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 the following of non-Canadian players for an ACAC league or play-off game:

Use of Non-Canadian Athletes

Basketball	2 non-Canadians
Volleyball	2 non-Canadians
Soccer	3 non-Canadians
Futsal	2 non-Canadians
Hockey	3 non-Canadians

*(Amended June 2011)*

**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.** Use of an Ineligible Student-Athlete

Where it has been determined that a member institution is in violation of the rules of eligibility and has used an ineligible student-athlete, other than as identified in Article 10.2, the Commissioner shall exercise his or her discretion to determine an appropriate sanction. *(Amended October 2011)*

**10.2.** Administrative Ineligibility

Where it has been determined that a member institution is in violation of the rules of eligibility by virtue of an administrative error that renders ineligible a student-athlete who would otherwise have been eligible, the Commissioner shall issue a fine of \$500 for the first occurrence, with the fine increasing by \$500 for each subsequent occurrence within the same academic year (e.g. \$1,000 for a second occurrence and \$1,500 for a third and any other subsequent occurrence between September 1 and August 31) *(Amended December 2011)*

Note: An occurrence should be defined by the submission of an eligibility or supplemental eligibility form regardless of the number of athletes affected. Multiple ACAC contests subject to the same error will be treated as a single occurrence. *(Amended December 2011)*

## 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.
- 1.3. The provision of any equipment, clothing or footwear is not considered financial aid provided that it is, of equal value, purchased for all team members and that these purchases flow through the normal purchasing procedures of the institution. *(Added December 2011)*

### 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. Violations:** The Recruiting Rules are in place to protect the integrity of the ACAC. Violations of these rules are serious offences. Any ACAC member should bring to the attention of the ACAC President accusations of recruiting violations with supporting documentation. The ACAC President must refer recruiting violations to the ACAC Commissioner who will investigate and report the findings to all ACAC members. An escalating severity of consequences scale is recommended and is to be applied at the discretion of the Commissioner.  
*(Amended November, 2010)*
- 1.2. 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.
- 1.3. Hosting High School Tournaments:** No member institution shall host a tournament involving high school athletes without first obtaining the sanction of the appropriate high school athletic association. *(Amended March 2010)*
- 1.4. 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.
- 1.5. 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.
- 1.6. 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:
- 1.6.1.** 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 1.6.2 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.

- 1.6.2.** 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.

**1.7. Offers and Inducement**

- 1.7.1.** When recruiting student-athletes an ACAC member may provide the prospective recruit with institutional merchandise not exceeding a value of \$50 (CDN) over and above what is provided to the general prospective student population. *(Amended December, 2010)*

**1.8. Recruiting Trips and Travel**

- 1.8.1.** Funding of liaison/recruiting trips for prospective athletes is acceptable, however the ACAC limits a member's institution or its representatives to finance only one visit on campus, prior to August 1<sup>st</sup>, for any prospective athletes. The expenses covered by the institute would be limited to transportation, meals and accommodation.

*(Amended December, 2010)*

- 1.8.2.** 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**

For-the purpose of determining the precise games where sanctions are applicable and resulting suspensions must be served, games added to a team’s non conference schedule and date stamped on the ACAC Conf link the day of the infraction or there after cannot be used to serve the suspension. This shall apply to the following sports: basketball, hockey, soccer and volleyball. *(Amended March 2010)*

**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.
4. **Wildcard Bids:** In order to meet CCAA rules regarding Conference endorsement of a maximum of one (1) wildcard bid per sport per year from eligible conference, the ACAC will endorse the highest finishing team at the Conference Championships who:
  - 4.1 Did not receive an automatic berth (e.g. gold and possibly silver medalists)
  - 4.2 Has submitted to the CCAA as per the CCAA guidelines, a wildcard application form.

*Notation: It is up to each individual institution that are applying for a wildcard bid to send all relevant information directly to the CCAA by their established deadlines.*

*(Added May 2010)*

## 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, golf and futsal. *(Amended May 2010)*

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 General Manager.

4.3.3. The General Manager 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 General Manager shall document the complaint in writing (regardless of whether there is communication with the officials' association concerned) and submit the document to 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. Budget**

- 8.1.** 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.

**9. Outside Facilities**

- 9.1.** 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.
- 9.2.** 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.

**10. Sport Management Team (SMT) Convenors**

- 10.1.** SMT Convenors shall liaise with the host athletic director to confirm details regarding facilities, scheduling and officials.
- 10.2.** 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.
- 10.3.** SMT Convenors shall ensure that final results are transmitted to the ACAC Office (Technical Assistant) immediately upon completion of the event.

**11. Ejection and/or Suspension**

- 11.1.** 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.
- 11.2.** 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 General Manager in consultation with the appropriate sport 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 15<sup>th</sup> 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.

- 2.2.1. All exhibition games/tournament schedules are to be posted on the ACAC Conflink system 48 hours prior to game time. Institutions who fail to post schedules on the ACAC Conflink system 48 hours prior to game time shall be assessed a fine of \$25.00 per game, to a maximum of \$250.00 in the case of a tournament.

---

Note: In the event of a tournament, a skeleton schedule must be posted  
(Added April, 2011)

2.2.2. All exhibition games/tournament scores are to be posted on the ACAC Conflink system by 4 pm on the second business day following the competition. Institutions who fail to post scores shall be fined \$25.00 per game, to a maximum of \$250.00 in the case of a tournament.  
(Added April, 2011)

**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 league team shall have two sets of uniforms; one basically light and the other basically dark in colour. The home team will wear light and the visiting team will wear dark, excepting that:

**3.1.1.** On weekends where one institution hosts both matches, the home team will wear light and the visiting team will wear dark on the first day, and the home team will wear dark and the visiting team will wear light on the second day.  
(Amended November 2011)

### 4. Officials

**4.1.** Major officials for all Conference league sports games shall be arranged by the ACAC Office in consultation with the General Manager 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 General Manager.

**4.6.3.** The General Manager 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 General Manager shall document the complaint in writing (regardless of whether there is communication with the officials' association concerned) and retain the document in the ACAC Office and copy the athletic director who forwarded the complaint. *(Added May 2004, amended Feb., 2011)*

**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 1.10. *(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 hockey .....30

**5.6.3.** To each member entered in women's & men's volleyball .....30

**5.6.4.** To each member entered in soccer .....16

**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.
- 12.2. Full year league sports (Hockey, Basketball and Volleyball) will have 2 coaches meetings per year. The first meeting is to be held in December as a face to face meeting and the second meeting in early March via a conference call. The Convenor of the SMT and appropriate Committee Chair (Court Sports, Non-Court Sports) for each sport will select the dates by May 31<sup>st</sup> of the previous year for both meetings. *(Amended June 2010)*

**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

*(Amended June 2011)*

- 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 unless otherwise indicated in ACAC Operating Code.

- 1.3. **Shuttlecocks:** Nylon Feather shuttlecocks use shall be unacceptable for all ACAC competitions.

- 1.4. **Playing Attire:** For all competition, 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.

- 1.6. **Team Roster Size:** For all ACAC Badminton tournaments, a maximum of five (5) men and five (5) women are eligible to participate per institution.

#### 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	Individual Tournament
Tournament #3	Individual Tournament
Tournament #4	Individual Tournament

---

Tournament #5 Individual Events Nationals Qualifying & Team  
Championships *(Amended May 2010)*

- 3.1. **Hosting Qualification:** Any institution hosting a tournament must have a minimum of six (6) unobstructed courts. *(Amended May 2010)*
4. **Individual Tournament Format** *(Amended June 2011)*
  - 4.1. The individual events will consist of a series draw 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 16<sup>th</sup> 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 8<sup>th</sup> 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.
  - 4.2. **Entries:** For individual event tournaments, each college institution 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 June 2011)*
  - 4.3. **Submission of Entries:** Each college must submit its entries no later than ½ hour before the start of the tournament in order to determine the draws. Entries are to be submitted to the Badminton Alberta Office by 4pm on the Wednesday prior to the tournament. Adjustments can be made up to ½ hour before the event starts.
  - 4.4. **Seeding:** Each event will have 4 seeds with the #1 and #4 seeds on the top half of the draw and the #2 and #3 seeds on the bottom half of the draw. Coaches will determine the top four (4) seeds in each of the five events for Tournament #1. Aside from the top four seeds, players/pairs will be randomly placed in the draw. Seeds for the remaining tournaments will be determined from the results of the previous tournament.
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:
    - 5.1.1. Most first place finishes in the 4 individual tournaments. *(Amended May 2010)*
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 a maximum of two (2) entries in each event.
- 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.
- 7.2. Order of Play:** The order of the individual event championships play shall be decided at the coaches meeting at tournament #4. *(Amended May 2010)*
- 7.3. Seeding:** Each event will have 4 seeds with the #1 and #4 seeds on the top half of the draw and the #2 and #3 seeds on the bottom half of the draw. Seeds will be determined by the coaches prior to the start of the event. Seeding criteria is based on individual tournament results. *(Amended June 2011)*
- 7.4. CCAA Qualification:** Each event winner shall be declared the ACAC representatives to the CCAA Championships. The runner-up in each event may also represent the ACAC at the CCAA Championships as the Host or Wildcard team.
- 7.4.1.** If a winning ACAC team or player cannot proceed to the Nationals, the runner-up in that event shall be the replacement. In the event runner up is unavailable, then #3 then #4 player the next highest finisher shall be selected in order.
- 7.4.2.** If an athlete/pair win an event, they are not allowed to attempt to qualify in another event. If an athlete/pair qualifies in an event as the runner up, (when CCAA Nationals are hosted by the ACAC), the athlete/pair may elect to decline the invitation and to attempt qualification in another discipline. Should the athlete/pair qualify in another event, they then must decline one of their spots. 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.
- 7.5. 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 rounds consisting of nine (9) individual matches. The first team to win five (5) of the nine (9) matches will win that round. : 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 *(Amended September 2007)*

**8.2. Seeding:** The matchups for the Team Championships will be determined from the overall points accumulated from the four individual tournaments. Semi-final rounds will feature team #1 vs. team #4 and team #2 vs. team #3. The winners of each semi-final round will then play for the ACAC Team Championship and Gold Medal while the losers of each semi-final round will play for the Bronze Medal.

**8.3. Alternates:** In the event of an injury, alternates are to be allowed providing the alternate is ranked lower on the team ranking list and has been identified on the round line-up card as an alternate

**8.4. Team Ranking:** Team Ranking Lists are to be submitted ½ hour before the start of the first match.

**8.5. Line-up Cards:** Round line-up cards are to be submitted 15 minutes prior to the first match of the round.

**9. Coaches Meeting** *(Amended May 2007)*

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. **Dakstats:** All tentative Dakstats rosters for basketball and volleyball, for the purpose of event staff training and exhibition play, be uploaded to Dakstats no later than September 20<sup>th</sup> each year. Failure to do so will result in a \$250 fine (Refer to Article II, Section 3, 1.16.1). *(Added June 2011)*
  - 1.1.3. **Score Sheets:** FIBA score sheets and Dakstats will be official for all ACAC league and play-off games. *(Amended February, 2011)*

### 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 light and the visiting team will wear dark, excepting that:

- 5.1.1.** On weekends where one institution hosts both matches, the home team will wear light and the visiting team will wear dark on the first day, and the home team will wear dark and the visiting team will wear light on the second day.  
*(Amended November 2011)*

**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 the regular league play, a ten (10) team play-off structure will commence. The first seven (7) qualifying teams are represented by four (4) from the north (50%) and three (3) from the south (50%). The remaining three (3) spots are filled with wildcards. The wildcards are determined by the next best three teams that have the highest winning percentage. This is determined by the following: (Amended November, 2010)

NORTH		SOUTH
20 games		18 games
win %	Wins	win %
0.05	1	0.06
0.10	2	0.11
0.15	3	0.17
0.20	4	0.22
0.25	5	0.28
0.30	6	0.33
0.35	7	0.39
0.40	8	0.44
0.45	9	0.50
0.50	10	0.56
0.55	11	0.61
0.60	12	0.67
0.65	13	0.72
0.70	14	0.78
0.75	15	0.83
0.80	16	0.89
0.85	17	0.94
0.90	18	1.00
0.95	19	
1.00	20	

**8.2. Qualification Round**

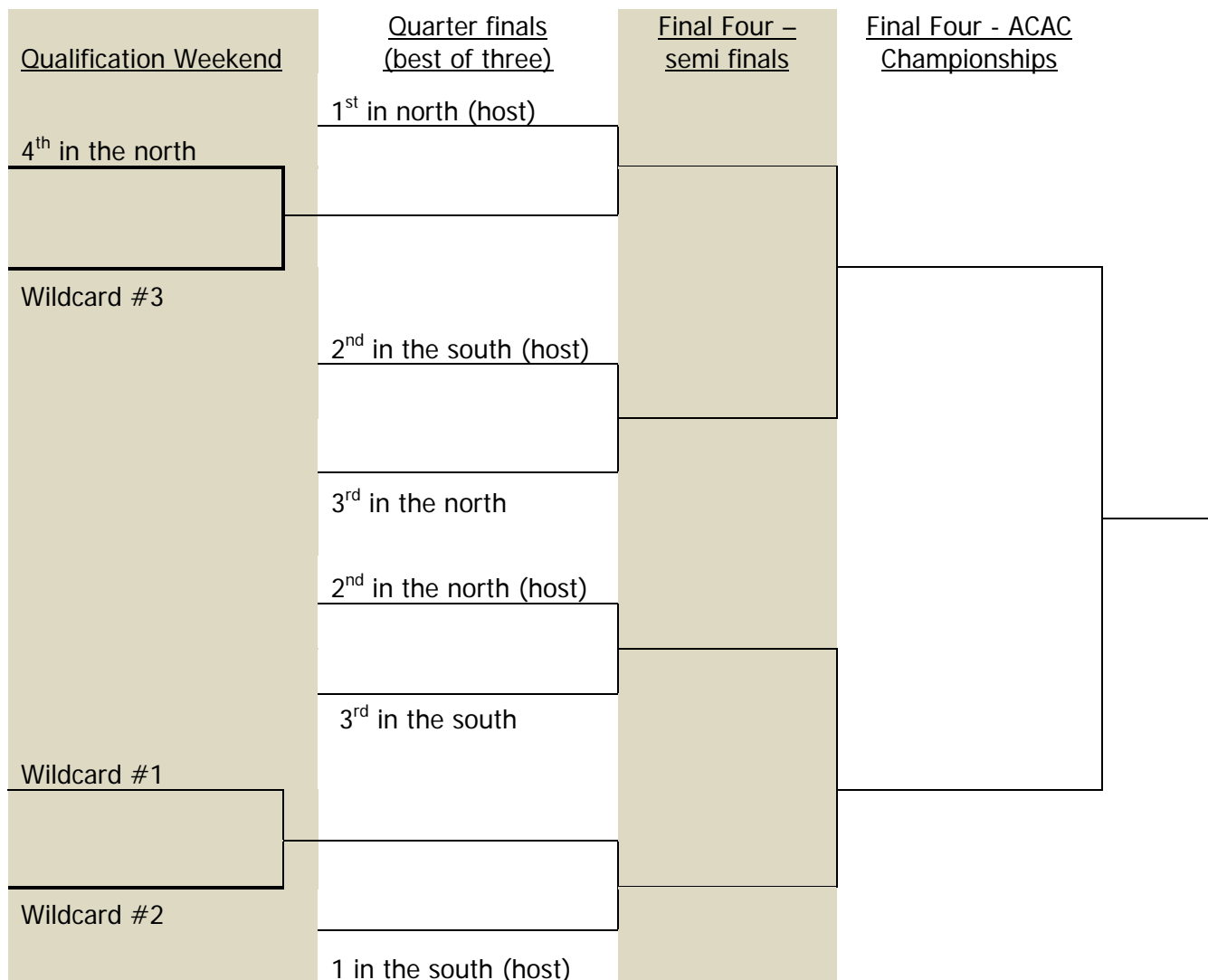
The 10 team ACAC basketball play-off format will begin with a qualification round which will consist of two single elimination games to be played on the Wednesday prior to the first game of the Conference quarter-finals.

Two qualification round games will be played at neutral sites, one hosted by the highest ranked team from the North Division and one hosted by the highest ranked team in the South Division.

When the ACAC Basketball Championship is scheduled to be hosted by a North Division member, the match-ups for the qualification games will be as follows:

- #4 North vs. W/C #3, to be played at the highest ranked north team at the end of

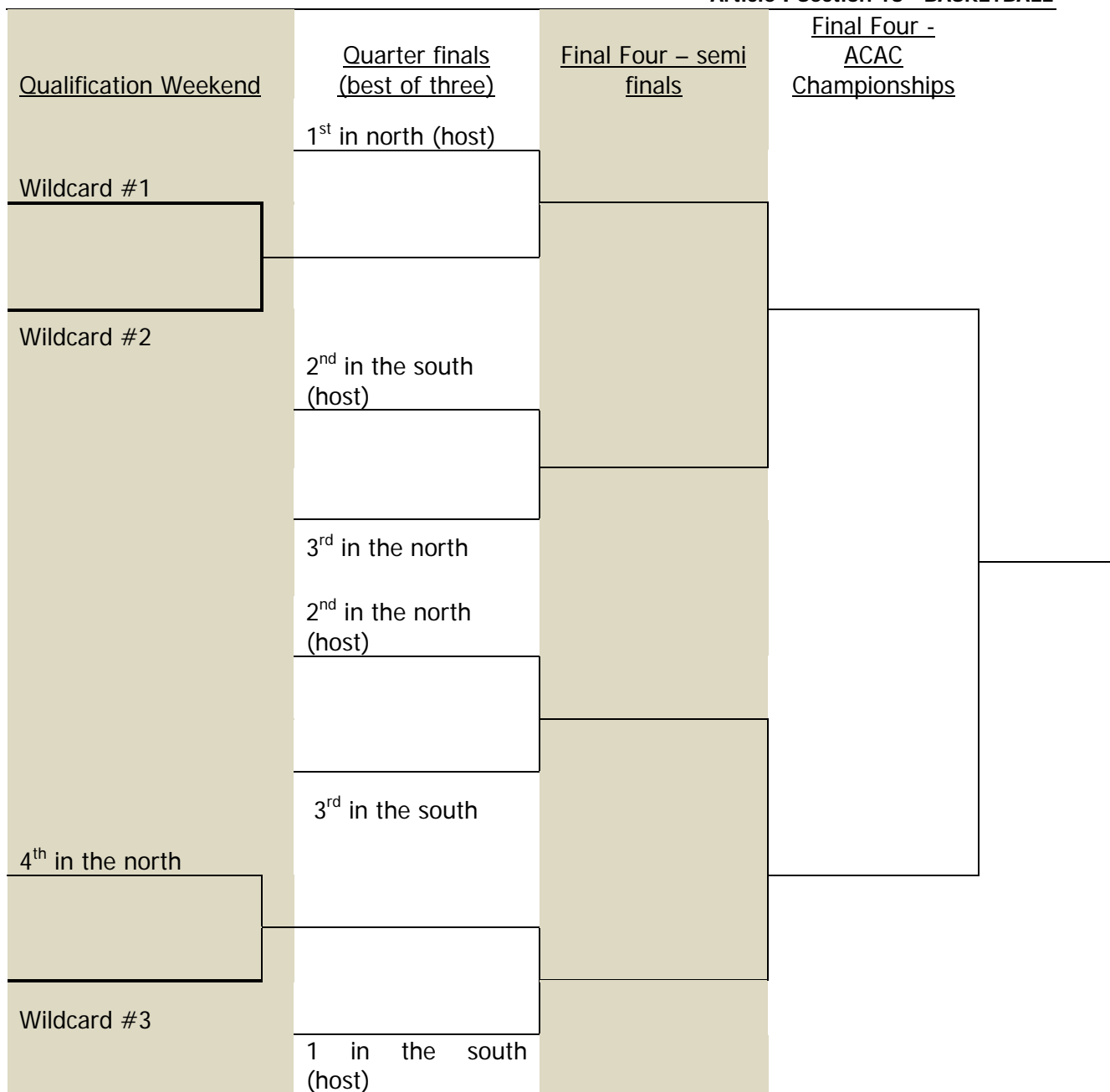
- the regular season;
- W/C #1 vs. W/C #2, to be played at the highest ranked south team at the end of the regular season.



(Amended November, 2010)

When the ACAC Basketball Championship is scheduled to be hosted by a South Division member, the match-ups for the qualification games will be as follows:

- #4 North vs. W/C #3, to be played at the highest ranked south team at the end of the regular season
- W/C #1 vs. W/C #2, to be played at the highest ranked north team at the end of the regular season.



(Amended November, 2010)

- 8.3.** 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 institution's AD's. In the event agreement cannot be mutually agree to, the President-Elect shall be the deciding authority (Amended May, 2010). The match-ups will feature #1 North vs. Winner of the qualification game (held in the north), #2 S vs. #3 N, #2 N vs. #3 S and #1 South vs. winner of the qualification game. (Amended November, 2010)

Where there is less than 300 km separating competing institutions, 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. (Amended November, 2010)

**8.4. Champion 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. This rotational hosting grid for 2010-2011 is north men and south women, 2011-2012 south men and north women and so forth. (Amended November, 2010)

**8.4.1.** The Final 4 match-ups shall be based on the institutions which advance from each of the 4 quarter-final brackets, regardless of which division they hail from. One semi final game will feature the winner of #1 North vs. winner of the qualification game going against the winner of #2 S vs. #3 N. The other semi final game will feature the winner of #2 N vs. winner of #3 S and #1 South vs. winner of the qualification game.

Should no institution advance from the predetermined hosting grid, the team with the highest winning percentage shall earn the right to host the ACAC Championships. (Amended November, 2010)

**8.4.2. 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. Games added to a team's non conference schedule and date stamped on the ACAC Conf Link the day of the infraction or there after cannot be used to serve the suspension. (Amended March 2010)

**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. Games added to a team's non conference schedule and date stamped on the ACAC Conf Link the day of the infraction or there after cannot be used to serve the suspension.

*(Amended March 2010)*

**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 General Manager. The Commissioner shall state the dates of the suspensions.

*(Amended December 2006)*

**10.3.1.** Two different technical fouls, (a) administrative and (b) behavioral will be administered by basketball officials starting in the 2011-12 season. The onus of tracking these technical fouls will be by the institution. Game reports are final and binding. *(Added June 2011)*

**10.3.2.** That ACAC competition reflects the nature of the FIBA rules; only category (b) technical's (*as defined*) will count towards a player's accumulated total for purposes of disciplinary action. *(Added June 2011)*

**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 and Scores** *(Amended April, 2011)*

**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)*

**11.2.** All exhibition games/tournament schedules are to be posted on the ACAC Conflink system 48 hours prior to game time. Institutions who fail to post schedules on the ACAC Conflink system 48 hours prior to game time shall be assessed a fine of \$25.00 per game, to a maximum of \$250.00 in the case of a tournament.

Note: In the event of a tournament, a skeleton schedule must be posted.  
*(Added April, 2011)*

**11.3.** All exhibition games/tournament scores are to be posted on the ACAC Conflink system by 4 pm on the second business day following the competition. Institutions who fail to post scores shall be fined \$25.00 per game, to a maximum of \$250.00 in the case of a tournament. *(Added April, 2011)*

**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.** Full year league sports (Hockey, Basketball and Volleyball) will have 2 coaches meetings per year. The first meeting is to be held in December as a face to face meeting and the second meeting in early March via a conference call. The Convenor of the SMT and appropriate Committee Chair (Court Sports, Non-Court Sports) for each sport will select the dates by May 31<sup>st</sup> of the previous year for both meetings. *(Amended June 2010)*

**13.2.** 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 Article I, Section 11 of the Operating Code.
- 1.2. Points not specifically covered in these rules shall be referred to the current edition of the International Amateur Athletic Federation Handbook unless specifically written exceptions. *(Amended June 2011)*

### 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 the last Saturday in October which is 8 weeks after the Labour Day weekend and two weeks before the CCAA Championships. *(Amended June 2011)*
  - 2.1.2. **Starting:** The races shall be started by the firing of a starters pistol. The commands and procedure for races longer than 400m shall be used (Rule 162.3). Five-minute, three-minute and one-minute warnings shall be given. Departure boxes shall be provided and the members of each team shall be lined up behind each other at the start of the race. Start times shall be 12:00 for women's races and 1:00 for men's races, unless agreed to change by majority of coaches at the coaches' meeting the previous year. *(Amended June 2011)*
  - 2.1.3. **Host Rotation:** The recent and future host rotation has been SAIT (2002), AUG (2003), CUC (2004), Keyano (2005), Lethbridge (2006), NAIT (2007), GPRC (2008), RDC (2009), and will be GMU (2010), SAIT (2011), AUG (2012), CUC (2013), Keyano (2014), Lethbridge (2015), NAIT (2016), GPRC (2017), RDC (2018), Lakeland (2019) GMU (2020)

Schools entering into the league for two years or more and who have hosted at least one Grand Prix be "assigned" a spot in the host rotation at a X-C Running coaches meeting as if they had hosted the Conference championship the previous year. *(Amended June 2011)*

    - 2.1.3.1. If a college on the host rotation declines to host, the rotation will continue with the next college in line in the rotation.
    - 2.1.3.2. All future ACAC courses shall be approved at the coaches' meeting a year in advance. *(Amended June 2011)*

**2.1.4. 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. *(Amended June 2011)*

**2.1.4.1. Course structure:** Loop system of 2K, 3K or 4K (1Km extra loop distance for the 5K women's event using a 4K loop system). Establish a finish line 4-5m wide and gradual narrowing up to 15 meters in, then one meter wide for another 10-15 meters, at what point the tear offs are done (2-3 Marshalls along this shute/area). Clear or groom a running trail with an opportunity for passing at any time, starting area should have approx. 200m straight start of a 25-30m width before it narrows to 4-5meters along the trail. The start boxes should be 1 meter wide minimum. The overall course terrain should include a safe but competitive course on grass, dirt trail system during some undulation and safe crossings, limited undergrowth, with no pavement (or covered by mats/rugs) or large rocks. No obstacles such as branches, trees, and no crossing of creeks/rivers etc. (see IAAF rule 250).

Alternate race trail/course site if rain persists for unsafe footing is recommended. *(Added June 2011)*

**2.1.4.2. Starting and finish area:** should be a sectioned off area large enough to separate the public from the athlete's safety and free access and passage. Video recording at the finish line is required for accurate timing while times are being called out. The timing clock must be visible at the finish line. Use of finish line stands or structure is recommended (e.g. "Running Room" or similar stands). Runners should be reminded to remove watches or personal listening devices. *(Added June 2011)*

- 2.1.5. 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 with coloured tape including along the perimeters of the course especially along the extended start, approx. 150m to the finish and all turns or where more than one possible route may be taken, also where public may interfere with the running path. Course distance markers should be at the 1/5k, 2/6k, 3/7k, and 4 and Finish markings. It is recommended a person be located at the 1km and half way mark for calling out split times for all runners if possible, as no watches/GPS etc. can be used for timing. *(Amended June 2011)*
- 2.1.5.1. 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. *(Amended June 2011)*
- 2.1.5.2. First-Aid:** The Race Director shall provide at least one first aid attendant at the ACAC Championships.
- 2.1.5.3. SMT and Technical Committee:** To review the course prior to the race, any ACAC Championship event need to be approved by the ACAC X-C Technical Committee. The three coaches on the Technical Committee serve overlapping 3 year terms with one term expiring every year. This Technical Committee would also serve as the SMT. *(Added June 2011)*
- 2.1.6. Rules Committee:** A Rules Committee comprised of the SMT and Technical Committee 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. *(Amended June 2011)*
- 2.1.7. 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.
- 2.1.8. Rules:** Points not specifically covered in these rules shall be referred to the current edition of the International Amateur Athletic Federation Handbook.

**2.1.9. Distance:**

- 2.1.9.1.** The distance of the men's and women's cross country races shall be 8000 M for men and 5000 M for women.
- 2.1.9.2.** 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.

**2.1.10. Size of Teams:**

- 2.1.10.1.** 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.
- 2.1.10.2.** Non-conference runners shall not be permitted to participate in the ACAC's cross-country running championship race.
- 2.1.10.3.** Colleges are required to distinguish between male and female competitors on ACAC eligibility sheets.

**2.1.11. Scoring:**

- 2.1.11.1.** 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. *(Amended June 2011)*
- 2.1.11.2.** 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 June 2011)*

**College Individual Team**

Raw finish (Grand Prix points)	Recorded Finish(ACAC)	Points for team Score (ACAC)
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	--
10	10	10
11	11	11
12	12	--
13	13	13
14	EX	--
15	14	14

**2.1.11.3. 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. *(Amended June 2011)*

**2.1.11.4. 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. *(Amended June 2011)*

**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. 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. *(Amended June 2011)*

- 3.3. Grande Prix Schedule:** At the annual ACAC Cross-Country Coaches' Meeting, a schedule of at least four Grand Prix races, leading up to and including the ACAC Championship, will be approved for the following year. To be approved as part of the Grand Prix schedule, a race must have a reasonable expectation of meeting the criteria of at least 12 eligible runners from at least 3 ACAC colleges finishing each of the Women's and Men's races. Grand Prix hosts should apply to the ACAC Cross-Country Running Convenor to have their races included as part of the Grand Prix schedule either before or at the annual coaches' meeting. The ACAC host is expected to also host a Grand Prix race normally 4 weeks before the ACAC Championships. *(Added June 2011)*

#### 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:** Immediately after the conclusion of the ACAC Championship, each school will submit to the X-C Convener its vote for Cross-Country Coach of the Year. The Convener will forward the result to the ACAC office and the CCAA office without delay. *(Amended June 2011)*

- 4.2. Coach of the Year 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. 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 1<sup>st</sup> 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)*

**6.** Selection of ACAC Cross-Country Player of the Year Male and Female: There shall be a male and female "Cross Country Runner of the Year" selected each year. The award will be chosen by a vote of the cross-country coaches of member schools participating in the ACAC championships with one vote per school. The voting will be on a 3 -2 -1 basis with the top ranking athlete getting 3. The eligible runners for the award will come from the All-Conference teams.

Each school will submit a brief biography of its athlete they wish to nominate listing accomplishments including Grand Prix races, Grand Prix Standing, ACAC finish, CCAA finish and any other running accomplishments. The list of nominees will be requested mid-February by the XC Running Convener and the nominee list shall be circulated to all X-C coaches by February 28<sup>th</sup>. Votes must be returned by March 7<sup>th</sup>. *(Added June 2011)*

## 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:

- 2.3.3.1. 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, if the teams have played a complete double round robin. If not a skill based ranking system would be used to determine the tie breaker. *(Amended October 2011)*

- 2.3.3.2. Immediately after the first game of the winter regional and provincial, each of the four members of a team shall deliver one draw to the tee with sweeping allowed. Each rock will be assigned a point value as indicated below. The team accumulating the most points will receive the highest ranking

1 POINT FOR TOUCHING THE 12' CIRCLE  
2 POINTS FOR BEING IN THE 12' CIRCLE  
3 POINTS FOR TOUCHING THE 8' CIRCLE  
4 POINTS FOR BEING IN THE 8' CIRCLE  
5 POINTS TOUCHING THE 4' CIRCLE  
6 POINTS FOR BEING IN THE 4' CIRCLE  
7 POINTS FOR TOUCHING THE BUTTON  
8 POINTS FOR COVERING THE PIN

*(Amended October 2011)*

**2.3.3.3.** In the event of a tie, the point system will be used starting with the comparison of points beginning with the skip values and then thirds, seconds and leads.

**2.3.3.4.** 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.

**2.3.3.5.** Tie breakers to be played after last game at winter regionals  
*(Amended October 2011)*

**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 4<sup>th</sup> 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. Roster sheets are to be handed in to host representative of the SMT prior to the first draw, before the team steps onto the ice for their first game. *(Amended October 2011)*

- 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. Listed Substitutes must be of the same gender as the substituted player and may play only in the lead or second position any. The head umpire shall be notified and involved in all situations where a substitute is required. *(Amended October 2011)*
- 4.5. Listed skips and thirds may not be used as substitutes as per the posted roster sheet. *(Amended October 2011)*
- 4.6. If a team does not have a substitute and none are available in the pool, they may use another member from their college curling teams and that player may only play in the lead or second position. *(Amended October 2011)*

## 5. Hosting and Umpiring

- 5.1. The host member of the SMT and the SMT tournament coordinator shall make up the draw for the event, and shall forward times and draw (subject to change) to all colleges at least five days in advance. *(Amended October 2011)*
- 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.
- 5.4. **Disputes Committee:** will consist of the convenor (if in attendance) all curling coaches not directly involved in the dispute. The committee will hear from the disputing parties and then render a decision by a simple majority.

## 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 following the winter regional meet and must be submitted to the Curling Convenor within one week of the competition. The selection of All Conference teams will come from the each team's roster submitted at the winter tournament. Coaches are to submit their top three choices for All Conference at each position. First place votes will score three points, two points for second and one point for third. In the event of a tie, the first tie breaker will be number of first place votes, then second place votes followed by number of third place votes. The Curling convenor will forward the results to the ACAC office who will release the information at the ACAC Curling Championships. *(Amended October 2011)*

**6.2.** An All-Conference Coach of the Year Award will be presented annually. Coaches to submit the ACAC form listing their top three selections for Curling Coach of the Year to the ACAC office within a week following the winter regional. The ACAC office will compile the results and the coach of the year will be announced at the conference championships along with the ACAC All Conference team *(Amended October 2011)*

**6.3. Male and Female Curlers of the Year**

Coaches to nominate a male or female curler, or both whom they believe deserves the award. At the coaches meeting during the conference championships, the coaches of the nominated athlete will give a brief presentation on the nominated curler(s) and then the voting will take place. Where more than two athletes are nominated, a vote by ballot will take place to eliminate a candidate until two remain. A coach's vote, by ballot will determine the winner. The technical committee will tabulate the results and send them to the ACAC office for release. *(Amended October 2011)*

**6.4. Charles Morter Memorial Award – Award Criteria**

"Charles Morter was a dedicated coach and supporter of ACAC curling. In memory of his dedication and support to ACAC Curling the Charles Morter Curling Award is presented annually to the college student who best exemplifies Chuck's spirit, dedication, sportsmanship and leadership towards fellow curlers."

Coaches will nominate a curler that best represents the criteria for the award. At the coaches meeting during the ACAC Championships, coaches of the nominated athletes will give a brief presentation. A vote will take place and the winner will be announced at the medal presentations. *(Amended October 2011)*

**7. Sports Management team**

The Curling Sports Management team be composed of the coaches of the colleges who are hosting the ACAC championships, the fall and winter tournaments as well as an SMT tournament coordinator. *(Amended October 2011)*

---

## Futsal

*(Added May 2010)*

### 8. Rules

- 8.1. General rules applying to Futsal competition in this conference are defined in Section 13 of the Operating Code.
- 8.2. All rules, "Futsal Laws of Game", from Federation International de Football Association (FIFA) will be adhered to except for:
  - 8.2.1. **Roster:** Up to a maximum of twelve (12) players may be dressed and listed on the game sheet for both home and visiting teams.
  - 8.2.2. **Technical Bench Area Form:** The Technical Bench Area Forms for the tournament are to be mailed into the ACAC Office with the score sheets after each tournament.
  - 8.2.3. **Playing Roster:** A minimum of three (3) players (per teams including the goalkeeper) may be on the field to start games.
  - 8.2.4. **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.
  - 8.2.5. **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 in a tie.
- 8.3. **Uniforms:** When scheduled as the home team players shall wear light coloured jerseys and dark coloured jerseys when designated as the away team for the entire tournament.
  - 8.3.1. Teams wearing dark coloured uniforms shall wear dark coloured socks and teams wearing light coloured uniforms shall wear light coloured socks.
  - 8.3.2. **Ball:** A FIFA Approved Futsal ball will be the official soccer ball for all ACAC Tournaments.

### 9. Officials

- 9.1. All referees shall be assigned by the Alberta Soccer Association or the tournament host with permission from the Alberta Soccer Association. Referees shall be a minimum provincial (old Class 1), or national wherever possible and must have completed the "Futsal Officials Course".
- 9.2. A referee, 2<sup>nd</sup> referee, 3<sup>rd</sup> referee and a timekeeper shall be appointed to all ACAC Tournament matches.

**10. Time/Duration of Matches**

- 10.1. Start Times:** That start times for all games will be determined by the Host scheduler.
- 10.2. Match Length:** All matches will be 50 minutes in length with two equal halves of 25 minute running time. No extra time will be added.
- 10.3. Half Time:** There will be a maximum of 5 minutes rest of half time.
- 10.4. Time Outs:** Each team will be able to take one time out per half of one (1) minute. The clock will be stopped during time outs.
- 10.5. Overtime:** There will be no overtime periods played following round robin games.

**11. Qualifying Tournaments**

- 11.1. Duration:** The ACAC Futsal tournaments shall be held over 3 days.
- 11.2. Events:** There will be two qualifying tournaments followed by a Conference Championship.
- 11.3. Divisions:** Each qualifying tournament will hold a Men’s and Women’s division.
- 11.4. Maximum Games Per Day:** The demands of the ACAC Futsal shall be such that any given participating institution shall not be required to play more than 2 (two) games in a given day during an ACAC Tournament.
- 11.5. Tournament Format:** Each tournament will consist of Round Robin play followed by cross over games to determine tournament placing.
  - 11.5.1.** When 4 or 5 teams declare to participate in a tournament a single round robin format will be followed with the teams finishing in 1<sup>st</sup> and 2<sup>nd</sup> place playing in the 1<sup>st</sup>/2<sup>nd</sup> match and the 3<sup>rd</sup> and 4<sup>th</sup> place finishers playing in the 3<sup>rd</sup>/4<sup>th</sup> place match.
  - 11.5.2.** When 6 or more teams declare to participate in a tournament two pools will be created following a single round robin format. The 1<sup>st</sup> and 2<sup>nd</sup> place finishers in each pool will play cross over matches followed by a 1<sup>st</sup>/2<sup>nd</sup> place and a 3<sup>rd</sup>/4<sup>th</sup> place match.

Semi Finals	Tournament Finals
1 <sup>st</sup> Pool A vs 2 <sup>nd</sup> Pool B (CO #1)	WCO #1 vs. WCO #2 (1 <sup>st</sup> /2 <sup>nd</sup> Place Match)
1 <sup>st</sup> Pool B vs 2 <sup>nd</sup> Pool A (CO #2)	LCO #1 vs. LCO #2 (3 <sup>rd</sup> /4 <sup>th</sup> Place Match)

**12. Team Placements in each Qualifying Tournament**

- 12.1.** Teams finishing in 1<sup>st</sup> place – receive 5 points.
- 12.2.** Teams finishing in 2<sup>nd</sup> place – receive 4 points.
- 12.3.** Teams finishing in 3<sup>rd</sup> place – receive 3 points.
- 12.4.** Teams finishing in 4<sup>th</sup> place – receive 2 points.
- 12.5.** Teams finishing in 5<sup>th</sup> place or lower – receive 1 point.

NOTE: Points will be used for seeding in each proceeding tournament. Total points following the first two ACAC Futsal Tournaments will be used to determine the top 4 qualifying teams for the ACAC Futsal Championship Final Tournament.

**13. Team Standings at Conclusion of Tournament Play – Tie Breakers**

- 13.1. The following formula shall be used to determine final standings if two or more teams are tied.
- 13.2. Results of matches between the tied teams in both previous tournaments.
- 13.3. Goal difference in games between the tied teams in both previous tournaments.
  - 13.3.1. Goal Difference: By deducting goals against from goals for, the team with the better (higher) goal difference shall be awarded the higher standing.
- 13.4. Goal difference in all ACAC regular tournament games.
- 13.5. Most goals scored in regular tournament play.
- 13.6. Fewest goals conceded in regular tournament play.

**14. Conference Championship**

- 14.1. **Determination of Play-off Host:** The Conference Championships will be held during the final tournament of the year. Championships for both Men and Women will be held in the same location.
- 14.2. **Eligibility:** In order to be eligible to compete at the ACAC Conference Championship, 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.
- 14.3. **Scheduling:** The Conference Championships shall be held no later than the second weekend of March.
- 14.4. **Conference Championship Structure:** The top 4 finishing teams in the men's and women's division after the 2 qualifying tournaments will compete at the conference championships. The first day 2 round robin games will be played. On the second day the final round robin will be played. After the round robin is over the teams finishing 3<sup>rd</sup> and 4<sup>th</sup> will compete for the bronze medal while the teams finishing first and second will compete for the gold medal.
  - 14.4.1. The losing teams in the Conference semi-finals will play for the bronze medals on Sunday.
  - 14.4.2. The winner of the Conference final shall be declared ACAC Champions and awarded the gold medals. The losing team shall be awarded the silver medals.

**14.4.3.** The order in which the ACAC Championship games are scheduled will be determined by the Futsal SMT Convenor, Court Sport committee chair and General Manager. Economic considerations for travelling teams will have priority over request from the host team.

**14.4.4.** The men and women's finals for the Conference Championships will be played consecutively on Sunday commencing at 2:00pm. The bronze medal matches will be played concurrently and shall commence at 12:00pm.

**14.5.** If a Conference play-off game is tied after regulation time, there will be two 5-minute halves followed by a shoot-out, if necessary.

## **15. Acts of Misconduct**

In those cases (i.e. physical abuse of an official, accumulated yellow card) 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. Excluding Red Card Offences, all cards will apply strictly to the Tournament in which they are handed out.

**15.1. Dates of Suspensions:** All suspensions that arise from card offences, physical contact and ejections shall be served in the next scheduled game.

**15.2. Yellow Card Offences:** Will be recorded on the ACAC game sheet only. Any player accumulating three (3) or more yellow cards over the course of a tournament shall be dealt with by the Commissioner as follows:

**15.2.1.** Third yellow card – one game suspension

**15.2.2.** Fifth yellow card – one game suspension

**15.2.3.** Sixth yellow card – two game suspensions

**15.2.4.** Seventh and further yellow cards – dealt with by the Executive Committee, Commissioner and General Manager.

**15.2.5.** Carry-over Yellow Cards: any player, who has accumulated two or fewer yellow cards at the end of an ACAC qualifying tournament, will not carry them into the next ACAC qualifying tournament or conference championship.

**15.3. Red Card Offences:** Will be recorded on the ACAC game sheet and reported on the Officials Game Report. The home team must provide the referee with copies of this Officials Game Report form prior to the start of the game.

**15.3.1. One Match Suspension:** Red card offences resulting in a one game suspension:

**15.3.1.1. Two Yellow Cards:** Two yellow cards in a game produce a red card that results in an ejection from the remainder of the match. These yellow cards are non-cumulative.

**15.3.1.2. Denying a Goal Scoring Opportunity:** A player will receive a red card for committing the following infractions:

- Denying a goal scoring opportunity by intentionally impeding an opponent.
  - 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.
- 15.3.2. Two Match Suspension:** Red card offences resulting in an immediate match ejection plus a two (2) game suspension:
- 15.3.2.1.** Violent conduct or serious foul play, or
  - 15.3.2.2.** Spitting at or threatening anyone other than a referee, or
  - 15.3.2.3.** Kicking or striking an opponent in a deliberate manner or foul or abusive language directed at anyone, other than an official.
- 15.3.3. Four Match Suspension:** Red card offences resulting in an immediate match ejection plus a four (4) game suspension:
- 15.3.3.1.** Fighting, or
  - 15.3.3.2.** Foul or abusive language, spitting, harassing, or threats directed at an official.
- 15.4. 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 the Commissioner has made a decision.
- 15.5. Ejection from a Tournament Match:** If a coach/player is ejected from a tournament match, he/she must serve the suspension in the next scheduled tournament match.
- 15.6. Suspensions will be carried over into the post season where applicable.**
- 15.6.1. 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.
  - 15.6.2. Player Ejections/Suspensions:** Players serving suspensions or ejected cannot be part of a team bench, warm-up or post game ceremonies.
  - 15.6.3. Viewing Privileges:** suspension or ejection from an ACAC Futsal match implies removal from the field and any connected viewing areas.
  - 15.6.4. 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.

- 15.6.5. 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.
- 15.6.6. Recognition of Suspensions from Other Leagues:** Suspensions levied from all organized soccer will be enforced by the ACAC. Suspensions received during the outdoor season cannot be served during the Futsal season. Suspensions received during the Futsal season cannot be served during the outdoor season.
- 15.6.7. 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.
- 15.6.8. 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.
- 15.7. 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.

## 16. Fields

- 16.1. Lining:** The home team shall ensure that playing fields are adequately marked, including Technical Areas according to FIFA Futsal rules.
- 16.2. Goals & Scoreboard:** The home team shall provide two (2) official Futsal goals with nets and a scoreboard.
- 16.3. 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.
- 16.3.1. 3<sup>rd</sup> Referee and Timekeeper:** Seating for the 3<sup>rd</sup> referee and timekeeper shall be provided at centre field between the two team benches.
- 16.3.2. Technical Bench Area:** The Technical Bench Area shall be restricted to 15 persons.
- 16.4. ACAC Banner:** Wherever possible, the ACAC banner shall be displayed at all soccer fields where ACAC soccer games are in progress.

**17. Player Eligibility**

- 17.1. Deadline:** The team roster shall be entered into the ConfLink registration system, signed by the registrar, confirmed and faxed to the ACAC Office at least ten (10) days prior to a teams first schedule ACAC Tournament.
- 17.2. Supplemental Eligibility:** During the seven days following a member's first ACAC tournament 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, Section 5, Items 2.2 to 2.4, to the ACAC Office.
- 17.3. Participation on Club Teams:** It shall be permissible for an ACAC soccer participant to play simultaneously for a club team.
- 17.4. Use of Ex-Professional Players:** Colleges using ex-semi-professional or ex-professional league players must provide documentation to the ACAC Office confirming that 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.

**18. Coaches' Meeting**

- 18.1.** The meeting will normally be held via conference call on the next available Saturday following the Conference Championships.

**19. Non-Conference Games**

- 19.1.** Non-conference matches shall be defined as those non-league matches where a Canadian Soccer Association sanctioned referee is utilized.
- 19.2.** All ACAC non-conference matches and tournaments must be sanctioned by the Alberta Soccer Association. All referees used must be ASA sanctioned.
- 19.3.** Non-conference schedules, for the purpose of determining the process games where sanctions are applicable and resulting suspensions must be served, are to be entered into 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, futsal and volleyball.
- 19.4.** All exhibition games/tournament schedules are to be posted on the ACAC Conflink system 48 hours prior to game time. Institutions who fail to post schedules on the ACAC Conflink system 48 hours prior to game time shall be assessed a fine of \$25.00 per game, to a maximum of \$250.00 in the case of a tournament.

Note: In the event of a tournament, a skeleton schedule must be posted.

All exhibition games/tournament scores are to be posted on the ACAC Conflink system by 4 pm on the second business day following the competition. Institutions who fail to post scores shall be fined \$25.00 per game, to a maximum of \$250.00 in the case of a tournament. *(Added April, 2011)*

## 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. Institutions must submit entry forms to championship host by noon the first business day after the last regional tournament. Fines start at \$100 per day to a maximum of \$500 for registration that is late. *(Added December, 2010)*
- 1.5. 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. *(Amended December, 2010)*
- 2.1.6. Championship Qualification:** Each male team that qualifies by participating in the regional tournament must attain the required stroke differential of 36 strokes within the average of the overall top three institutions.
- Each female team that qualifies by participating in the regional tournament must attain the required stroke differential of 50 strokes within the average of the overall top three institutions.  
*(Amended April, 2011)*
- 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 5<sup>th</sup> players' scores will be used. For women, the best 2 scores will count. In the event of a tie the 3<sup>rd</sup> players' scores will be used. In the event that a tied team/teams does/do not have a 5<sup>th</sup> male or 3<sup>rd</sup> 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)*

**Tee Times:** All team designated golfers will be scheduled to tee-off first followed by the *individual* designated golfers. *(Amended November 2011)*

- 3.2. 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)*
- 3.3. Rules:** RCGA and local rules shall govern play, and the local professional shall act as referee.
- 3.4. 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.
- 3.4.1. 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.
- 3.4.2. 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.
- 3.4.3.** The competition schedule shall feature a cross-over arrangement whenever possible in order to maximize speed of play and accommodate the tournament format.

**3.5. Golf Count Back System:**

**Men:** Best 4 of 5 scores to count each day. In the event of a tie, the 5<sup>th</sup> lowest players' scores on the second day will break the tie. If one team does not have a fifth team member, the 4<sup>th</sup> 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 5<sup>th</sup>/4<sup>th</sup> placed player with the best score after 17 holes will be declared the higher placed competitor/team. If still tied, scores after the 16<sup>th</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> lowest player with the best score after 17 holes will be declared the higher placed competitor/team. If still tied, scores after the 16<sup>th</sup> hole will be compared, and so on until a winning player/team is determined.

*(Section amended September 2005)*

- 3.6. 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 2<sup>nd</sup> day, then low front 9 on the 2<sup>nd</sup> day, then low 18 holes on 1<sup>st</sup> day.

- 3.7. 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.
- 3.8. 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)*
- 3.9. Coaching:**
- 3.9.1.** 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.
- 3.9.2.** 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.
- 3.9.3.** A team may change the designated coach on each day of play.
- 3.9.4.** Coaches are permitted to use golf power carts to provide on-course coaching: a limit of one cart per institution. *(Amended December 2006)*
- 3.9.5.** 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 of all regional and championship tournaments may only be scheduled Friday through Monday. *(Amended December, 2010)*

- 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 honored *concurrent with the host clubs' reservation policy.* (Amended November 2011)
- 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)
- 4.10. For all official ACAC golf tournaments, the following signage be displayed:
- ACAC flags (supplied by the Conference)
  - ACAC Championship roll-up banner at the ACAC Championship (supplied by the Conference)
  - Signage indicating the official registration table/area
  - Signage indicating the official scoring table/area (Added May 2010)
- 4.11. For all ACAC golf tournaments, hosts should consider providing the following (if possible):
- On course / first tee beverages & snacks
  - An official starter (Added May 2010)

## 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

- 6.1. The first ranking of the season will be determined from the previous year's conference championships final results using the merit point system. Subsequent rankings will be determined from the final results of the current season's tournaments using the merit point system. (Added December, 2010)

- 6.2. The merit point system below is used to determine the ACAC male and female Golfer of the Year awards. Merit points will be calculated from the golfer's best regional tournament and the ACAC Championships. *(Amended November 2011)*

**GOLF ORDER OF MERIT POINT SYSTEM**

<b>POSITION</b>	<b>REGIONAL</b>	<b>CHAMPIONSHIP</b>
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 designated qualifying regional tournament and the conference championships." *(Amended November 2011)*
- 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 be allowed for the team that ices the puck from their own defensive zone. The defensive zone defined as the area behind the blue line on the side of the ice that team is defending. Any icing from the neutral zone (between the defending blue line and centre red line), a change of players will be allowed. *(Amended December, 2010)*
  - 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. 1<sup>st</sup> Offence: 1 game suspension in addition to any supplemental suspension for Game Misc.
    - 1.1.3.2. 2<sup>nd</sup> Offence: 2 game suspension
    - 1.1.3.3. 3<sup>rd</sup> Offence: 3 game suspension
    - 1.1.3.4. 4<sup>th</sup> Offence: review by the Commissioner, SMT Convenor and General Manager
  - 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 9.  
*(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 3<sup>rd</sup> and 4<sup>th</sup> 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. **Suspension in a League Game:** Any player or coach who receives a suspension that arises from match penalties, gross misconduct penalties and game misconduct penalties in a league game shall receive a minimum of a one game suspension, which shall be served the next schedule league game. *(Amended March 2010)*

- 9.1.1. **Suspension in a Non-Conference Game:** Any player or coach who receives a suspension that arises from match penalties, gross misconduct penalties and game misconduct penalties in a non conference game shall receive a minimum of a one game suspension to be served the next scheduled game. Games added to a team's non conference schedule and date stamped on the ACAC Conf link the day of the infraction or there after cannot be used to serve the suspension. 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. *(Amended March 2010)*

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. 3<sup>rd</sup> 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. 4<sup>th</sup> Game Misconduct: one-game suspension
- 9.4.1.3. 5<sup>th</sup> Game Misconduct: one game suspension
- 9.4.1.4. 6<sup>th</sup> Game Misconduct: review by the ACAC Commissioner, SMT Convenor and General Manager.

- 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.** 2<sup>nd</sup> Game Misconduct - one game suspension
  - 9.4.3.2.** 3<sup>rd</sup> Game Misconduct - three game suspensions
  - 9.4.3.3.** 4<sup>th</sup> and further Game Misconducts - dealt with by ACAC Executive Committee, Commissioner and General Manager.
- 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 ConfLink 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.

**9.10. Requests for Extraordinary Rulings:** Coaches may submit videotapes to the ACAC Commissioner, along with a \$250.00 fee, to receive an extraordinary ruling. *(Amended March 2011)*

## **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 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. Providing that the emergency back-up goaltender is listed on the game sheet fewer than 5 games, he/she will not be considered to have used a year of eligibility. A supplemental eligibility form must be completed by the institution prior to the student athlete competing. An appeal can be made to the Commissioner to waive the 4 day eligibility certificate submission deadline. *(Amended March 2010)*

## **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.** Each Conference hockey team shall have two sets of uniforms; one basically light and the other basically dark in colour. The home team will wear light and the visiting team will wear dark, excepting that:

- 13.2.1.** On weekends where one institution hosts both matches, the home team will wear light and the visiting team will wear dark on the first day, and the home team will wear dark and the visiting team will wear light on the second day. *(Amended November 2011)*

**14. Coaches Meetings**

- 14.1.** Full year league sports (Hockey, Basketball and Volleyball) will have 2 coaches meetings per year. The first meeting is to be held in December as a face to face meeting and the second meeting in early March via a conference call. The Convenor of the SMT and appropriate Committee Chair (Court Sports, Non-Court Sports) for each sport will select the dates by May 31<sup>st</sup> of the previous year for both meetings. *(Amended June 2010)*

**15. Non-Conference Schedules and Scores**

- 15.1.** 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)*

- 15.2.** All exhibition games/tournament schedules are to be posted on the ACAC Conflink system 48 hours prior to game time. Institutions who fail to post schedules on the ACAC Conflink system 48 hours prior to game time shall be assessed a fine of \$25.00 per game, to a maximum of \$250.00 in the case of a tournament.

Note: In the event of a tournament, a skeleton schedule must be posted.

All exhibition games/tournament scores are to be posted on the ACAC Conflink system by 4 pm on the second business day following the competition. Institutions who fail to post scores shall be fined \$25.00 per game, to a maximum of \$250.00 in the case of a tournament. *(Added April, 2011)*

## 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 3<sup>rd</sup> 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 9.
- 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

- 9.1. **Suspension in a League Game:** Any player or coach who receives a suspension that arises from match penalties, gross misconduct penalties and game misconduct penalties in a league game shall receive a minimum of a one game suspension, which shall be served the next schedule league game. *(Amended March 2010)*
  - 9.1.1. **Suspension in a Non-Conference Game: Any player or coach who** receives a suspension that arises from match penalties, gross misconduct penalties and game misconduct penalties in a non conference game shall receive a minimum of a one game suspension to be served the next scheduled game. Games added to a team's non conference schedule and date stamped on the ACAC Conf link the day of the infraction or there after cannot be used to serve the suspension. -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. *(Amended March 2010)*
- 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. **2<sup>nd</sup> 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. **3<sup>rd</sup> Game Misconduct:** Third game misconduct – one game suspension. *(Amended May 2009)*

9.4.2.2. **4<sup>th</sup> Game Misconduct:** Fourth and further game misconducts – dealt with by the ACAC Women's Hockey SMT Convenor, Commissioner and the General Manager. *(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. **2<sup>nd</sup> Game Misconduct:** – one-game suspension

9.4.4.2. **3<sup>rd</sup> and further Game misconducts:** – dealt with by ACAC Executive Committee, Commissioner and General Manager. *(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 \$250.00 fee, to receive an extraordinary ruling. *(Amended March 2011)*
- 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 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. Providing that the emergency back-up goaltender is listed on the game sheet fewer than 5 games, he/she will not be considered to have used a year of eligibility. A supplemental eligibility form must be completed by the institution prior to the student athlete competing. An appeal can be made to the Commissioner to waive the 4 day eligibility certificate submission deadline. *(Amended March 2010)*
- 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.** Each Conference hockey team shall have two sets of uniforms; one basically light and the other basically dark in colour. The home team will wear light and the visiting team will wear dark, excepting that:
- 13.2.1.** On weekends where one institution hosts both matches, the home team will wear light and the visiting team will wear dark on the first day, and the home team will wear dark and the visiting team will wear light on the second day. *(Amended November 2011)*

**14. Coaches Meetings**

- 14.1.** Full year league sports (Hockey, Basketball and Volleyball) will have 2 coaches meetings per year. The first meeting is to be held in December as a face to face meeting and the second meeting in early March via a conference call. The Convenor of the SMT and appropriate Committee Chair (Court Sports, Non-Court Sports) for each sport will select the dates by May 31<sup>st</sup> of the previous year for both meetings. *(Amended June 2010)*

**15. Non-Conference Schedules**

- 15.1.** 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)*
- 15.2.** All exhibition games/tournament schedules are to be posted on the ACAC Conflink system 48 hours prior to game time. Institutions who fail to post schedules on the ACAC Conflink system 48 hours prior to game time shall be assessed a fine of \$25.00 per game, to a maximum of \$250.00 in the case of a tournament.

Note: In the event of a tournament, a skeleton schedule must be posted.

All exhibition games/tournament scores are to be posted on the ACAC Conflink system by 4 pm on the second business day following the competition. Institutions who fail to post scores shall be fined \$25.00 per game, to a maximum of \$250.00 in the case of a tournament. *(Added April, 2011)*



## 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:** A FIFA World Cup or Euro Cup match ball will be the official soccer ball for the ACAC. *(Amended February, 2011)*

### 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.

---

### Time/Duration of Matches

- 2.3. **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)*
- 2.4. **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)*
- 2.5. **Half Time:** There will be a maximum of 10 minute rest at half time.
- 2.6. **Overtime:** There will be no overtime periods during league play *(Amended September 2009)*

### 3. Schedule/League Format

- 3.1. **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.
- 3.2. **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)*
- 3.3. **Women's Divisions:** The women's league shall be divided into 2 divisions:  
  
North: MacEwan, Concordia, NAIT, King's, Keyano, GPRC  
  
South: MHC, Lakeland, Lethbridge, SAIT, MRU, RDC *(Amended December 2009)*
- 3.4. **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)*
- 3.5. Women's matches shall be played first every year. *(Amended December 2007)*
- 3.6. **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)*

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

- 4.1. Team with highest total amassed points - 1st place.
- 4.2. Team with 2nd highest amassed points - 2nd place.
- 4.3. Team with 3rd highest amassed points - 3rd place
- 4.4. Team with 4th highest amassed points - 4th place.
- 4.5. Team with 5th highest amassed points - 5th place.

**5. Team Standings at Conclusion of League Play - Tie Breakers**

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

**5.1.1.** Results of matches between the tied teams:

**5.1.2.** Goal difference in games between the tied teams.

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

**5.2.** Goal difference in all ACAC regular league games.

**5.3.** Most goals scored in regular league play.

**5.4.** Fewest goals conceded in regular season play.

**6. Conference Championships**

**6.1. 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.

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

**6.3. 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)*

**6.4. 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.

**6.4.1.** 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.

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

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

**6.4.4.** 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.

**6.5. 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)

Friday	Saturday	Sunday
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)

Friday	Saturday	Sunday
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)*

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

**6.5.2.** 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.

**6.5.3.** 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 General Manager. Economic considerations for traveling teams will have priority over requests from the host team.

**6.5.4.** 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)*

## 6.6. Overtime in Play-offs:

If at the end of regulation time the score is tied, teams shall play fifteen minute halves followed by a shoot-out, if necessary.

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 its roster by the same number (as per FIFA rule). *(Amended June 2011)*

**6.6.1.** In the case of the ACAC Bronze Medal game, if at the end of regulation time the score is tied, the game will move directly to penalty kicks. *(Amended June 2011)*

## 7. Substitutions

**7.1.** 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)*

**7.1.1.** 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.

**7.1.2.** A goal keeper change at half time must be reported to the referee.

## 8. 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.

**8.1. Suspension in a league game:** All suspensions that arise from card offences, physical contact and ejections shall be served in the next scheduled game.

**8.2. Suspension in a Non-Conference Game:** Any player or coach who received a suspension in a non-conference game shall serve that suspension in the next scheduled game. Games added to a team's non conference schedule and date stamped on the ACAC Conf Link the day of the infraction or there after cannot be used to serve the suspension. *(Amended March 2010)*

**8.3. Yellow Card Offences:** 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:

**8.3.1.** Third yellow card - one game suspension

**8.3.2.** Fifth yellow card - one game suspension

**8.3.3.** Sixth yellow card - two game suspensions

- 8.3.4.** Seventh and further yellow cards - dealt with by the ACAC Executive Committee, Commissioner and General Manager
- 8.3.5.** 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.
- 8.3.6.** 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.
- 8.4. 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.
- 8.4.1. One Match Suspension:** Red card offenses resulting in a one game suspension:
- 8.4.1.1. 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.
- 8.4.1.2. 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.
- 8.4.2. Two Match Suspension:** Red card offences resulting in an immediate match ejection plus a two (2) game suspension:
- 8.4.2.1.** Spitting at or threatening anyone other than an official, or
- 8.4.2.2.** Kicking or striking an opponent in a deliberate manner, or
- 8.4.2.3.** Foul or abusive language, or harassing to anyone other than an official *(Added February, 2011)*
- 8.4.3. Four Match Suspension:** Red card offences resulting in an immediate match ejection plus a four (4) game suspension.
- 8.4.3.1.** Fighting, Violent conduct, serious foul play, or
- 8.4.3.2.** Spitting, harassing, or threats directed at an official.

- 
- 8.5. 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.
- 8.6. Ejection from an Exhibition Match:** If a coach/player is ejected from an exhibition match, he/she must sit out the next scheduled match.
- 8.7. 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.
- 8.8. Suspensions:**
- 8.8.1.** Suspensions will be carried over into the post season where applicable.
- 8.8.2. 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.
- 8.8.3. Player Ejections/Suspensions:** Players serving suspensions or ejected cannot be part of a team bench, warm-up or post game ceremonies.
- 8.8.4. Viewing Privileges:** suspension or ejection from an ACAC soccer match implies removal from the field and any connected viewing areas.
- 8.8.5. Carry-Over to CCAA Play:** Suspensions in ACAC play shall carry over into CCAA play.
- 8.8.6. 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.
- 8.8.7. 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.
- 8.8.8. Recognition of Suspensions from Other Leagues:** Suspensions levied from all organized soccer will be enforced by the ACAC.
- 8.8.9. 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.

**8.8.10. 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)*

**8.9. 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.

## 9. Fields

**9.1. Lining:** The home team shall ensure that playing fields are adequately lined, including Technical Areas according to FIFA rules.

**9.2. Goals, Flags & Scoreboard:** The home team shall provide four (4) corner flags and two (2) goal nets, two (2) centre flags and a scoreboard.

**9.3. 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.

**9.3.1. 4<sup>th</sup> Official:** Seating for the 4th official shall be provided at centre field between the two team benches.

**9.3.2. Technical Bench Area:** The Technical Bench Area shall be restricted to 24 persons.

**9.4. ACAC Banner:** Wherever possible, the ACAC banner shall be displayed at all soccer fields where ACAC soccer games are in progress.

## 10. Player Eligibility

**10.1. 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)*

**10.2. 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)*

**10.3. Participation on Club Teams:** It shall be permissible for an ACAC soccer participant to play simultaneously for a club team.

**10.4. 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.

**11. Coaches' Meeting**

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

**12. Non-Conference Games**

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

**12.2.** 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.

**12.3.** 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.

**12.4.** All exhibition games/tournament schedules are to be posted on the ACAC Conflink system 48 hours prior to game time. Institutions who fail to post schedules on the ACAC Conflink system 48 hours prior to game time shall be assessed a fine of \$25.00 per game, to a maximum of \$250.00 in the case of a tournament.

Note: In the event of a tournament, a skeleton schedule must be posted.

All exhibition games/tournament scores are to be posted on the ACAC Conflink system by 4 pm on the second business day following the competition. Institutions who fail to post scores shall be fined \$25.00 per game, to a maximum of \$250.00 in the case of a tournament. *(Added April, 2011)*



## 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 25 minutes for the time the court is cleared from the previous match. *(Amended May 2010)*
  - 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. For the home team, 14 players are permitted to dress, warm up and sit on the bench. For the visiting team, only 12 players are allowed to dress in uniform, but 14 players are allowed to warm up (prior to the match) and sit on the bench. *(Amended October 2011)*
  - 1.2.7. Only those listed on the score sheet are permitted in the warm up zone. *(Amended October 2011)*
  - 1.2.8. 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:**
- 1.7.3.1.** A maximum of fourteen (14) players are eligible to play in each home Conference match. A maximum of twelve (12) players are eligible to play in each away Conference match. The 14 (home) and 12 (away) players selected must remain the same for the entire match. *(Amended October 2011)*
- 1.7.3.2. Dakstats:** All tentative Dakstats rosters for basketball and volleyball, for the purpose of event staff training and exhibition play, be uploaded to Dakstats no later than September 20<sup>th</sup> each year. Failure to do so will result in a \$250 fine (Refer to Article II, Section 3, 1.16.1).  
*(Added June 2011)*

**2. Tie-Breaker Procedure** *(Amended December, 2010)*

**2.1. League Standings**

- 2.1.1.** Scenario A – If 2 or more teams finish the regular season with identical records and all tied teams have played each other during the course of the regular season, then the teams will be ranked in accordance with Volleyball Canada Tie-breaking procedures.
- 2.1.2.** Scenario B – If 2 or more teams finish the regular season with identical records and *all tied teams have not* played each other during the course of the regular season, the following procedure will take place (in order as listed):
- Match win/loss ratio between common opponents
  - Set win/loss ratio between common opponents
  - Complete set win/loss ratio between all opponents
  - Points for and against ratio between common opponents
  - Points for and against ratio between all opponents
  - Coin toss

**2.2. Conference Championship Hosting**

Those teams, women's and men's, finishing in firstplace at the Christmas break (based upon a balanced schedule review as necessary) shall earn the right to host the ACAC Volleyball Championships.

---

**2.2.1.** One institution cannot host both men's and women's ACAC Conference Playoffs in the same year. In the event that a Men's and Women's team from the same institution earns the right to host in the same year, alternating years will determine which gender hosts. Men's teams will host in odd years, Women's teams will host in even years. For example:

2010-11 – Men  
2011-12 – Women  
2012-13 – Men  
2013-14 – Women

**2.2.2.** In the event of a first place team not being able to host (due to the Gender tie or any other reason), the team that finished in second place at the end of the first semester would become the host venue for ACAC Conference Playoffs.

**3. Conference Championships** *(Amended June 2010)*

**3.1. Qualification of the Conference Championship: Playoff Structure**

**3.1.1.** The 10 volleyball teams with the best win loss record regardless of geographic alignments will be eligible to compete for the Conference Championship.

**3.1.2.** Teams that finish ranked first to sixth place during the regular season will receive a bye to the Conference Championship and will be seeded according to ranking at the end of the season. Teams finishing 7<sup>th</sup> to 10<sup>th</sup> place will play in a best of three series.

**3.1.3. Play-off Format: Qualification ACAC Conference Playoffs Weekend**

**3.1.3.1.** 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. The exact dates are to be determined by the competing college AD's. In the event agreement cannot be mutually agreed to, the President Elect shall be the deciding authority.

**3.1.3.2.** Where there is less than 300km separating competing colleges, the following teams (7<sup>th</sup> and 8<sup>th</sup> place) will be considered to have the higher ranking and thereby would host the first and third (if necessary) matches.

**3.1.3.3.** When there is more than 300km separating competing colleges, the entire series will be hosted by the teams noted above

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

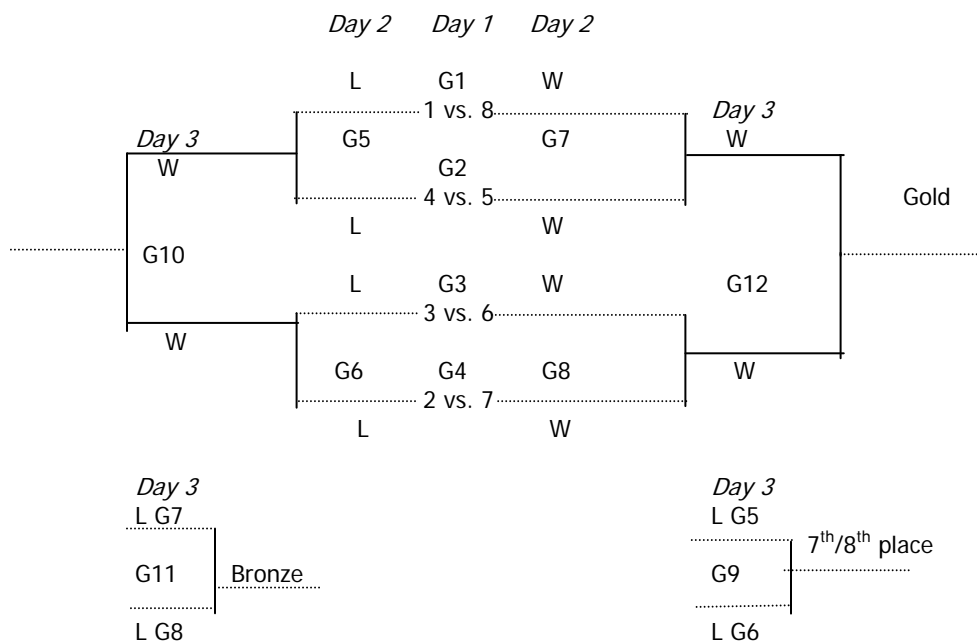
Seeding for Conference Championships will be as follows:

- 1<sup>st</sup> First place team after the regular season
- 2<sup>nd</sup> Second place team after the regular season
- 3<sup>rd</sup> Third place team after the regular season
- 4<sup>th</sup> Fourth place team after the regular season
- 5<sup>th</sup> Fifth place team after the regular season
- 6<sup>th</sup> Sixth place team after the regular season
- 7<sup>th</sup> Highest ranked team remaining from the regular season after the qualification weekend
- 8<sup>th</sup> Second highest ranked team remaining from the regular season after the qualification weekend

**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:** The team with the best overall win/loss ratio at Christmas will host the Conference Championship. In the case that one institution is in first place in both the men's and women's division at Christmas that athletic director will have until January 15<sup>th</sup> to select which gender they would like to host. The other gender would then go to the second place team in that division. *(Amended June 2010)*

- 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).
- 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 International Mikasa ball shall be the only ball sanctioned for ACAC women's and men's play effective the 2010-11 season. *(Amended May 2010)*
- 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 10. *(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 25 minutes after floor is cleared following completion of the first game.  
*(Amended May 2010)*

**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 25 minutes after floor is cleared following completion of the first game.  
*(Amended May 2010)*

**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 25 minutes after floor is cleared following completion of the first game.  
*(Amended May 2010)*

**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 25 minutes after floor is cleared following completion of the third game.  
*(Amended May 2010)*

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

**7.3. Gym Availability:** Gymnasias 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.** Teams are divided into North and South divisions. Each team will play 2 matches against each team in their own division as well as 2 matches against 4 of the teams from the alternate division. The combined men's and women's year end rankings from the previous two years will be used to determine each team's ranking and cross over opponents for the subsequent year.

North – GPRC, Keyano, Lakeland, MacEwan, NAIT, King’s and Concordia

South – Briercrest, Lethbridge, MHC, MRU, RDC, SAIT and Augustana  
(Amended June 2010)

North/South Team Rank	S1	S2	S3	S4	S5	S6	S7
N1	2	2	2	2	DNP	DNP	DNP
N2	2	2	2	DNP	2	DNP	DNP
N3	2	2	DNP	2	DNP	2	DNP
N4	2	DNP	2	DNP	2	DNP	2
N5	DNP	2	DNP	2	DNP	2	2
N6	DNP	DNP	2	DNP	2	2	2
N7	DNP	DNP	DNP	2	2	2	2

8.2. At the conclusion of the regular season all the volleyball teams will be ranked 1-14 according to the win/loss ratio to determine playoff positioning. (Amended June 2010)

## 9. Uniforms

9.1. **Regular Season Play:** Regular Season Play: Each Conference volleyball team shall have two sets of uniforms; one basically light and the other basically dark in colour. (Amended November 2011)

9.1.1. Each Conference volleyball team shall have two sets of uniforms; one basically light and the other basically dark in colour. The home team will wear light and the visiting team will wear dark, excepting that:

9.1.2. On weekends where one institution hosts both matches, the home team will wear light and the visiting team will wear dark on the first day, and the home team will wear dark and the visiting team will wear light on the second day. (Amended November 2011)

9.1.3. **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.

9.1.4. **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. Suspensions in a League Game:** Any coach or player disqualified from a league match, shall receive a minimum of a one match suspension which will be served in the next scheduled league match. *(Amended March 2010)*
- 10.2. Suspension in a Non-Conference Game:** If any coach or player is disqualified from a non-Conference match, he/she shall receive a minimum of a one match suspension which will be served in the next scheduled match. Matches added to a team's non conference schedule and date stamped on the ACAC Conf Link the day of the infraction or there after cannot be used to serve the suspension. *(Added March 2010)*
- 10.3. 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.
- 10.4. Disqualification:** If a coach or player is disqualified from a league match, he/she must sit out the next league match.
- 10.5. Carry-Over Suspensions:** Suspensions will be carried over to the post-season where applicable.
- 10.6. Removal from Venue:** Suspension from an ACAC volleyball match implies removal from the gymnasium and any connected viewing areas.

## 11. Coaches Meetings

- 11.1.** Full year league sports (Hockey, Basketball and Volleyball) will have 2 coaches meetings per year. The first meeting is to be held in December as a face to face meeting and the second meeting in early March via a conference call. The Convenor of the SMT and appropriate Committee Chair (Court Sports, Non-Court Sports) for each sport will select the dates by May 31<sup>st</sup> of the previous year for both meetings. *(Amended June 2010)*

## 12. Non-Conference Schedules and Scores

- 12.1.** All exhibition games/tournament schedules are to be posted on the ACAC Conflink system 48 hours prior to game time. Institutions who fail to post schedules on the ACAC Conflink system 48 hours prior to game time shall be assessed a fine of \$25.00 per game, to a maximum of \$250.00 in the case of a tournament.

Note: In the event of a tournament, a skeleton schedule must be posted.

All exhibition games/tournament scores are to be posted on the ACAC Conflink system by 4 pm on the second business day following the competition. Institutions who fail to post scores shall be fined \$25.00 per game, to a maximum of \$250.00 in the case of a tournament. *(Added April, 2011)*

## 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 may be used. *(Amended April, 2011)*

**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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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
Futsal (Men)	12	12	12	36
Futsal (Women)	12	12	12	36
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

*(Amended May 2011)*

**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.

- 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. "Players 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 Director of Marketing and the General Manager. 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 Related to Operating Code Articles

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 \$250.00 deposit, refundable if the protest is upheld.  
*(Amended June 2011)*
  - 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 request, including a tape of the incident, must be submitted to the ACAC Office within 72 hours of the incident and a \$250.00 non-refundable fee is to be paid. *(Amended, June 2011)*
  - 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 \$250.00 deposit, refundable if the appeal is upheld.  
*(Amended June 2011)*
  - 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. **Schedule and Score Posting:** All exhibition games/tournament schedules are to be posted on the ACAC Conflink system 48 hours prior to game time. Institutions who fail to post schedules on the ACAC Conflink system 48 hours prior to game time shall be assessed a fine of \$25.00 per game, to a maximum of \$250.00 in the case of a tournament.

Note: In the event of a tournament, a skeleton schedule must be posted.

All exhibition games/tournament scores are to be posted on the ACAC Conflink system by 4 pm on the second business day following the competition. Institutions who fail to post scores shall be fined \$25.00 per game, to a maximum of \$250.00 in the case of a tournament. *(Added April, 2011)*

- 1.7. **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.

- 
- 1.8. Late Eligibility Forms:** There shall be an Administrative fine of \$100 per day for late eligibility forms, to a maximum of \$500. *(Amended November, 2010)*
- 1.9. 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).
- 1.10. Reporting Scores:** Institutions which fail to report scores by phone or e-mail a minimum of one hour after the conclusion of each conference game to the ACAC statistician shall be assessed a fine of \$50.00 per occurrence. *(Amended December, 2010)*
- 1.10.1. Reporting Scores ACAC Conference Playoffs:** 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 or do not update the championship link on the ACAC web-site shall be assessed a fine of \$100.00 per occurrence. *(Added December, 2010)*
- 1.11. Game Reports:** Institutions which fail to fax game reports, score sheet 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 \$50.00 per occurrence. *(Amended December, 2010)*
- 1.11.1. 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.
- 1.12. 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)*
- 1.13. 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.
- 1.14. 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.
- 1.15. 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).

**1.16. ConfLink Rosters:**

**1.16.1.** All tentative Dakstats rosters for basketball and volleyball, for the purpose of event staff training and exhibition play, be uploaded to Dakstats no later than September 20<sup>th</sup> each year. Failure to do so will result in a \$250 fine. *(Added June 2011)*

**1.16.2.** 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.

**1.17. 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)*

**1.17.1.** Full and Associate member colleges must send a representative to the Administrative Assistant, DakStats, Coaches and Council meetings.

**1.17.2.** Guest Member colleges must send representatives to all sport-specific meetings in which they are involved including, but not limited to, the following: Coaches and Administrative Assistant meetings.  
*(Amended December, 2010)*

*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 General Manager, 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 General Manager 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 \$250.00, refundable if the protest is upheld. *(Amended June 2011)*

### 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 General Manager.

**6. Revision of Records**

**6.1.** It shall be the responsibility of the General Manager 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 August, 2011)

### 1. **Definitions**

1.1 These terms will have these meanings in this policy:

- a) "ACAC" – Alberta Colleges Athletic Conference.
- b) "Appellant" - The party appealing a decision.
- c) "Conference" – Alberta Colleges Athlete Conference.
- d) "Days" - Days irrespective of weekends or holidays.
- e) "Respondent" - The body whose decision is being appealed.
- f) "Member" - All categories of membership defined in the ACAC Bylaws, as well as any athlete or coach affiliated with a member institution of ACAC.

### 2. **Purpose**

2.1 The purpose of this Policy is to enable disputes with Members to be dealt with fairly, expeditiously and affordably, within the ACAC and without recourse to external legal procedures.

### 3. **Scope and Application of this Appeal Policy**

3.1 Any Member, defined in the Definitions Section, 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 Sections 4, 5, 6, 7 and 8 of this Policy.

### 4. **Appealable and Non-Appealable Issues/Decisions**

4.1 This Policy will apply to decisions made by ACAC, except those decisions listed herein.

4.2 This Policy will **not** apply to all decisions made by ACAC relating to:

- a) The rules of the game or competition rules;
- b) Budgetary decisions and implementation;
- c) Matters of Employment;
- d) Volunteer appointments and the withdrawal or termination of those appointments;
- e) Infractions for doping offences which are dealt with pursuant to the *Canadian Anti-Doping Program* or any successor policy;
- f) Decisions relating to employment or commercial matters;
- g) Discipline matters and decisions arising during events organized by entities other than those within the ACAC, which are dealt with pursuant to the policies of these other entities;

- h) Disputes arising within competitions which have their own appeal procedures; and
- i) Any decisions made under this Policy; or
- j) Dispute for which another dispute resolution process exists under a contract or applicable law.

## **5. Notification and Timing of Appeal**

**5.1** Members who wish to appeal a decision will have ten (10) days from the date on which they received notice of the decision, to submit a written Notice of Appeal to the head office of the Conference, within the appropriate timeline indicating:

- a) Notice of their intention to appeal;
- b) Coordinates and contact information of the Appellant;
- c) Suggested Name of the Respondent;
- d) Detailed reason(s) for the appeal;
- e) Grounds for the appeal;
- f) All evidence to support these reason(s) and grounds for the appeal;
- g) The suggested remedy or remedies; and
- h) A payment of five hundred dollars (\$500.00) administrative fee, which is refundable in successful appeal cases.

## **6. Grounds for Appeal**

**6.1** Not every decision may be appealed. Decisions may only be appealed, and appeals may only be heard, only if there are sufficient grounds for the appeal. Sufficient grounds for appeal will include a minimum of one of the following as it relates to the decision rendered by the respondent:

- a) Making a decision for which it did not have authority or jurisdiction as set out in governing documents of the Conference;
- b) Failing to follow procedures as laid out in the By-Laws and/or Operating Code of the Conference;
- c) Making a decision that was influenced by bias;
- d) Failing to consider relevant information or taking into account irrelevant information in making the decision;
- e) Exercising its discretion for an improper purpose; and/or
- f) Making a decision which was grossly unreasonable.

## **7. Case Manager**

**7.1** ACAC will appoint a Case Manager, normally the General Manager, unless a conflict of interest has been identified, 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. In exceptional cases, the Executive Committee of the Conference may elect to appoint an alternative individual as Case Manager in the event

the General Manager is unable to perform these duties to the satisfaction of the Conference.

**7.2** More specifically, the Case Manager has a responsibility to:

- a) Receive appeals from the Conference office;
- b) Convene the ad hoc appeal review committee to affirm appeals satisfy the Grounds for Appeal noted in item 6 above.
- c) Appoint the tribunal to hear appeals;
- d) Determine the format of the appeal hearings;
- e) Coordinate all administrative and procedural aspects of the appeals;
- f) Provide administrative assistance and logistical support to the tribunal as required
- g) Provide any other service or support which may be necessary to ensure a fair and timely appeal proceeding; and
- h) Attend the appeal hearing.

## **8. Evaluation of Grounds for Appeal**

**8.1** The Case Manager shall convene an ad hoc evaluation committee consisting of the President, the President-Elect and one Council member to review the appeal to determine whether it meets the Grounds for Appeal identified in item 6 above. Should, in the opinion of the Case Manager, there be any evidence of conflict of interest with one of either the President or President-Elect, the Case Manager shall replace that member with an alternate from amongst Council.

**8.2** More specifically, the ad hoc committee then has a responsibility to:

- a) Determine if appeals are within the jurisdiction of this Policy;
- b) Determine if appeals are brought in a timely manner;
- c) Determine if appeals are brought on permissible grounds;

**8.3** In the event the Ad Hoc Committee finds sufficient grounds for an appeal, the hearing shall be scheduled to be held within seven (7) days as per OC, Art. III, Sec. 4, 5.3 above.

## **9. The Appeal Hearing**

**9.1** If the Ad Hoc Committee is satisfied that there are sufficient grounds for an appeal, the Case Manager will establish an Appeals Panel (the "Panel") consisting of three (3) persons to hear the appeal. The Case Manager will appoint one of the Panel's members to serve as the Chair. Appeal Panel members will be current members of ACAC or its alumni members (e.g. "Founders Club" members) who are independent of the parties to the appeal. In extraordinary circumstances, and at the discretion of the Case Manager, an appeal committee of one person may be appointed to hear and decide a case.

**9.2** 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:

- a) The hearing will be held within the appropriate timelines determined by this Policy or amended by the Case Manager;
- b) The parties will be given appropriate notice of the day and time of the hearing;
- c) 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;
- d) The parties may be accompanied by a representative or adviser, including legal counsel;
- e) The Appeal Panel may request that any other individual participate and give evidence at the hearing;
- f) 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; and
- g) 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.

NOTE: The Appellant shall 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 6.1.

## **10. Appeal Decision**

**10.1** At the conclusion of the hearing, the Appeal Panel will, within the appropriate timeline, issue a written decision with reasons. The Appeal Panel may decide:

- a) To reject the appeal and confirm the decision being appealed; or
- b) To uphold the appeal and refer the matter back to the initial decision-maker for a new decision; or
- c) 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
- d) 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 Appeal Panel will take into account the outcome of the appeal, the conduct of the parties and their respective financial resources.

**10.2** The Appeal Panel'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 the ACAC Office. 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.

**10.3** Where time is of the essence, the Appeal Panel's 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.

**11. Confidentiality**

- 11.1** The appeal process is confidential involving only the parties, the Case Manager and the Appeal Panel's. Once initiated and until a written decision is released, none of the parties or the Appeal Panel will disclose confidential information relating to the appeal to any person not involved in the proceedings.

**12. Final and Binding Decision**

- 12.1** The decision of the tribunal will be final and binding upon the parties and upon all members of ACAC.
- 12.2** No action or legal proceeding will be commenced against the Conference or its Members in respect of a dispute, unless the Conference has refused or failed to abide by the provisions for appeal as set out in this Policy.

*Members should note that the Sport Dispute Resolution Centre of Canada (SDRCC: [www.crdsc-sdrcc.ca/eng/about.jsp](http://www.crdsc-sdrcc.ca/eng/about.jsp)) normally does not consider cases/files brought forward by either a member of the Conference or the Conference itself as it hears cases only for NSO's/MSO's funded by Sport Canada (e.g. CCAA).*

**13. Timelines**

- 13.1** The following timelines govern this policy. The Case Manager reserves the right to modify these timelines to accommodate the particular circumstances of any appeal:
- a) Notice of Appeal (Section 5): 10 days from the written announcement of the decision being appealed.
  - b) Screening of the appeal (Section 8): 7 days from receipt of the Notice of Appeal.
  - c) Appointment of tribunal (Section 9): 7 days from decision that the appeal may proceed to a hearing.
  - d) Scheduling of hearing (Section 9): 10 days from appointment of tribunal.
  - e) Release of decision (Section 10): 7 days from conclusion of hearing.

**14. Suspensions**

- 14.1** Sanctions, penalties or suspensions will be stayed during the appeal process unless the Conference deems in its sole discretion that the conduct related to the sanction, penalty or suspension is egregious or harmful to the image or reputation of the Conference.



## 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/her 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 request, including a tape of the incident, must be submitted to the ACAC Office within 72 hours of the incident and a \$250.00 non-refundable fee is to be paid. *(Amended, June 2011)*
- 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:** Under no circumstances 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 General Manager in writing. It will then be incumbent upon the General Manager 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 72 hours of an incident and may use videotape or additional information pertinent to the incident. The request must be submitted to the ACAC Office with a \$250.00 non-refundable fee. *(Added May 2009; Amended April, 2011).*

## 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 up to three (3) their own athletes, using the ACAC nomination form with a short 1-2 sentence rationale for those athlete nominations. *(Amended May 2010)*

**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 Golf Award

### Procedure for Selection of Coach of the Year

*(Added December, 2010)*

#### 1. Coach of the Year

There shall be a golf "Coach of the Year" selected each year. The award winner will be chosen by a vote of coaching peers after the second regional tournament.

- 1.1 **Selection timeline:** After the conclusion of the second ACAC tournament, each golf institution shall cast a vote.
- 1.2 **Voting:** Voting will be on a 3–2–1 basis with the top ranking coach receiving 3. Each golf institution shall cast one vote.  
If an institution has two or more co-coaches, they shall be considered a single coaching team for the purpose of the award.  
Institutions cannot vote for themselves.
- 1.3 The winner will be the coach with the highest numerical total; in the case of a tie, the coach with the highest number of 1<sup>st</sup> place votes, then 2<sup>nd</sup> place votes, then 3<sup>rd</sup> place votes. If still tied, both coaches will receive the award.
- 1.4 Votes are due no later than 4pm on the Tuesday following the second tournament.
- 1.5 **Announcement:** The announcement of the winner will be made on the Friday of the same week as the voting is conducted.

## Section 9 Men's and Women's Hockey Awards

### Procedure for Selection 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)*

1 <sup>st</sup> team (Top Points)	2 <sup>nd</sup> Team (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 10 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 11 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 the 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.
- 1.2.3.** In the event that a tie still exists, the SMT will make a decision. *(Added February, 2011)*

**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 12 ACAC Overall Athletes of the Year – Male & Female

*(Added May 2010)*

### 1. Nomination Procedure

- 1.1. One male and one female athlete shall be chosen annually from across all ACAC Sports.
- 1.2. Athletic Directors may nominate one male and female athlete for consideration. Recipients for consideration may include but not be limited to, Conference tournament MVP's, All-Canadians, All-Conference Team members.
- 1.3. All award nominations must be typed to be considered. The ACAC Office will provide electronic nomination forms.
- 1.4. Nominations are submitted to the ACAC Office.
- 1.5. Nominations will be sent to the ACAC Executive committee for selection.
- 1.6. The Executive Committee shall have a conference call to discuss the nominations and select the recipients.
- 1.7. Athletic Directors to forward all documentation to the ACAC Office no later than 72 hours after the last CCAA National Championship. In the case of a sport that does not compete for the national championship, the deadline will be 3 days after the ACAC Conference Championship. *(Amended June 2011)*

### 1.8. Criteria for Consideration

- 1.8.1. Level of achievement must be attained in the current September 1 to May 1 season of a given year.
- 1.8.2. ACAC All-Conference awards
- 1.8.3. Tournament recognition awards
- 1.8.4. Provincial/National team placements
- 1.8.5. Individual achievements: leaders in stats and records
- 1.8.6. Attain a minimum of 2.0 or 60% average in their first semester of their current academic year.
- 1.8.7. Achieve academic recognition from Conference or nationally
- 1.8.8. Was a factor in teams win/loss records
- 1.8.9. Helped team to play-offs / conference or CCAA medal
- 1.8.10. During the current year, the athlete was involved in campus activities/leadership

- 1.8.11.** Community involvement (e.g. off campus clinics, programs, charity events, etc.)
- 1.8.12.** Exhibits a positive attitude and fair play attributes
- 1.8.13.** Demonstrates leadership
- 1.9.** Award will be given an ACAC personalized 9 x 12 plaque *(Added May 2010)*

## **Section 13      Delay/Postponement/Cancellation of an ACAC Event**

*(Amended April, 2011)*

### **1.      Delay of Start Times or Interruption of a Competition**

- 1.1.** There are a number of unusual circumstances that may cause a delay, postponement or cancellation of an ACAC event. The following list (but not limited to) 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(s) arrive 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
  - 1.1.7.** Power failure
  - 1.1.8.** Facility evacuations (fire, flooding, security, etc)
- 1.2.** **The following represent guidelines for dealing with the above circumstances:**
  - 1.2.1.** The host athletic director and the coaches involved should make every effort to ensure that the competition is played. Decisions should be made "in the spirit of the sport". All parties involved shall attempt to rectify the situation within a one-hour time limit or a mutually agreed upon time.
  - 1.2.2.** After one hour (or a mutually agreed upon time), the game or event shall be postponed. The decision will then be communicated to all the athletic directors & coaches involved, the ACAC Office and the sport SMT Convenor.
  - 1.2.3.** If an official(s) arrive late, the host athletic director and coaches should refer to the sport's official rules governing such situations. 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. At least one accredited official must be present for the contest to proceed

- 1.2.4.** In the event the host is responsible for the delay in the starting time of the competition, then the host is responsible for any additional costs incurred by the Conference and/or visiting team(s).
- 1.2.5.** In the event the visiting team(s) 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.

## **2. Postponement of a Scheduled ACAC Event**

When either the host or visiting team(s) 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 be completed as scheduled, this shall be communicated to the officials and the affected coaches, the host athletic director, 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 involved on a mutually agreeable date or baring a successful agreement, shall be referred to the President-Elect for a decision to be made in consultation with all 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 is responsible for the postponement of the competition, then the host is responsible for any additional costs (officials, travel, accommodations, meals, etc) incurred by the Conference and/or visiting team(s).
- 2.5.** In the event the visiting team(s) is responsible for the postponement of the competition, then the visiting team(s) is responsible for additional costs (officials, travel, accommodations, meals, etc) incurred by the Conference and/or host.
- 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 the responsibility for postponement shall be referred to and be resolved by the Conference Executive Committee.
- 2.8.** In the event the competition is postponed, the following will apply:
  - 2.8.1.** Results of sanctionable offences which occurred prior to the interruption will be enforced
  - 2.8.2.** All statistics compiled prior to the interruption will be excluded from Conference records.
- 2.9.** Unless agreed upon by all parties involved, the event will be replayed in its entirety.

**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 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.

- 3.1.** As soon as it becomes apparent the event will be cancelled as scheduled, this shall be communicated to the officials, the affected coaches, all athletic directors, the sport's SMT Convenor and the ACAC Office.
- 3.2.** In the event the competition is cancelled owing to the absence of officials, the host will contact the local official's assignor, the affected coaches, the athletic directors, the sport's SMT Convenor and the ACAC Office.
- 3.3.** The event will be re-scheduled by the athletic directors involved on a mutually agreeable date or baring a successful agreement, shall be referred to the President-Elect for a decision to be made in consultation with all parties. It shall be the responsibility of the host to inform the SMT Convenor, the ACAC Office and the official's assignor.
- 3.4.** In the event the host is responsible for the cancellation of the competition, then the host is responsible for any additional costs (officials, travel, accommodations, meals, etc) incurred by the Conference and/or visiting team(s).
- 3.5.** In the event the visiting team(s) is responsible for the cancellation of the competition, then the visiting team is responsible for additional costs (officials, travel, accommodations, meals, etc) incurred by the Conference and/or host.
- 3.6.** In the event neither team(s) is deemed to be responsible for the cancellation (e.g. Weather, absence of officials), all costs relating to re-scheduling the event shall be borne by those incurring the costs.
- 3.7.** Disputes over the responsibility for cancellation shall be referred to and be resolved by the Conference Executive Committee

**4. Minimum Roster Size**

- 4.1.** Basketball: 8 players
- 4.2.** Volleyball: 7 players including a setter
- 4.3.** Men's Hockey: 13 skaters and one goaltender
- 4.4.** Women's Hockey: 11 skaters and one goaltender
- 4.5.** Curling: Numbers addressed in Operating Code Art 1, Sec.13, Rule 3.1



## Section 14      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 \$50.00 per occurrence. *(Amended December 2010)*
- 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.      Immediately following the hockey game, the host institution shall enter the scores and hockey stats via the hockey statistical program to the statistical web site. *(Added May 2010)*
- 1.6.      For hockey, institutions failing to enter game scores and stats to the hockey stats web site by 4:00pm the following day, shall be assessed a fine of \$25.00 per occurrence. *(Added May 2010)*
- 1.7.      **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.
- 1.8.      **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)*
- 1.9.      **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 15      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. 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 Tournament 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 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. Soccer Standards

4.1. Each host institution shall provide a(an):

4.1.1. strategy room for each team;

4.1.2. a chalk/white board;

4.1.3. a game day supervisor;

4.1.4. a game day announcer (could be combined with supervisors role);

4.1.5. a scoreboard;

4.1.6. a game day program noting roster;

4.1.7. a minimum a 3 official ACAC games balls. *(Added May 2010)*

#### 5. General Standards

5.1. Each host institution shall provide benches for both teams.

5.2. 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.

#### 6. Athletic Department Publications

6.1. Use of the ACAC logo on all athletic department promotional materials is required.

6.2. Use of the Alberta Sport, Recreation, Parks and Wildlife Foundation (ASRPWF) logo on athletic department publications is encouraged by the Conference.

6.3. Use of ACAC logo, the CCAA logo, the ASRPWF logo and logos of all Conference corporate sponsors are required on all game day programs.

6.4. Exclusive use of "Championship Partner" corporate logos is required on all ACAC Championship publications.

6.5. 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.

6.6. Use of ACAC corporate sponsor logos on all college athletic department promotional materials is encouraged