

## 2011-12 MEN'S AND WOMEN'S BASKETBALL POLICIES & PROCEDURES

### I. CONFERENCE SCHEDULE

- A. The conference schedule will be double round-robin and prepared by the Commissioner.
- B. Conference opponents will be kept in the same order during a particular season. Institutions may work with the Commissioner to adjust the schedule for extenuating circumstances.
- C. When a men's and women's conference doubleheader is scheduled, the preferred starting times shall be 5:30 p.m. and 7:30 p.m. Whether the men's or women's game is to be played first on a given date is the host institution's prerogative and should be indicated part of the schedule.
- D. The schedule should be submitted for approval at the spring Executive Committee meeting two years in advance of the season in question.

### II. CHAMPIONSHIP TOURNAMENT FORMAT

- A. The conference representative to the NAIA national championship tournament shall be the winner of the post-season Cal Pac tournament.
- B. Each tournament game shall be played at the home site of the team which finished higher in the final regular season conference standings.
- C. Tournament contests shall commence the week following the end of the Cal Pac regular season schedule as follows:
  - i. First round contests for both the men's and women's tournaments will be played on the Wednesday following the regular season.
    1. In 2012, the regular-season champion and the #2 seed shall receive a first-round bye. UC Merced is not eligible.
    2. First round games shall be #6 at #3 and #5 at #4..
    3. If the schedule results in a men/women tournament doubleheader, the host team shall determine the times and order of the contests.
    4. Semi-final contests shall be played on the Friday and Saturday following the regular season.
      - a. In even-numbered years, the women's teams shall play their semifinals on Friday and the men's teams shall play their semifinals on Saturday.
      - b. In odd-numbered years, the men's teams shall play their semifinals on Friday and the women's teams shall play their semifinals on Saturday.
      - c. If Pacific Union College is involved in a semifinal, that game shall be played on Saturday night, regardless of the site.
    5. The championship games shall be played on Monday and Tuesday at the site of the higher seeded team.

- a. In even-numbered years, the women's teams shall play their championship on Monday and the men's teams shall play their championship on Tuesday.
- b. In odd-numbered years, the men's teams shall play their championship on Monday and the women's teams shall play their championship on Tuesday.
- c.
- 6. The conference will arrange and pay the appropriate assigning agency for officials for all tournament games. Host institutions shall bear all other costs of hosting the event. Visiting institutions are responsible for their travel own expenses.
  - a. Each host institution for the first two rounds will reimburse the conference the actual cost of officials for those contests.
  - b. The conference will bear the cost of officiating expenses for the championship games.
- 7. The conference will prepare and provide table-sized championship banners for display at each home tournament site.

### III. TOURNAMENT SEEDING AND TIE-BREAKERS

- A. All eligible conference teams will be seeded in the tournament based on the order of finish in the final regular season conference standings.
- B. In the event there is a tie in the final standings, the following steps shall be used, in order, to resolve the tie
  - i. Head-to-head competition in conference play.
  - ii. Won-loss record versus each league member (or the cumulative record of teams tied in a position) based on descending order of finish in the final conference standings.
  - iii. Fewest aggregate points allowed in the games involving the tied teams.
- C. In the event of a tie involving more than two teams, the same tie-breaking process will be used until one team is removed from the deadlock.
- D. Once a team is removed from the tie, the remaining ties are broken by reverting back to step one of the procedure (head to head results).
- E. The procedure is to continue, including comparing results on a descending basis.
- F. If there is more than one time in the standings, the tie which can be broken via the earliest tie-breaking step shall be decided first.
- G. The review of ties will begin with the lower tie.
- H. If the lower tie cannot be resolved using step one (head to head results), the higher tie shall be considered.

- I. If the higher tie cannot be resolved using step one (head to head results), the lower tie will be reviewed under step two (results in descending order of finish).
- J. Once a tie is resolved, the remaining tie(s) will be reviewed again under step one.

#### IV. SCOUTING & VIDEOTAPE

- A. No conference institution will disclose any information about a conference member to any institution, including videotape, film, written or verbal scouting reports.
- B. In women's basketball, schools may request a maximum of two game tapes from each Cal Pac opponent. Tapes shall arrive at the requesting school one week prior to the first conference game between the two opponents. Tapes are to be requested at the beginning of the season. (8/11)
- C. In men's basketball, there are no restrictions on the number of tapes which may be requested in men's basketball. Tapes shall arrive at the requesting school one week prior to the first conference game between the two opponents. Tape requests shall be made no later than three weeks prior to the desired arrival date. (8/11)

#### V. OFFICIAL BALL

- A. The official NAIA basketball shall be used for all conference games. If the host institution is unable to provide the official ball, the visiting team shall bring a game-quality ball for use in the contest.

#### VI. DUTIES OF THE HOST INSTITUTION

- A. A certified athletic trainer shall be present at all conference games and shall be available to provide treatment to the visiting athletes as well as those of the host institution at least one hour prior to game time. The visiting team will provide its own supplies (athletic tape, etc) to the host trainer.
- B. Each game must be videotaped and a copy provided to the visiting team at the end of the game. The home team will provide two new tapes and a camera person. The camera person will record the scoreboard during timeouts and other convenient breaks.
- C. The host institution's Sports Information Director will report the game to the visiting team's media outlets if requested to do so.
- D. Full game statistics will be available within 30 minutes following the conclusion of the game.
- E. Towels and water shall be available to the visiting team's bench.
- F. Shower towels need not be supplied.
- G. E-mail results to Conference SID and post the results on the conference website immediately.

- H. A full explanation of what services will and will not be available to visiting teams should be sent to all conference institutions prior to the start of the season.

## VII. STATISTICS

- A. Complete team statistics for the entire season and for the Cal Pac season shall be maintained immediately following each contest and post with the NAIA and the Cal Pac websites.
- B. The Conference SID committee shall select the Player of the Week based upon nominations from each institution's SID or head coach before 12 Noon each Monday during the playing season. An institution which does not believe it has a legitimate Player of the Week candidate on a given week is encouraged to suggest a player from its opponents that week to assist the Conference SID in making the best decision.

## VIII. CONFERENCE OFFICIALS

- A. There shall be a three-person crew of officials for all Cal Pac men's and women's basketball games.
- B. The Supervisor of Basketball Officials shall:
  - 1. Assign all game officials
  - 2. Provide evaluation of officials.
  - 3. Compile lists of each institution's preferred officials.
  - 4. Handle any disputes that involve officials.
  - 5. Gather input from coaches' regarding officials.
  - 6. Arrange for officials to travel to various areas of the conference.
  - 7. Acquaint officials with any NAIA or Cal Pac rules or procedures that may differ from the NCAA Playing Rules.
  - 8. Collect input from officials on coach and player conduct.
  - 9. Provide uniformity, trust and consistency from the officials.
- C. Schools shall be assessed an additional \$200 per institution as part of the assigning fee. The proceeds shall be used to send the top official who works men's games and the top official who works women's games to the NAIA officiating camp for qualification for NAIA championships. The two officials will be the two highest rated available Cal Pac officials determined by coach and assignor ratings.  
(8/11)

## IX. PRE-GAME PROTOCOL

- A. The court shall be made available to the competing teams no later than 25 minutes prior to the start of the game. At on-campus facilities, the court should be made available to both teams one hour before game time. In no case may the home team keep the visiting team off the floor beyond the one-hour point if the court is available to the home team. For the second game of a doubleheader, a minimum of 25

minutes shall be placed on the clock as soon as the participants in the first game have cleared the playing surface and benches.

- B. With 1:00 remaining on the pre-game clock, the horn shall sound and both teams shall return to their benches.
- C. Pre-game ceremonies may be conducted in the following order and should be handled professionally and without undue delay.
  - 1. Public address announcement.
  - 2. Playing of National Anthem.
  - 3. Introduction of visiting team starters.
  - 4. Introduction of home team starters.
  - 5. Pre-game prayer, if desired by the host institution.
- D. Any ceremonies, beyond the above, including senior night, retirements of numbers, etc., are permitted and the head coach of the visiting team notified 72 hours in advance.
- E. Each host institution shall have separate administrators in attendance at each basketball contest in charge of game management and crowd control. The game manager shall contact the visiting head coach at the site of the contest before the start of each game.

#### X. CONFERENCE MEETINGS

- A. All basketball coaches or designee are required to attend the August Cal Pac annual convention meeting.
- B. A post-season meeting shall be conducted prior at the host institution prior to the Cal Pac Championship game.
- C. The coaches shall select a chair and a rater for the subsequent season at their year-end meeting.
  - i. The chair of each coaching group shall work with the AD liaison to establish agendas and initiate policy discussions among the coaches.
  - ii. The coaches may make recommendations to the Executive Council at any of their meetings or via conference call.
  - iii. The rater of each coaching group will work diligently to serve the conference, reporting promptly to the NAIA and following all guidelines established by the Association.

#### XI. ALL-CONFERENCE AWARDS

- A. An all-conference team shall be selected by the coaches immediately following the regular season by this process.
  - i. On the Monday immediately preceding the final regular season games, each coach shall submit to the conference office a list of nominations from his or her own institution to be included on the conference ballot.
    - 1. The nominations must be submitted using the official conference spreadsheet and shall include updated statistics for Cal Pac contests only.

2. Coaches shall rank their own players on the nomination form in descending order of preference.
  3. In addition to the nomination form, coaches may submit a separate one-page document discussing the merits of the players they nominate. The document will be forwarded with the official ballot to all other coaches for consideration.
  4. Failure to meet the Sunday deadline could result in players being excluded from the official ballot.
- ii. Coaches shall also submit any individuals who should be placed on separate ballots as the Most Valuable Athlete, Defensive Player of the Year, Newcomer of the Year, and Freshman of the Year.
  - iii. The official ballot shall be prepared by the conference office and returned to the coaches on the Monday following regular season play.
  - iv. Coaches shall complete the ballot and return it to the conference office electronically by 3:00 p.m. on the Tuesday following the conclusion of regular season.
    1. Coaches may not vote for themselves or for players from their own institutions.
    2. Coaches shall rank the players in descending order of preference. No ties in the rankings are permitted.
      - a. Coaches shall rank for two (2) players in descending order of preference for the Most Valuable, Defensive, Newcomer and Freshman of the Year awards. The second vote shall be used as a tie-breaker only.
  - v. Once all ballots are returned, the conference office will tabulate the results and announce the all-conference teams.
  - vi. The conference office will prepare individualized award certificates for all honored players.
  - vii. The Coach and Most Valuable Athlete of the year awards shall receive an additional award.

Approved: 9/24/00

Revised: 2/27/01, 8/26/01, 8/25/02, 2/10/03, 5/4/04, 5/09, 8/11

