

APPENDIX M

MCAC INCIDENT REPORT FORM

The Minnesota College Athletic Conference expects the highest standard of sportsmanship and conduct of players, coaches, officials and others associated with the game. Should an incident of unsportsmanlike behavior occur, coaches are to ensure that the MCAC ejection form is used and the procedure followed. *(Submission of this report does not negate the use of the MCAC ejection form.)* **The purpose of this form is to report any unsportsmanlike behavior that the Conference and the College officials should be aware of.** If a similar incident is reported twice of the same team and college, the violations committee will investigate the concern.

NJCAA and MCAC Code of Conduct

The Minnesota College Athletic Conference shall follow the philosophy, code of conduct and policies as set forth in the NJCAA Handbook. The basic code of conduct statement is as follows:

The basic principles of the National Junior College Athletic Association (NJCAA) and the *Minnesota College Athletic Conference (MCAC)* stand for the highest ideals in sportsmanship. One of the primary objectives of competition is to develop and foster respect for fellow participants, coaches, officials, and spectators. With this in mind, and since it is fundamental to the continuance of the activities sponsored by the NJCAA and MCAC that the rights of the majority shall not be jeopardized by the actions of a few, this CODE OF CONDUCT has been adopted:

Basic Responsibilities:

- A. Participants shall recognize their responsibility for proper conduct at any tournament, contest or event sponsored by the NJCAA and MCAC or its member colleges.
- B. Coaches shall recognize and assume responsibility for the actions of themselves and their team members.
- C. The host to any activity sponsored by the NJCAA and MCAC shall establish all procedures deemed necessary for the encouragement of proper conduct of the participants in the activity. This shall include publicizing the CODE OF CONDUCT in advance of the sponsored activity so that the responsibilities of each participant shall be clearly understood before the event begins. Each Coach who has participants competing in the event, shall be responsible for informing each member of the CODE.

(Note: the MCAC Handbook, Appendix O, has suggested procedures for crowd relations and publicizing the code of conduct for each game and tournament.)

APPENDIX M

MINNESOTA COLLEGE ATHLETIC CONFERENCE
INCIDENT REPORT FORM

(This form must be completed and routed within 48 hours)

This report form is to be used to explain inappropriate behavior of players, coaches, officials and spectators.

Location (College) where unsportsmanship occurred: _____

Contact Person: _____ Phone Number: () _____

Intercollegiate Activity: _____ (FB, VB, MBB, WBB, WR, SB, Baseball, Golf)

Date of Incident: _____ Date Incident Reported: _____

Identify the other team (College) that was on site when the incident occurred: _____

Describe the incident (conduct) that occurred in detail. Please be specific:

Based on your observation, what caused the incident to occur?

Explain the action taken to respond to the situation:

Send/fax this report form **within 48 hours** to: College President, College Conference Representative, College Athletic Director, and MCAC Coordinator.