

## CONFERENCE OPERATING PROCEDURES

### THE MINNESOTA COLLEGE ATHLETIC CONFERENCE

#### I. Conference Coordinator:

##### A. Selection Process

1. Not later than November 30 of each fiscal year, the host college shall indicate its intent to seek renewal of the host agreement.
2. Not later than December 31 of each fiscal year, the Executive Committee shall review and evaluate the office of the coordinator. The Executive Committee shall vote to recommend renewal of the host college agreement or to issue a request for proposal (RFP) to establish a host college agreement for the provision of the office of the coordinator.
3. If the Executive Committee and the host college express their intents to renew the agreement, the agreement shall be negotiated, approved by the Executive Committee, and recommended to the General Assembly thirty (30) days prior to the annual meeting.
4. If either party expresses a desire not to renew the agreement for the next fiscal year, an RFP to seek a host college for the office of the coordinator shall be issued by a special committee appointed by the MCAC president.
5. The RFP shall be issued by January 15 for a minimum period of 21 days.
6. Proposal readers will be selected by the president and ratified by the Executive Committee. Readers shall include: two college representatives from non-bidding colleges, two athletic directors from non-bidding colleges and the MNSCU representative to the MCAC. Readers shall numerically rank proposals on criteria developed by the special committee.
7. The readers' recommendations shall be communicated to the Executive Committee. The Executive Committee shall submit its recommendation to the General Assembly for ratification.

##### B. Agreement

1. An agreement shall be written between the host college and the MCAC outlining the responsibilities of the parties and the budgeted amount of funds for each fiscal year.
2. Such agreement shall be for a period of two years with amendments to be added annually by consent of the host college and approval by the Executive Committee with ratification by the General Assembly.

##### C. Responsibilities

1. Develop and maintain communications relating to the men's and women's athletic programs of member institutions.
2. Maintain the conference office and respond to requests and correspondence for printed materials, records, and statistics.
3. Maintain the Conference Handbook, updated sports operating codes, historical records and distribute revisions prior to the start of all sports seasons.
4. Maintain a current knowledge of and interpretation of conference policies, rules and regulations.

5. Schedule, prepare agendas, and take minutes at all meetings of the General Assembly and Executive Committee and distribute those minutes within one month following the meetings.
6. Receive grievances on behalf of the Conference and handle according to the appropriate procedure.
7. Arrange for the distribution of all awards.
8. Administer the approved conference budgets including the collection of revenues, payment of expenses, record keeping, reporting and preparing the proposed operating budget for the next fiscal year, using State of Minnesota and host college approved policies and procedures.
9. Coordinate the activities necessary to the operation of conference tournament and playoffs.
10. Arrange for the assignment of athletic contest officials as determined by the Conference General Assembly.
11. The host college will serve as the business agent for the MCAC.

## II. Financial Procedures

### A. Accounting

1. The MCAC accounts will be held and managed on the "host" campus location of the conference coordinator.
2. Account statements will be sent to the conference coordinator on a monthly basis.

### B. Procedure For Handling Conference Income

1. All income will be collected by the conference coordinator.
2. Dues will be payable to the "host" college of the conference coordinator.
3. Income from all state tournaments will be retained by the host college.
4. Income will be posted as a deposit in the financial report produced by the business office of the "host" college at the completion of each fiscal year.

### C. Procedure For Making Payments

1. Invoices or requests for payment shall be sent to the office of the conference coordinator.
2. Payments to officials for state tournaments shall be requested in a written summary statement of tournament income and expenses. The financial summary shall be generated by the tournament director and filed with the office of the conference coordinator.
3. Payments to others will be requested by invoice; or appropriate form.
4. The conference coordinator will complete a Pay Order form and attach it to the invoice or request for the payment form.
5. The conference coordinator's office will certify that the materials, services, or performances (1) have been received, or (2) are appropriate for payment. The coordinator's office will then record the transaction; and will forward the Pay Order and documentation to the president of the respective division.
6. The president will certify the propriety of the expenditure, and will send the Pay Order with attachments back to the conference coordinator.

#### D. Audits

MCAC accounts will be audited in the same manner as all other accounts are audited at the "host" college. Special audits may be requested and funded by the Conference.

#### E. Financial Reports

1. The conference coordinator will prepare and submit (1) the end of year financial report, and (2) the list of college payments during the year; and will submit these reports to the Conference Executive Committee no later than September 30th. The conference coordinator shall distribute copies of these reports at the annual meeting.
2. Tournament directors shall submit financial summary reports to the conference coordinator, within thirty days after the tournament.

### III. General Policies and Procedures

#### A. Affiliation

The Minnesota Community College Conference shall follow the philosophy, code of conduct, and policies as set forth in the NJCAA Handbook except as noted.

#### B. Gender Equity

Member colleges of the MCAC are called upon to address and implement the spirit and intent of all gender equity legislation.

#### C. Eligibility

1. The NJCAA Rules of Eligibility will be used for all competition. These rules shall represent the minimum rules of the MCAC. Sport operating codes will note any exceptions.
2. The MCAC does not participate in the NJCAA 20-day Rule for athletes.
3. MCAC teams must have their eligibility approved 10 days prior to any state tournament or scheduled playoff.
4. For all athletic contests, the host college will be responsible for providing appropriate supervision.

#### D. Contest Administration

1. Games may be postponed only on conditions beyond the control of the college (weather, etc.). Decisions to cancel or postpone games shall be made by mutual consent of the athletic directors of the colleges involved. Decisions to make up postponed games shall follow the appropriate sport operating code.
2. All home colleges shall send confirmation to each college with whom they will be competing.
3. To add a conference recognized sport, a college must submit a request to the Conference Coordinator.
4. A sport shall be recognized by the Conference when at least four colleges offer the sport and approval is voted by a majority of the General Assembly.

5. There will be No MCAC All Star games.
6. Each college shall be issued ten regular season passes.
7. The definition of a contest shall be determined by the NJCAA rules. In addition any competition other than intra-squad or alumni shall be considered a "contest" if ANY of the following exist:
  - a. Paid officials are used.
  - b. "Game: time is kept.
  - c. "Game" score is kept.
  - d. Admission is charged.
  - e. The event appears on any published schedule of the college.
8. Conduct of Participants:
  - a. The MCAC follows the Sportsmanship Code of Conduct policy in Article XVIII of the NJCAA Handbook..
  - b. Any player who strikes an official with an intent to injure, shall forfeit the right to play in the MCAC Conference in any sport for a period of two years.
  - c. The MCAC incident report form (Appendix M) shall be used to inform colleges and their campus representative of any unsportsmanlike behavior. The incident report form must be initiated, completed and routed within 48 hours of the event.
  - d. Failure of a college to enforce any MCAC rule, shall result in institutional penalties as determined by the Executive Committee.
  - e. The use of illegal performance-enhancing and/or recreational drugs will not be tolerated.
9. The host college shall provide a certified trainer, doctor, or EMT for all MCAC contests. Colleges unable to comply shall provide the MCAC office with a written contingency plan.
10. Establishment of New Tournaments. The MCAC shall conduct a championship tournament, meet, or playoff in any sport where four or more MCAC colleges have intercollegiate schedules, with MCAC schedules and dues established before the conclusion of the preceding spring meeting.
11. Open film exchange is allowed for all sports.
12. Scheduling and Tournament Arrangements. All scheduling and all tournament arrangements shall be made at the spring meeting for the following year or earlier.
13. Out of Season Activities. Effective July 30, 1998, the MCAC will follow the NJCAA Handbook guidelines for out of season activities and practice definitions. Member colleges are responsible for their own compliance to these guidelines.
14. All MCAC sports shall be governed by the contest limitation policy (Appendix A)
15. Hall of Fame.
  - a. Eligible members--community/junior college administrators, coaches, and players who have participated in Minnesota junior/community college athletics. Effective in 2001, also eligible are special contributor or media who have contributed to the success of a member college or the conference as a whole. Players become eligible five years after their two year college athletic participation.
  - b. Automatic members--all first team All Americans, and first place winners in the national wrestling tournament, shall be automatically accepted into the Hall of Fame after they have been out of their community/junior college for five years, providing that they are recommended by their college. This is in addition to the twelve persons per year to be elected based on nominations.

- c. Twelve members shall be admitted per division each year, in addition to the automatic members.
  - d. In any year when nominations exceed the allowable quota, nominees with the earliest dates of participation or service shall be given first preference. Nominees not admitted in a given year shall be carried over to the following years until they are accepted.
  - e. Nominations--each community/junior college may nominate as many members as it wishes. Nominations shall be made by the dean of students or the athletic coordinator. Nominations shall be sent to the chair of the Hall of Fame Committee. The Hall of Fame Committee shall make recommendations to the MCAC after receiving nominations. Nominees shall be voted on at the spring MCAC meeting.
  - f. The Hall of Fame Committee shall be a joint standing committee.
  - g. The award to each member shall be a certificate suitable for framing. New members should be inducted at their respective college.
16. Officials.
- a. Host colleges are responsible for hiring game officials. Hiring shall be done in advance with each sport's operating code. All efforts should be made to avoid hiring immediate family members of college employees and athletic alumni to officiate MCAC contests.
  - b. It is recommended that all colleges use the official MCAC Contract to secure officials directly. (Appendix G)
  - c. Communication with Officials. No coach, member of the coaching staff, or athletic coordinator may enter an officials locker room without permission with intention of discussing or arguing anything about the contest--either before, during or after the contest.
17. Interpretations, Appeals, Charges, and Penalties.
- a. Grievances shall be filed with the Conference Coordinator.
  - b. The Conference Executive Committee shall hear and resolve grievances.
  - c. The MCAC Rules shall be used in determining sanctions.
  - d. A violation of MCAC rules shall result in sanctions as determined by the Conference Executive Committee. Appeals of sanctions must be made to the Conference Coordinator within ten calendar days of receipt of the announcement. The appeal will be ruled upon by the Conference General Assembly.
  - e. Game Penalty Clause. If a team breaks a game contract or fails to play a scheduled intercollegiate contest without securing the consent of its opponent, it shall pay the offended college (see Appendix L). In the absence of an agreement by the involved colleges, the matter will be determined by the Conference Executive Committee. In all cases, the colleges breaking a contract shall pay the contracted officials.

#### IV. Coaches' Meetings

Coaches meetings shall be held at the time of the state tournament/meet and this group shall make recommendations to the chair of the sport committee. The meeting shall be chaired by the President of the Coaches Association, and all minutes will be forwarded to the President of the respective division and the Conference Coordinator. The Conference Coordinator will then forward a copy of the minutes to all athletic directors.

IV. State Tournaments

- A. Admission prices shall be charged and all gate receipts shall be kept by the tournament host college.
- B. Officials will be paid by the Conference up to the allocated budget amount for each sport as indicated by Appendix D.
- C. If there is a difference of two or more teams between divisions (i.e. seven teams in the North, five teams in the south), the 5<sup>th</sup> place team from the division with more teams and the 4<sup>th</sup> place team from the division with less teams will compare won-loss records against Minnesota Division III schools. The team with the higher winning percentage will advance to the state tournament. If the two teams are tied, then the four and four qualification remains.