

## WOMEN'S BASKETBALL OPERATING CODE

### I. Organization of Coaches Groups and Meetings

#### A. Membership

1. All MCAC coaches are members of the coaches organization.
2. It is recommended that all MCAC Women's college basketball coaches attend the meeting if possible.
3. Each college shall have one vote.

#### B. Chair

1. The state chair will chair the meeting. A secretary will be appointed for each meeting and will keep written records of all business conducted. These records are to be turned into the chair of the MCAC as an addendum to the minutes.
2. The coaches or their designated representatives shall meet during a designated time at the spring meeting of the MCAC. If additional meetings are necessary, the Chair of this group may request a special meeting.
3. Any decisions or actions require a simple majority of the quorum (people in attendance).
4. A quorum shall be defined as 50% plus one of the member institutions with voting privileges.

### II. Competitive Season

- A. No supervised or organized practice may start earlier than October 1.
- B. The first scheduled game may not be played before November 1. Alumni basketball game may be played before the first allowable contest.
- C. All conference contests must be completed one week prior to the state tournament.
- D. NIKE is the official MCAC ball.

### III. Rules and Regulations

- A. NCAA rule guides will be used for all competition.
- B. A visible 30-second clock must be used for all competition.
- C. All colleges must have two sets of uniforms, and wear light uniforms at home contests and dark uniforms at away contest. It is recommended that light have even and dark have odd numbers.
- D. Each participating college is to send both the team roster and game schedule to all MCAC basketball schools before their first game.
- E. All pictures and rosters for the state tournament shall be sent to the tournament director by January 15. The picture shall be a standard formal pose, 5 x 7 picture, black and white with all numbers visible.
- F. The home team shall provide all minor game officials.
- G. A Minnesota Community College Conference Contract shall be used for all home events. The sport master schedule of division games may serve in lieu of a contract in volleyball, football, men's and women's basketball, wrestling, softball and baseball. The provisions of the MCAC contract are binding (Appendix G).
- H. Any college that does not honor their commitment will be obligated to reimburse the officials and workers if not canceled within 30 days of the scheduled date of the contest and will pay a fine of \$200 to the offended school. The office of the Conference Coordinator shall be notified, if by mutual consent, a game is changed two weeks or more before the schedule date.
- I. For inter-division games (North/South), games on traveling weekends--the traveling team will wear dark uniforms on Friday, and light uniforms on Saturday. (Game times for double headers (men/women) will be at 6:00 and 8:00 on Fridays; and 1:00 and 3:00 on Saturdays.

#### J. Tournament Dates and Sites

<u>Year</u>	<u>MCAC Tournament Dates</u>	<u>Sites</u>
2008	February 22-23-24	Ridgewater
2009	February 20-21-22	Ridgewater

#### IV. Division Organization

##### A. Composition

###### Northern Division

Central Lakes  
Fond Du Lac  
Hibbing  
Itasca  
Mesabi Range  
Northland  
Rainy River  
Vermilion

###### Southern Division

Anoka-Ramsey  
Fergus Falls  
Minneapolis  
Minnesota West  
Ridgewater  
Riverland  
Rochester

##### B. Election of Division Chairs

1. Each division shall elect and/or appoint a Chair and a Secretary.

##### 2. Duties

###### a. Chair

1) If deemed necessary, relay information to the Conference Office.

2) The division chairs in each sport, or alternate divisional representatives should attend the coaches meetings at the conference tournaments. At each meeting they should do the following:

a) Present the All-Division team to the tournament director by the suggested date.

b) Represent any coaches not in attendance regarding the recommended changes in rules, policies, and operating procedure.

##### 3. Duties

###### a. Secretary

1) Record all minutes and decisions of division meetings.

2) Turn these minutes over to the MCAC coordinator.

##### C. Statistics/Film Exchange

1. The Minnesota Community College (MCAC) statistics for women's basketball will be calculated and distributed by the Conference Coordinator.

2. Home team responsible for providing statistics at half time and after the game.

3. Home team is responsible for filming the game and providing immediate copy for the visiting team after the game in DVD format.

##### D. Division Responsibilities

1. Divisions will meet to schedule within division at the spring meeting for the next school year.

2. Divisions may set up any rules or procedures for their specific divisions to ensure easier operation. This will be subject to the approval of the MCAC.

3. All division playoffs must be finished by the Monday previous to state tournament play.

##### E. Tie Breaking Procedures: Southern and Northern Divisions

1. In the event of a two-way tie for a division championship, the team entered in the #1 position will be determined by the following procedure:

a. Won-loss records head to head.

b. If each team won one of the two division games, a playoff game will determine the division champion.

2. In the event of a three-way tie for a division championship, tournament participants will be determined on the basis of:

a. Won-loss records head to head.

b. Best record against the next highest division team. If one team has a better record verse the highest remaining team, they will be the divisional champions for playoff purposes. If two teams remain tied they will have a playoff game. In the event that all teams remain tied

- with the same record against the next highest division team, you would then look at the teams' record against the next highest division team until you have exhausted division teams. At that point, if there is still a tie of three or more teams, a draw will determine the bottom spot or spots depending on the scenario and the remaining two teams will playoff for the divisional champion and runner-up.
3. In the event of a four-way tie for a division championship, tournament participants will be determined on the basis of:
    - a. Won-loss records head to head.
    - b. See item 2-b.
  4. In the event of a five-way tie for a division championship, tournament participants will be determined on the basis of:
    - a. Won-loss records head to head.
    - b. See item 2-b.
  5. In the event of a tie for second or third place, that does not effect any entry to the state tournament, tournament participants will be determined on the basis of:
    - a. Won-loss records head to head.
    - b. Won-loss record vs champion.
    - c. Won-loss record vs runner-up.
    - d. A coin flip to determine positions.
  6. In the event of a four-way tie for second place, tournament participants will be determined by:
    - a. Won-loss records head to head.
    - b. Won-loss record vs champion.
    - c. A draw for the #2 and #3 positions, with the remaining two teams involved in play-off with the winner receiving #4 position and the loser eliminated.
  7. In the event of a three-way tie for third place, tournament participants will be determined by:
    - a. Won-loss records head to head.
    2. Won-loss record vs champion
    3. Won-loss record vs runner-up
    - d. A draw for the #4 position, with the remaining two teams involved in a play-off game, with the winner to be #3 position, and the loser eliminated.
  8. In the event of a four-way tie for third place, tournament participants will be determined by:
    - a. Won-loss records head to head.
    - b. Won-loss records vs champion.
    - c. Won-loss records vs runner-up.
    - d. A draw for two play-off games, with the winners advancing to the state tournament and losers eliminated.
    - e. Once the winners have been determined from play-off games, a coin flip will determine #3 and #4 positions.
  9. In the event of a two-way tie for fourth place, tournament participants will be determined by:
    - a. Won-loss records head to head.
    - b. If each team won one of the two division games, a play-off game will be held to decide the #4 position.
  10. In the event of a three-way tie for fourth place, tournament participants will be determined by:
    - a. Won-loss records head to head.
    - b. Won-loss records vs champion.
    - c. Won-loss records vs runner-up.
    - d. Won-loss records vs third place team.
    - e. A draw to select one team eliminated. A play-off game will be held between the other two teams.
  11. In the event of a four-way tie for fourth place, tournament participants will be determined by:
    - a. Won-loss records head to head.
    - b. Won-loss records vs champion.

- c. Won-loss records vs runner-up.
  - c. Won-loss records vs third place team.
  - e. Draw two teams for a play-off game.
12. In the event a play-off game is needed, it shall be scheduled by mutual consent no later than the Wednesday preceding the MCAC Tournament at a site to be determined by a coin flip. The game may be played at a neutral site by mutual consent.
  13. When criteria is used in ties of more than two teams, a team may criteria into the State tournament by a better record than the other teams or criteria out of consideration for entry based on a worse record than the other teams.

## E. Division Regulations

### Northern Division Regulations

1. Family of players and coaches, and employees of schools, for three years from termination of employment in the division may not be used to officiate. No official shall be a former coach (from previous year) for any player participating in the contest.
2. Expenses for play-offs will be shared between participating schools.
3. Each team will send a roster and game schedule to every other division school.
4. The host school will call the media with game results including Duluth News-Tribune, KDHL-TV, WDIO-TV, KBJR-TV and Fargo Forum.
5. An All-Division team will be selected. Eighteen (18) players will be given these honors, 6 on the first team, 6 on the second team, and 6 honorable mention. The Northern women's basketball All-Division team will be chosen in the following manner:
  - a) Each coach nominates four players from his/her team (listing their top choice first) including individual statistics and comments and submits the names to the women's division chair by February 1st.
  - b) The division chair will send out ballots to each coach. Coaches vote for 18 players (Reminder - you cannot vote for your own players).
  - c) In voting, coaches should consider the order of nominations.
  - d) Results will be tallied in the following manner:
    - 1) Each coach votes 1 thru 18 (with one being their top choice).
    - 2) The reversal of points will be given to each player and totaled (i.e. if a player is voted #1 she will receive 18 points). The player receiving the most points will be given top honors.
    - 3) In case of a tie for any position, the names of the players will be listed in the order of overall conference record standings.
    - 4) Also, each team must have at least one representative on the All-Division team. Any one school can have maximum of four on the All-Division team with no more than three on the first team.

### Southern Division Regulations

1. General
  - a. All schools will provide their own locks, towels, and training supplies.
  - b. The host school will provide:
    - 1) Ice for training purposes
    - 2) Warm-up music; if the host school does not provide music, the visitor has the option of bringing their own
    - 3) Free parking for visiting schools
  - c. The following must be sent to all schools:
    - 1) Game/match confirmations by May 1
    - 2) Season schedules mailed prior to your first contest
    - 3) Rosters mailed prior to your first contest. An updated roster should be sent if needed
  - d. The host school shall call results of each contest into the Division Sport Chair on Monday mornings.
  - e. The Division Sport Chair shall:

- 1) Conduct balloting for the selection of the All-Division team, and notify all colleges of the results. (Coaches are to nominate and evaluate players for All-Division honors; players will not be involved in the voting.)
  - 2) Update operating code at post-season meeting
  - 3) Schedule pre-and post-season meetings if needed
  - 4) Mail the balloting results of the All-Division team to the appropriate State Tournament Director at Division Playoffs, and to the MCAC Conference Office
  - 5) Make available for announcement the All-Division selections
  - f. All-Division nomination forms should be copied and mailed, or called into each Sport Chair, in accordance with the deadline dates.
2. Conference Games
    - a. The home team will provide six (6) warm-up balls for the visiting team.
    - b. Separate locker room facilities will be provided with blackboard, chalk and eraser.
    - c. Conference game times for double-headers will be 6:00 and 8:00 p.m.; for a single game, 7:00 p.m., unless it is mutually agreed upon to change the game time.
  3. Post-season Meeting
    - a. Schedule
    - b. Update Operating Code
    - c. Review & Update List of Officials
    - d. Other

#### V Eligibility

- A. Schools must be paid members of the MCAC-Women's Division
- B. Teams shall follow the current NCAA guidelines for division or tournament play. Division variances to a rule must be adopted at an MCAC meeting.
- C. Eligibility forms must be filed with the NJCAA and all of their standards followed.

#### VI Awards Procedures

##### A. All-Division

##### 1. Northern Division

- a. An All-Division team will be selected. Eighteen players will be given these honors, with 6 on the first team, 6 on the second team, and 6 honorable mention. With not more than four players or less than one selected from any one team.
- b. Coaches will send nominations of All-Division Team to the division chair. The chair will prepare a ballot and return to coaches for their selection. Each coach's nominations are due to the division chair by February 1.
- c. Upon receiving marked ballots, the division chair will rank the top players, this will make up the All-Division team.

##### 2. Southern Division

- a. An All-Conference team will be selected, to consist of a total of fifteen (15) players - 5 on the First team, 5 on the Second team, and 5 Honorable Mention.
- b. Each coach may nominate up to five (5) players from their own team for the All-Conference teams. Names are to be submitted in priority order.
- c. Coaches' nominations will be due to the division chair by the 1st Friday in February.
- d. An All-Conference team nomination form is indicated on the next page:

##### B. All-State Basketball

Teams will be composed of twenty (20) players: (10) first team and (10) second team. The top five vote getters from each division will be named first team All State and the second five from each division will be named second team All State.

##### D. Awards Procedure for Selecting an All-Tournament Team

At each state tournament, a ten-player All-Tournament team will be selected. Each tournament coach will nominate a maximum of three players who they feel played the best for them in their

tournament games. A committee of at least three people will be appointed by the tournament director to pick the ten-player team. This committee will select the players at the half-time of the championship game so that the team can be announced during the presentation of trophies and awards at the end of the tournament. The committee members should be chosen from basketball knowledgeable people who can attend all or most to the games. They should also each receive a copy of game statistics. Selection to the team by the committee and nomination of players by their coaches will be based only on tournament play. Each of the eight players will receive a plaque stating their appointment to the team and signed by the office of the Conference Coordinator and the tournament director.

E. Basketball Coach of the Year

Coaches present at the coaches meeting will nominate and elect a MCAC coach of the year. The coach selected will receive a certificate from the conference office.

F. Basketball All Academic Team Certificate

The MCAC Team with the highest G.P.A. of 3.0 or better during the majority season of participation, shall be awarded an all academic team certificate from the conference office.

VIII. Master Rotational Schedules - North and South Inter-Division Schedule

**2007**

**Friday 11/30/2007**

<u>Visitor</u>	<u>Home</u>
Rainy River	Minneapolis
Hibbing	Anoka-Ramsey
Itasca	Ridgewater
Northland	Minnesota West
Mesabi Range	Rochester
Vermilion	Riverland
Bye (North)	Bye (South)
Central Lakes	Fergus Falls

**Saturday 12/1/2007**

<u>Visitor</u>	<u>Home</u>
Rainy River	Anoka-Ramsey
Hibbing	Minneapolis
Itasca	Minnesota West
Northland	Ridgewater
Mesabi Range	Riverland
Vermilion	Rochester
Bye (North)	Fergus Falls
Central Lakes	Bye (South)

**Friday 12/7/2007**

<u>Visitor</u>	<u>Home</u>
Anoka-Ramsey	Northland
Minneapolis	Itasca
Minnesota West	Vermilion
Ridgewater	Mesabi Range
Riverland	Central Lakes
Rochester	Bye(North)
Bye(South)	Hibbing
Fergus Falls	Rainy River

**Saturday 12/8/2007**

<u>Visitor</u>	<u>Home</u>
Minneapolis	Northland
Anoka-Ramsey	Itasca
Ridgewater	Vermilion
Minnesota West	Mesabi Range
Rochester	Central Lakes
Riverland	Bye (North)
Fergus Falls	Hibbing
Bye(South)	Rainy River

**2008**

**Friday 12/5/2008**

<u>Visitor</u>	<u>Home</u>
Anoka-Ramsey	Central Lakes
Minneapolis	Fond Du Lac
Minnesota West	Hibbing
Ridgewater	Rainy River
Riverland	Northland
Rochester	Itasca
Bye (South)	Vermilion
Fergus Falls	Mesabi Range

**Saturday 12/06/2008**

<u>Visitor</u>	<u>Home</u>
Minneapolis	Central Lakes
Anoka-Ramsey	Fond Du Lac
Ridgewater	Hibbing
Minnesota West	Rainy River
Rochester	Northland
Riverland	Itasca
Fergus Falls	Vermilion
Bye (South)	Mesabi Range

**Friday 12/12/2008**

<u>Visitor</u>	<u>Home</u>
Mesabi Range	Minneapolis
Vermilion	Anoka-Ramsey
Fond Du Lac	Ridgewater
Central Lakes	Minnesota West
Rainy River	Rochester
Hibbing	Riverland
Itasca	Fergus Falls
Northland	Bye (South)

**Saturday 12/13/2008**

<u>Visitor</u>	<u>Home</u>
Mesabi Range	Anoka-Ramsey
Vermilion	Minneapolis
Fond Du Lac	Minnesota West
Central Lakes	Ridgewater
Rainy River	Riverland
Hibbing	Rochester
Itasca	Bye (South)
Northland	Fergus Falls

# MCAC INTERDISIVION BASKETBALL SCHEDULE

## 2009

Friday 12/04/2009

<u>Visitor</u>	<u>Home</u>
Itasca	Minneapolis
Northland	Anoka-Ramsey
Mesabi Range	Ridgewater
Vermilion	Minnesota West
Fond Du Lac	Rochester
Central Lakes	Riverland
Rainy River	Fergus Falls
Hibbing	Bye (South)

Saturday 12/05/2009

<u>Visitor</u>	<u>Home</u>
Itasca	Anoka-Ramsey
Northland	Minneapolis
Mesabi Range	Minnesota West
Vermilion	Ridgewater
Fond Du Lac	Riverland
Central Lakes	Rochester
Rainy River	Bye (South)
Hibbing	Fergus Falls

Friday 12/11/2009

<u>Visitor</u>	<u>Home</u>
Anoka-Ramsey	Hibbing
Minneapolis	Rainy River
Minnesota West	Northland
Ridgewater	Itasca
Riverland	Vermilion
Rochester	Mesabi Range
Bye (South)	Central Lakes
Fergus Falls	Fond Du Lac

Saturday 12/12/2009

<u>Visitor</u>	<u>Home</u>
Minneapolis	Hibbing
Anoka-Ramsey	Rainy River
Ridgewater	Northland
Minnesota West	Itasca
Rochester	Vermilion
Riverland	Mesabi Range
Fergus Falls	Central Lakes
Bye (South)	Fond Du Lac

## 2010

Friday 12/03/2010

<u>Visitor</u>	<u>Home</u>
Rainy River	Ridgewater
Hibbing	Minnesota West
Itasca	Rochester
Northland	Riverland
Mesabi Range	Fergus Falls
Vermilion	Bye (South)
Bye (North)	Minneapolis
Central Lakes	Anoka

Saturday 12/04/2010

<u>Visitor</u>	<u>Home</u>
Rainy River	Minnesota West
Hibbing	Ridgewater
Itasca	Riverland
Northland	Rochester
Mesabi Range	Bye (South)
Vermilion	Fergus Falls
Bye (North)	Anoka-Ramsey
Central Lakes	Minneapolis

Friday 12/10/2010

<u>Visitor</u>	<u>Home</u>
Riverland	Hibbing
Rochester	Rainy River
Bye (South)	Northland
Fergus Falls	Itasca
Anoka-Ramsey	Vermilion
Minneapolis	Mesabi Range
Minnesota West	Central Lakes
Ridgewater	Fond Du Lac

Saturday 12/11/2010

<u>Visitor</u>	<u>Home</u>
Rochester	Hibbing
Riverland	Rainy River
Fergus Falls	Northland
Bye (South)	Itasca
Minneapolis	Vermilion
Anoka-Ramsey	Mesabi Range
Ridgewater	Central Lakes
Minnesota West	Fond Du Lac

## 2009 MCAC NORTHERN DIVISION BASKETBALL SCHEDULE

### WEEK 1

JANUARY 7	JANUARY 10
IT@CL	CL@ME
VE@HB	IT@VE
ME@RR	RR@NO
NO@FDL	FDL@HB

### WEEK 2

JANUARY 16	JANUARY 17
HB@IT	HI@CL
RR@CL	RR@IT
NO@VE	NO@ME
ME@FDL	VE@FDL

### WEEK 3

JANUARY 21	JANUARY 24
NO@CL	CL@VE
ME@HB	HI@NO
VE@RR	IT@ME
FDL@IT	RR@FDL

### WEEK 4

JANUARY 28	JANUARY 31
RR@HB	CL@HB
NO@IT	IT@RR
VE@ME	ME@NO
FDL@CL	FDL@VE

### WEEK 5

FEBRUARY 6	FEBRUARY 7
ME@CL	VE@CL
VE@IT	ME@IT
NO@HB	NO@RR
FDL@RR	HB@FDL

### WEEK 6

FEBRUARY 11	FEBRUARY 13	FEBRUARY 14
CL@NO	VE@NO	IT@HB
HI@ME		CL@RR
RR@VE		FDL@ME
IT@FDL		

### WEEK 7

FEBRUARY 18	FEBRUARY 21
IT@NO	HI@VE
HB@RR	CL@IT
ME@VE	RR@ME
CL@FDL	FDL@NO

STATE TOURNEY FEBRUARY 27-MARCH 1

## 2009 MCAC SOUTHERN DIVISION BASKETBALL SCHEDULE

Week 1	<p>Wednesday, January 7 2009</p> <p>MW @ AR RW @ RL FF @ RO MP Bye</p>	Saturday, January 10 2009	<p>RL @ FF AR @ RO MW @ MP RW Bye</p>
Week 2	<p>Wednesday, January 14 2009</p> <p>RW @ AR MP @ FF RO @ MW RL Bye</p>	Saturday, January 17 2009	<p>RL @ MW MP @ RO FF @ RW AR Bye</p>
Week 3	<p>Wednesday, January 21 2009</p> <p>MW @ FF AR @ RL MP @ RW RO Bye</p>	Saturday, January 24 2009	<p>RW @ RO RL @ MP AR @ FF MW Bye</p>
Week 4	<p>Wednesday, January 28 2009</p> <p>MW @ RW MP @ AR RL @ RO FF Bye</p>	Saturday, January 31 2009	<p>AR @ MW RL @ RW RO @ FF MP Bye</p>
Week 5	<p>Wednesday, February 4 2009</p> <p>FF @ RL RO @ AR MP @ MW RW Bye</p>	Saturday, February 7 2009	<p>AR @ RW FF @ MP MW @ RO RL Bye</p>
Week 6	<p>Wednesday, February 11 2009</p> <p>MW @ RL RO @ MP RW @ FF AR Bye</p>	Saturday, February 14 2009	<p>FF @ MW RL @ AR RW @ MP RO Bye</p>
Week 7	<p>Wednesday, February 18 2009</p> <p>RO @ RW MP @ RL FF @ AR MW bye</p>	Saturday, February 21 2009	<p>RW @ MW AR @ MP RO @ RL FF Bye</p>

MCAC State Tournament February 27-28 March 1 2009

VII. State Tournament Policies

- A. The Minnesota Community College Conference Women's Basketball Tournament shall be held on three days (Friday, Saturday and Sunday).
- B. The Type of Tournament
1. A single elimination, consolation round tournament will be played. Places one through five shall be determined.
  2. Region 13 qualification for Minnesota teams will be determined by place in the MCAC Tournament only. The following rotations shall be used.
  3. It is recommended that the tournament director not be participating in the tournament as a coach.
  4. The size of the tournament shall be limited to eight teams; four from each of the two divisions.
  5. Tournament seeding: The state tournament rotation is as follows: (Note: The host college will select which slot they will play in.)
    - N - 1 vs S - 4/N-5 (1:00)
    - N - 3 vs S - 2 (6:00)
    - N - 2 vs S - 3 (3:00)
    - N - 4 vs S - 1 (8:00)The top four teams from the North and the top three teams from the South will qualify automatically into the State Tournament. The 8<sup>th</sup> team will either be North #5 or South #4 with the following criteria to determine the entrant: (1) best winning percentage of Division III games within your Division and North/South crossover games (no other MCAC Division III contests will be considered) (2) Record head to head (3) South team will qualify.
- C. Tournament Expense
1. All tournament expenses except officials are the responsibility of the host college.
  2. All profits from gate, concession, etc. are to kept by the host college.
- D. Officials
1. Tournament Officials
    - a. Recommendations shall be made to the Tournament host at the State Tournament meetings Coaches shall develop a list of accepted officials.
    - b. Officials shall be hired by the Tournament Director.
    - c. No person employed by a member MCAC college may be hired as a basketball official in tournament games.
    - d. Officials shall have worked a minimum of five games during any given year in which they are assigned to the state tournament.
    - e. Family players, and coaches and employees of schools (for three years from termination of employment) in the division may not be used to officiate. No official may be a former coach (from previous year) for any player participating in the contest--unless under contract as of April 6, 1984, or unless mutually agreed to 30 days in advance.
  2. Official timers and scorers shall be supplied by the host college.
  3. Officials shall not officiate back to back games during the tournament except in case of injury or extenuating circumstances.
  4. An alternate official will be provided each day of the tournament at no expense.
  5. The host college will pay the officials and send an invoice to the system office MCAC coordinator to receive reimbursement.

VIII. Post-Season Play

- A. The MCAC basketball season ends with the state tournament.
- B. The conference committee strongly recommends that all community colleges declare Division III wherever possible.