



**Constitution  
and Bylaws**

*(Effective August 1, 2011)*



**CONSTITUTION AND BYLAWS**

The Pennsylvania State University Athletic Conference

0004 Intramural Building

Curtain Road

University Park, PA

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# TABLE OF CONTENTS

FORWARD .....	1
Penn State Principles .....	2
Penn State University Athletic Conference.....	4
Organization and Committees.....	4
PSUAC Executive Committee .....	4
PSUAC Council of Athletic Directors.....	4
Standing Committees of the PSUAC Council of Athletic Directors.....	5
ARTICLE 1: Name, Purpose and Philosophy .....	7
1.1 Name .....	7
1.2 Purpose.....	7
1.3 Philosophy.....	7
1.3 Sport Declaration Process .....	7
ARTICLE 2: HIERARCHY OF RULES .....	9
2.1 Hierarchy of Rules .....	9
ARTICLE 3: PSUAC OPERATING MANUAL.....	11
3.1 Operating Manual .....	11
ARTICLE 4: MEMBERSHIP AND VOTING RIGHTS.....	13
4.1 Full Membership .....	13
4.2 Associate Membership .....	13
4.3 Provisional Membership .....	13
4.4 Voting Rights .....	13
4.5 Quorum.....	14
ARTICLE 5: ORGANIZATION .....	15
5.1 Line of Authority .....	15
5.2 Executive Committee.....	15
5.3 Commissioner.....	16
5.4 Campus Athletic Directors.....	16
5.5 Coaches.....	16
5.6 Council of Athletic Directors.....	16
ARTICLE 6: Bylaws and Interpretations .....	19
6.1 Bylaws.....	19
6.2 Amendments .....	19
6.3 Interpretation.....	19
ARTICLE 7: CODES OF CONDUCT .....	21
7.1 Code of Conduct for Athletic Directors .....	21
7.2 Code of Conduct for Coaches.....	21
7.3 Code of Conduct for Student-Athletes.....	21
7.4 Code of Conduct for Spectators .....	22
7.5 Procedures .....	22
7.6 Sanctions.....	22

<b>ARTICLE 8: ACADEMIC MATTERS GUIDED</b> .....	<b>25</b>
<b>BY THE UNIVERSITY SENATE</b> .....	<b>25</b>
8.1    General .....	25
8.2    The 75-Hour Rule .....	25
8.3    Submission of Schedules .....	25
8.4    FAR Review .....	26
<b>ARTICLE 9: PSUAC GUIDELINES FOR ELIGIBILITY</b> .....	<b>27</b>
9.1    Eligibility of Athletes .....	27
9.2    Certification of Eligibility .....	27
9.3    Determining Eligibility for Full/Part-Time Status .....	27
9.4    Normal Progress Requirements -- Credits .....	28
9.5    Normal Progress Requirements -- GPA .....	28
9.6    Procedures to Determine Eligibility .....	28
9.7    Submission of Eligibility Documents to the USCAA .....	29
9.8    Transfer Students .....	30
9.9    Waivers .....	30
9.10   Grant-in-Aid .....	31
9.11   Conference and Non-Conference Eligibility .....	31
9.12   Seasons of Competition (USCAA Eligibility Rule 4) .....	31
<b>ARTICLE 10: PRACTICE AND CONTEST LIMITATIONS</b> .....	<b>33</b>
10.1   Limitations on Pre-Season Practice .....	33
10.2   Limitations on Practice Hours .....	33
10.3   Limitations on Intercollegiate Athletic Contests .....	33
10.4   Limitations on Competition .....	34
10.5   Penalties for Violation of Article 10 .....	34
<b>ARTICLE 11: REGULAR SEASON COMPETITION</b> .....	<b>35</b>
11.1   Definition .....	35
11.2   Regular Season Championships .....	35
11.3   Regular Season Ties .....	35
11.4   Schedules .....	35
11.5   Scheduling Make-up Dates .....	35
<b>ARTICLE 12: PSUAC CHAMPIONSHIPS</b> .....	<b>37</b>
12.1   Definition .....	37
12.2   Championship Format .....	37
12.3   Championship Tournament Location .....	37
12.4   PSUAC Tournament Expense Reimbursement .....	38
12.5   USCAA Tournament Expense Reimbursement .....	39
<b>ARTICLE 13: PSUAC AWARDS</b> .....	<b>41</b>
13.1   Regular Season Championships .....	41
13.2   Conference Championships .....	41
13.3   All-Tournament Teams .....	41
13.4   Selecting the All-Conference Team .....	41
13.5   All-Academic Teams .....	42
13.6   Coach of the Year .....	43
13.7   John S. Egli Outstanding Scholar Athlete Awards .....	43

13.8	Robert J. Scannell Roll of Honor.....	43
<b>ARTICLE 14: Protests and Arbitrations.....</b>		<b>45</b>
14.1	Protests.....	45
14.2	Arbitrations.....	45
<b>ARTICLE 15: RISK MANAGEMENT.....</b>		<b>47</b>
15.1	Physical Examination.....	47
15.2	Physical Conditioning.....	47
15.3	Injury.....	48
15.4	Health Insurance Coverage.....	48
15.5	Emergency Medical Coverage.....	49
15.6	CPR/First Aid Certification.....	49
<b>ARTICLE 16: DEFINITION OF AN ATHLETIC CONTEST.....</b>		<b>51</b>
16.1	Definition.....	51
16.2	Games Played on a Spring Trip (baseball and softball).....	51
16.3	Games Played Against Junior College or Club Teams.....	51
<b>ARTICLE 17: SPORT CODE CHANGES.....</b>		<b>53</b>
17.1	Changes to the Sport Code.....	53
<b>ARTICLE 18: MEN’S BASEBALL.....</b>		<b>55</b>
18.1	Traditional Season.....	55
18.2	Maximum Game Limit.....	55
18.3	Non-Traditional Season.....	55
18.4	Start Times.....	55
18.5	Conference Structure.....	55
18.6	Conference Rules and Scoring.....	55
18.7	Game Officials.....	56
18.8	Tie Breaking Procedure.....	56
18.9	PSUAC Championship Tournament.....	57
18.10	Specialty Awards.....	57
18.11	Use of Stat Crew Statistical Software.....	58
<b>ARTICLE 19: MEN’S AND WOMEN’S BASKETBALL.....</b>		<b>59</b>
19.1	Maximum Game Limit.....	59
19.2	Start Times.....	59
19.3	Conference Structure.....	59
19.4	Conference Rules and Scoring.....	60
19.5	Game Officials.....	60
19.6	PSUAC Championship Tournament.....	60
19.7	Tie Breaking Procedure:.....	60
<b>ARTICLE 20: MEN’S AND WOMEN’S CROSS COUNTRY.....</b>		<b>63</b>
20.1	Schedule Format.....	63
20.2	Maximum Meet Limit.....	63
20.3	Distances.....	63
20.4	Conference Rules and Scoring.....	63
20.5	The Course.....	64
20.6	PSUAC Championship Meet.....	64
20.7	Awards.....	64

20.8	Completion of the Season .....	64
<b>ARTICLE 21: GOLF .....</b>		<b>65</b>
21.1	Schedule Format .....	65
21.2	Maximum Match Limitations.....	65
21.3	Conference Rules .....	65
21.4	The Team.....	65
21.5	Caddies .....	66
21.6	Groupings and Order of Tee .....	66
21.7	Recording of Scores .....	66
21.8	Playing the course .....	66
21.9	League Standings and Regular Season Championship .....	67
21.10	Points System .....	67
21.11	PSUAC Championship Tournament .....	67
21.12	Spectators .....	69
21.13	Conduct.....	69
21.14	Disputes .....	70
<b>ARTICLE 22 MEN'S AND WOMEN'S SOCCER .....</b>		<b>71</b>
22.1	Traditional Season.....	71
22.2	Maximum Game Limit .....	71
22.3	Start Times .....	71
22.4	Conference Structure.....	71
22.5	Conference Rules and Scoring.....	71
22.6	Game Officials.....	72
22.7	Tie Breaking Procedure .....	72
22.8	PSUAC Championship Tournament .....	73
22.9	Awards.....	73
<b>ARTICLE 23: WOMEN'S SOFTBALL .....</b>		<b>75</b>
23.1	Traditional Season.....	75
23.2	Maximum Game Limit .....	75
23.3	Non-Traditional Season.....	75
23.4	Start Times .....	75
23.5	Scheduling of Make-up Games .....	75
23.6	Conference Rules and Scoring.....	76
23.7	Game Officials.....	77
23.8	Tie Breaking Procedure:.....	77
23.9	PSUAC Championship Tournament .....	78
23.10	Specialty Awards.....	78
23.11	All-Conference Ballots .....	78
23.12	Use of Stat Crew Statistical Software .....	79
<b>ARTICLE 24: TEAM TENNIS .....</b>		<b>81</b>
24.1	Traditional Season.....	81
24.2	Maximum Game Limit .....	81
24.3	Start Times .....	81
24.4	Conference Structure.....	81
24.5	Conference Rules and Scoring.....	81
24.6	Warm-up Period.....	83

24.7	Officials .....	83
24.8	PSUAC Championship Tournament .....	83
<b>ARTICLE 25: WOMEN'S VOLLEYBALL .....</b>		<b>85</b>
25.1	Maximum Game Limit (NCAA 17.5.5.1) .....	85
25.2	Start Times .....	85
25.3	Conference Structure.....	85
25.4	Conference Rules and Scoring.....	85
25.5	Approved Volleyballs and Equipment.....	85
25.6	Game Officials and Minor Officials.....	85
25.7	Tiebreaking Procedure.....	86
25.8	PSUAC Championship Tournament .....	87
<b>Rules Changes .....</b>		<b>89</b>
<b>APPENDICIES.....</b>		<b>91</b>





## FORWARD

This document encompasses the procedures and policies for the administration and governance of intercollegiate athletics for the Penn State University Athletic Conference (PSUAC).

The Penn State University Athletic Conference features student athletes who receive no financial aid related to their athletic ability and participation. Athletic departments are staffed and funded via policies and priority-setting affecting all departments in the University. PSUAC athletic departments place special importance on the impact of athletics on the participants, rather than on the spectator. The student athlete experience is of paramount concern. PSUAC encourages participation by maximizing the number and variety of athletic opportunities available to students, placing primary emphasis on regional in-season and conference competition.

In addition to Conference play, most Penn State campuses compete in non-conference competition with institutions from other intercollegiate athletic conferences. Such affiliations with institutions of similar enrollments and programs provide additional opportunities for PSUAC student athletes.

**Effective fall of 2008, the PSUAC became a participating conference of the United States Collegiate Athletic Association (USCAA) which conducts national championships. The PSUAC champion will receive an automatic bid to the USCAA National Championship.**

Student athletes of the Penn State University Athletic Conference are students in good standing. Member athletes abide by the Faculty Senate rule 67-00 for student/athletes, *The Penn State Principles*, and enjoy the rights, privileges, and responsibilities of all student-athletes representing the University through intercollegiate athletic competition.

The provisions set forth in this document govern all PSUAC participating campuses, student athletes and coaches, and other support personnel of the Penn State University Athletic Conference.

## PENN STATE PRINCIPLES

The Pennsylvania State University is a community dedicated to personal and academic excellence. The Penn State Principles embody the values that our students, faculty, staff, administration, and alumni possess. It is understood that members of the Penn State community agree to abide by the Principles to ensure that Penn State is a thriving environment for living and learning. By endorsing these common principles, members of the community contribute to the traditions and scholarly heritage left by those who preceded them and promise to leave Penn State a better place for those who follow.

### ***I will respect the dignity of all individuals within the Penn State community.***

The University is committed to creating and maintaining an educational environment that respects the right of all individuals to participate fully in the community. Actions motivated by hate, prejudice, or intolerance violate this principle. I will not engage in any behaviors that compromise or demean the dignity of individuals or groups, including intimidation, stalking, harassment, discrimination, taunting, ridiculing, insulting, or acts of violence. I will demonstrate respect for others by striving to learn from differences between people, ideas, and opinions and by avoiding behaviors that inhibit the ability of other community members to feel safe or welcome as they pursue their academic goals.

### ***I will practice academic integrity.***

Academic integrity is a basic guiding principle for all academic activity at Penn State University, allowing the pursuit of scholarly activity in an open, honest, and responsible manner. In accordance with the University's Code of Conduct, I will practice integrity in regard to all academic assignments. I will not engage in or tolerate acts of falsification, misrepresentation or deception because such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

### ***I will demonstrate social and personal responsibility.***

The University is a community that promotes learning; any behaviors that are inconsistent with that goal are unacceptable. Irresponsible behaviors, including alcohol or drug abuse and the use of violence against people or property, undermine the educational climate by threatening the physical and mental health of members of the community. I will exercise personal responsibility for my actions and I will make sure that my actions do not interfere with the academic and social environment of the University. I will maintain a high standard of behavior by adhering to the Code of Conduct and respecting the rights of others.

### ***I will be responsible for my own academic progress and agree to comply with all University policies.***

The University allows students to identify and achieve their academic goals by providing the information needed to plan the chosen program of study and the necessary educational opportunities, but students assume final responsibility for course scheduling, program planning, and the successful completion of graduation requirements. I will be responsible for seeking the academic and career information needed to meet my educational goals by becoming knowledgeable about the relevant policies, procedures, and rules of the University and academic program, by consulting and meeting with my adviser, and by successfully completing all of the requirements for graduation.

The Pennsylvania State University is a community dedicated to personal and academic excellence. The Penn State Principles embody the values that our students, faculty,

staff, administration, and alumni possess. It is understood that members of the Penn State community agree to abide by the Principles to ensure that Penn State is a thriving environment for living and learning. By endorsing these common principles, members of the community contribute to the traditions and scholarly heritage left by those who preceded them and promise to leave Penn State a better place for those who follow.

**PENN STATE UNIVERSITY ATHLETIC CONFERENCE  
ORGANIZATION AND COMMITTEES  
PSUAC EXECUTIVE COMMITTEE**

**Academic Representative**

Ken Swalgin

**Campus Athletic Directors**

Marty Ogle

Mike Stanzione

Vince Capozzi

**Campus Chancellors**

Dr. Anita McDonald, Chair

Dr. David C. Gnage

**Campus Directors of Student Affairs/Student Enrollment Services**

Tiffany Cresswell

Vacant

**Student athlete**

Jennifer Stremmel

**Ex Officio**

John Fritz, PSUAC Commissioner

**PSUAC COUNCIL OF ATHLETIC DIRECTORS**

President: Marty Ogle, Mont Alto

**Members:**

Andy Kirschner, Beaver

Jim Gastner, Brandywine

Ken Nellis, DuBois

Vince Capozzi, Fayette

Jim Chester, Greater Allegheny

Tom Caccese, Hazleton

Rich Fatzinger, Lehigh Valley

Scott Kennel, Penn College

Dave Murray, New Kensington

John Cooper, Schuylkill

Unappointed, Shenango

Brian Stanchak, Wilkes-Barre

Jeff Mallas, Worthington Scranton

Chris Stevenson (interim), York

John Fritz, PSUAC Commissioner, *ex officio*

## STANDING COMMITTEES OF THE PSUAC COUNCIL OF ATHLETIC DIRECTORS

### Competition and Ethics Committee

Jim Gastner, Brandywine (chair)  
Jeff Mallas, Worthington Scranton  
Vince Capozzi, Fayette

### Athletic Eligibility Committee

Tom Caccese, Hazleton (chair)  
John Fritz, PSUAC Commissioner  
Ken Swalgin, Faculty Athletic Representative (ex-officio)

### Tournament and Awards Committee

Jim Chester (chair)  
Jeff Mallas, Worthington-Scranton

### Student Athlete Advisory Committee

Student athletes representing different sports and campuses, 3 men, 3 women, and the Director of Commonwealth Athletics, *ex officio*

### Sport Committees

*(revised August 2010, effective August 2010)*

<b>Men's Baseball</b>	<b>Golf</b>	<b>Team Tennis</b>
<b>Jim Chester, Greater Allegheny*</b> Andy Kirschner, Beaver Vince Capozzi, Fayette Sean Foley, Wilkes Barre Tom Calecchio, Brandywine	<b>John Cooper, Schuylkill*</b> Dave Murray, New Kensington Bill Woodard, New Kensington Ed Kyle, Wilkes Barre	<b>Kerry Magni, York*</b> Rich Fatziner, Lehigh Valley Alan Smith, Mont Alto Mike Arnold, York
<b>Men's Basketball</b>	<b>Men's Soccer</b>	<b>Women's Volleyball</b>
<b>Tom Caccese, Hazleton*</b> Jeff Mallas, Scranton Jim Chester, Greater Allegheny Dave Bennett, DuBois Parish Petrie, York	<b>Jim Gastner, Brandywine*</b> Kerry Magni, York Jeff Mallas, Scranton Dan Grant, Beaver Ron Mckinney, Mont Alto	<b>Andy Kirschner, Beaver*</b> John Cooper, Jim Gastner, Brandywine Dru Hoffman, Mont Alto Nancy Wheeler, Fayette
<b>Women's Basketball</b>	<b>Women's Soccer</b>	<b>Wrestling</b>
<b>John Cooper, Schuylkill*</b> Vince Capozzi, Fayette Ken Nellis, DuBois Albert DeSalvo, Beaver Cy Fulton, Hazleton	<b>Dave Murray, New Kensington*</b> Ken Nellis, DuBois Markus Rybak, Penn College Dan Grant, Beaver	<b>Ken Nellis, DuBois*</b> Andy Kirschner, Beaver Matt Park, DuBois
<b>Men's &amp; Women's CC</b>	<b>Women's Softball</b>	<i>* Committee chair</i>
<b>Jeff Mallas, Scranton*</b> Jim Gastner, Brandywine Rich Fatziner, Lehigh Valley Mike Paulhamus, Penn Gary Edstrom, Scranton	<b>Andy Kirschner, Beaver*</b> John Cooper, Schuylkill Jim Chester, Greater Allegheny Darle Cresswell, Schuylkill Marty Morzinski, Hazleton	



# Constitution and Bylaws Penn State University Athletic Conference

## ARTICLE 1: NAME, PURPOSE AND PHILOSOPHY

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1.1	Name.....	7
1.2	Purpose.....	7
1.3	Philosophy.....	7

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### 1.1 Name

The name of the organization shall be “Penn State University Athletic Conference,” hereinafter referred to as PSUAC.

### 1.2 Purpose

The purpose of this conference is to provide organized, competitive intercollegiate athletics opportunities for students at Penn State commonwealth campuses and other member institutions.

### 1.3 Philosophy

Athletic programs for PSUAC member campuses are provided as an integral part of the total educational experience for students.

1. The PSUAC strives to enhance the student educational experience by promoting physical fitness, a shared adherence to a common set of rules, personal sacrifice for the common good, leadership, individual responsibility, and the discipline needed for positive competitive endeavors.
2. Standards of conduct for PSUAC student-athletes are based on the Penn State Principles (see page viii) and Article 7.0 (Code of Conduct).

### 1.3 Sport Declaration Process

To ensure that the PSUAC is able to offer the broadest possible array of sports opportunities for students at member campuses and foster stability in planning competition schedules, an annual declarations process is implemented.

Specifically, Conference members must formally declare their intentions to participate in regular season competition at least one year prior to the start of the conference season *for each sport to be offered at the campus*.





## ARTICLE 2: HIERARCHY OF RULES

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2.1	Hierarchy of Rules .....	9
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### 2.1 Hierarchy of Rules

Below is the order in which rules shall be followed:

1. PSUAC Constitution and Bylaws
2. USCAA
  - a. In cases where the USCAA regulation is more stringent, the USCAA regulation shall take precedence over the PSUAC Constitution and Bylaws and/or NCAA Division III regulations.
3. NCAA Division III regulations  
*(revised June 2009, effective August 2009)*



## ARTICLE 3: PSUAC OPERATING MANUAL

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3.1 Manual .....11

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### 3.1 Operating Manual

1. The PUSAC Operating Manual is now integrated into the Constitution and Bylaws. *(Revised June 2009, effective August 2009)*
2. Any changes or new legislation approved by the Council of Athletic Directors during one school year shall become effective in August of the next school year. *(Revised October 2009, effective August 2010)*



## ARTICLE 4: MEMBERSHIP AND VOTING RIGHTS

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4.1	Full Membership .....	13
4.2	Associate Memberships.....	13
4.3	Provisional Membership .....	13
4.4	Voting Rights .....	13
4.5	Quorum .....	14

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### 4.1 Full Membership

*Full membership* is open to all Penn State commonwealth campuses or Penn State-affiliated institutions that offer baccalaureate degree programs. Full members must offer the designated core varsity sports as specified by the PSUAC Executive Committee.

#### 4.1.1 Core Sports

1. Men's Basketball
2. Women's Volleyball

### 4.2 Associate Membership

*Associate membership* is open to any Penn State commonwealth campus or Penn State-affiliated institution that offers baccalaureate degree programs. Associate member campuses must offer a least one core varsity sport, and within five years offer a second core sport.

### 4.3 Provisional Membership

*Provisional membership* is open to any Penn State commonwealth campus or Penn State-affiliated institution that offers baccalaureate degree programs. Provisional members must offer at least one conference league sport, and within five years offer one or more of the conference core sports.

### 4.4 Voting Rights

Members shall have voting rights in accordance with the following criteria:

#### 4.4.1 Full Membership

*Full membership* status entitles a member campus to have one representative on the Council of Athletic Directors who may vote on all matters that come before the Council.

#### 4.4.2 Associate Membership

*Associate membership* status entitles a member campus to have one representative on the Council of Athletic Directors. *Associate member* representatives may vote only on matters pertaining to the PSUAC sports in which the member campus participates.

#### 4.4.3 Provisional Membership

*Provisional membership* status entitles a member campus to have one representative on the Council of Athletic Directors. Provisional members may vote only on matters pertaining to the PSUAC sports in which the member campus participates.

#### 4.5 Quorum

Votes require an established quorum comprised of at least 70 percent of campuses with *full membership* status.

## ARTICLE 5: ORGANIZATION

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5.1	Line of Authority .....	15
5.2	Executive Committee .....	15
5.3	Commissioner .....	16
5.4	Campus Athletic Directors .....	16
5.5	Coaches .....	16
5.6	Council of Athletic Directors .....	16

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### 5.1 Line of Authority

The Penn State University Director of Athletics is ultimately responsible for all athletic programs within the University. Operational responsibility for athletic programs at PSUAC member campuses lies with the respective campus Chancellors, Directors of Student Affairs/Student and Enrollment Services, and campus Athletic Directors. Responsibility for PSUAC conference coordination and management lies with the Executive Committee, in collaboration with the PSUAC Commissioner and standing committees of the Council of Athletic Directors.

### 5.2 Executive Committee

The PSUAC Executive Committee is responsible for determining and executing policy in collaboration with the Penn State Director of Athletics and the Chancellors of member commonwealth campuses as appropriate. Campus Chancellors retain final authority regarding resource allocation and the determination of a sports status (*i.e.*, club or varsity). Committee responsibilities include but are not limited to:

1. Determining policy for the PSUAC, including approval of the Constitution and Bylaws and any amendments to these documents.
2. Establishing standards for conference administration and monitor performance (*e.g.*, levels of compensation for meals, provision of uniforms and shoes, transportation quality, staffing, and officials).
3. Overseeing standards for competition, tournaments, and athletic eligibility.
4. Monitoring PSUAC program offerings (*e.g.*, core sports and the number and array of teams in regions).

#### 5.2.1 Committee Composition

Committee composition shall represent campuses with *full membership* status as follows. The chair will be elected by Committee members.

1. PSUAC Faculty Athletic Representative
2. The President, President-Elect, and Immediate Past President of the Council of Athletic Directors
3. Campus Chancellors (two) on staggered two-year terms, appointed by the Vice President of Commonwealth Campuses after consultation with the Executive Committee
4. Campus Directors of Student Affairs and/or Student and Enrollment Services (two) on staggered two year terms, appointed by the Vice President of Commonwealth Campuses after consultation with the Executive Committee
5. Student athlete (one) appointed by the PSUAC Commissioner
6. PSUAC Commissioner (*ex-officio*).

### **5.2.2 Meetings**

The Executive Committee shall meet at least two times during the academic year and at additional times as needed.

## **5.3 Commissioner**

The Commissioner of the PSUAC (formerly Director of Commonwealth Athletics) provides operational leadership for conference coordination and management, in collaboration with the Executive Committee and the Council of Athletic Directors. The Commissioner, or his/her representative, shall serve as an ex-officio member of the Executive Committee and all standing committees.

The PSUAC Commissioner shall have authority to rule on any matters not covered in the Constitution and Bylaws. *(Revised June 2009, effective August 2009)*

## **5.4 Campus Athletic Directors**

Each campus Chancellor shall appoint an Athletic Director charged with the operation of the campus athletic program. The Athletic Director is expected to:

1. Ensure that the athletic programs at his/her member campus are in compliance with standards, policies, and procedures established by the PSUAC Constitution and Bylaws and the USCAA (See Article 2.1).
2. Verify and monitor current sport eligibility for all campus student athletes.
3. Ensure compliance with eligibility policy established by the University Faculty Senate Committee on Intercollegiate Athletics, the PSUAC and the USCAA.
4. Have a strong knowledge of current eligibility rules and precedents.
5. Interpret and understand all rules governing PSUAC sport codes.
6. Advise the Chancellor concerning the sports declarations process.

## **5.5 Coaches**

PSUAC athletic coaches are charged with the recruitment of student athletes and with the preparation and direction of teams and individual athletes for competition, in accordance with guidelines established by the University Faculty Senate and PSUAC. All coaches, whether full or part-time employees, are expected to uphold the philosophy and standards of the PSUAC and The Pennsylvania State University. It is highly recommended that all coaches possess a baccalaureate degree.

## **5.6 Council of Athletic Directors**

### **5.6.1 Responsibilities**

The Council of Athletic Directors is responsible for monitoring existing operational guidelines and procedures within the PSUAC. Also, the Council shall be responsible for recommending procedural changes to the Executive Committee that will enhance overall operation of the conference.

### **5.6.2 Composition**

The Council of Athletic Directors shall be comprised of representatives from each member campus having *Full, Associate, or Provisional* membership status. The Council shall meet at least three (3) times during the academic year and at additional times as requested by the Executive Committee.



### **5.6.3 Officers**

The Council of Athletic Directors shall elect a President and a President-Elect. The President and President-Elect shall each serve two-year staggered terms. Elections shall be held during the annual spring meeting during odd calendar years. The President-Elect shall assume the Presidency immediately following the annual spring meeting or at any time the President is not able to fulfill the duties of the office. The President shall conduct PSUAC meetings according to *Roberts Rules of Order*.

### **5.6.4 Responsibilities**

The Council of Athletic Directors is responsible for monitoring existing operational guidelines and procedures within the PSUAC. Also, the Council shall be responsible for recommending procedural changes to the Executive Committee that will enhance overall operation of the conference.

### **5.6.5 Standing Committees/Administration**

The Council of Athletic Directors shall establish and maintain standing committees to investigate, review, report, and to make recommendations on all areas of PSUAC operations. Standing committee reports shall be forwarded to the Council President and the PSUAC Commissioner.

#### **1. Competition and Ethics**

Committee membership shall include: Three athletic directors and the PSUAC Commissioner (ex-officio).

Responsibilities include:

- a. Resolving issues related to competition that are not specifically addressed in the sport codes.
- b. Resolving conflicts and ethical code of conduct issues brought forth by conference members and administrators.
- c. Recommending to the PSUAC Commissioner action to be implemented to resolve competitive issues in a timely manner.
- d. Recommending to the Council Athletic Directors, sanctions or penalties to members, coaches or administrators for violation of sport codes, unethical behavior or administrative malfeasance (Causing harm to the campus, the conference or the national governing body).
- e. Resolving any issues that the PSUAC Commissioner may refer to the committee.

#### **2. Eligibility**

Committee membership shall include one athletic director who will act as the chair, the FAR (ex-officio) and the PSUAC Commissioner (ex-officio).

Responsibilities include:

- a. Addressing non-academic athletic eligibility issues and making recommendations to the Council of Athletic Directors
- b. Advising the Faculty Athletic Representative on issues pertaining to academic eligibility.

#### **3. Tournament and Awards Committee**

Committee composition shall include at least three Athletic Directors.

Responsibilities include:

- a. Reviewing current awards guidelines and recommending improvements where necessary.
  - b. Surveying Athletic Directors, sport committees and coaches regarding tournament procedures, formats, and sites
  - c. Reporting results to the Council of Athletic Directors
  - d. Having a working knowledge of all tournament formats.
4. **Student Athlete Advisory Council**  
Student athletes will be nominated by member Athletic Directors and selected by the Council of Athletic Directors. Students set the agenda and respond to issues identified by the Executive Committee, the Council of Athletic Directors or other standing committees.

### **5.6.6 Individual Sport Standing Committees**

Each PSUAC Sport Committee shall be comprised of three athletic directors, one of which shall serve as chair, and two coaches. *(revised august 2010, effective August 2010)*

PSUAC Sport Committees are responsible for:

1. Reviewing and updating sport codes each year.
2. Analyzing and interpreting rules governing conference sports and recommending needed code changes to accommodate conference play.
3. Recommending to the Awards Committee any changes to the awards structure for the specific sport.
4. Designating a committee scheduler responsible to formulate regular season schedules based on annual declarations.

### **5.6.7 Faculty Athletic Representative**

A PSUAC Faculty Athletic Representative will be appointed according to the standing rules of the University Faculty Senate.

## ARTICLE 6: BYLAWS AND INTERPRETATIONS

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6.1	Bylaws.....	19
6.2	Amendments .....	19
6.3	Interpretation .....	19

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### 6.1 Bylaws

Athletic Directors at *Full, Associate, and Provisional* member campuses are expected to enforce established Bylaws. The Council of Athletic Directors may recommend amendments and propose new bylaws to the Executive Committee. All recommendations by the Council must be approved by a majority vote, with a quorum of no less than 70 percent of the full voting membership.

### 6.2 Amendments

1. Proposed amendments to the Constitution and Bylaws may be submitted by member schools and must be distributed to the Council of Athletic Directors no less than 10 days prior to the next regularly scheduled meeting at which amendments are to be considered.
2. All recommendations by the council must be approved of a majority vote, provided that a quorum exists as outlined in Article 4.5.
3. Amendments approved by the Council of Athletic Directors shall be submitted to the Executive Committee.
4. Upon approval by the Executive Committee, the appropriate updates shall be made in this manual and implemented as directed by the Executive Committee.  
*(entire section revised June 2009, effective August 2009)*

### 6.3 Interpretation

The PSUAC Commissioner shall interpret and enforce the PSUAC Bylaws throughout the conference. The Commissioner may consult the Executive Committee regarding Bylaws clarification and enforcement.

#### 6.3.1 Clarification

The Council of Athletic Directors may request a written response for any Bylaws interpretation or clarification from the PSUAC Commissioner.

#### 6.3.2 Approved Changes to Bylaws

All approved changes in the PSUAC Bylaws shall be included in the PSUAC manual and will be implemented as directed by the Executive Committee.

Such changes shall become effective in accordance with Article 3.1.2.

*(Revised October 2009, effective August 2010)*



## ARTICLE 7: CODES OF CONDUCT

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7.1	Athletic Directors .....	21
7.2	Coaches .....	21
7.3	Student Athletes .....	21
7.4	Spectators .....	22
7.5	Procedures .....	22
7.6	Sanctions .....	22

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### 7.1 Code of Conduct for Athletic Directors

Athletic Directors are expected to set the example for the various athletic programs on their campuses and their behavior must at all times be above reproach. Campus Athletic Directors and/or their representatives are expected to:

1. Understand, promote, support and honor the PSUAC Constitution and Bylaws.
2. Represent their respective campuses and be responsible for all matters pertaining to the organization and administration of the PSUAC and its function.
3. For all athletic events and activities, enforce this Constitution and Bylaws.
4. Attend all meetings, or designate an appropriate representative.
5. Serve as elected and appointed officers, as members of standing and ad hoc committees, and perform tasks assigned by the PSUAC Commissioner.
6. Support the PSUAC at conference championships and tournaments.

### 7.2 Code of Conduct for Coaches

One of the purposes of intercollegiate athletics is that it serves to build character among the student-athletes. As such, coaches and all support personnel are expected to conduct themselves in a manner befitting this noble purpose and shall:

1. Recognize their responsibilities for appropriate conduct at all times during conference and non-conference athletic functions.
2. In concert with the *Penn State Principles*, all PSUAC associated personnel shall demonstrate integrity, honesty, respect, responsibility, and sportsman like conduct.
3. Refrain from the use of alcohol, illicit drugs, or tobacco products.
  - a. NOTE: This code of conduct is in effect during practice, competitions, and team travel.

### 7.3 Code of Conduct for Student-Athletes

Student-athletes must recognize the unique place they have on the college campus and in the community. By its very nature, intercollegiate athletics places student-athletes in the public eye. Athletes must keep in mind the fact that they are visible representatives of their University both on and off campus. As such, student-athletes are expected to:

1. Conduct themselves at all times in a manner befitting a college athlete in concert with the *Penn State Principles*, by demonstrating integrity, honesty, respect, responsibility, and sportsman like conduct.
2. Refrain from the use of alcohol, illicit drugs, or tobacco products.
  - a. NOTE: This code of conduct is in effect during practice, competitions, and team travel.

## 7.4 Code of Conduct for Spectators

The PSUAC is committed to enhancing the spectator experience by providing a secure, comfortable and enjoyable experience for all spectators at all of member campus athletic venues.

1. University staff and representatives shall treat fans in a fair and professional manner.
2. Obscene, insulting or abusive language, gestures, signage or behavior directed toward University staff, visiting spectators, game officials or event participants may result in the removal of the offending party from the event venue without refund of admission fee.
3. Spectators whose actions are intended to incite others to join in an offensive, abusive or dangerous demonstration will be removed from the event venue without refund of admission fee.
4. Spectators who throw objects onto the playing surface will be removed from the venue without refund of admission price.
5. At no time may a spectator enter the playing surface (court/field/course) unless specifically directed to do so by event staff. Spectators who enter these areas without proper authorization will be asked to vacate the area immediately and return to the spectator area. Spectators failing to abide by a request to vacate the playing area will be ejected from the venue without refund of admission price.
6. The use of tobacco products or alcohol shall be prohibited at PSUAC venues. Violators shall be removed from the event venue without refund of admission fee.
7. Spectators showing signs of alcohol impairment shall be denied entrance or ejected from the venue without refund of admission fee.
8. Failure to abide by safety instructions given by event staff shall result in the spectator's removal from the event venue without refund of admission price.
9. Fans in violation of any of the provisions of Rule 7.4 may be subject to arrest and/or prosecution.

*(revised June 2009, effective August 2009)*

## 7.5 Procedures

### 7.5.1 Standards Enforcement

Athletic Directors at each PSUAC campus are responsible to maintain and enforce standards for appropriate conduct by coaches, athletes, designated representatives and support personnel in accordance with the PSUAC Constitution and Bylaws.

Any member campus, team or individual not in accordance with this code of conduct will be subject to disciplinary action administered through the PSUAC Commissioner.

## 7.6 Sanctions

The PSUAC Commissioner may sanction any campus, team, and/or individual based upon a thorough investigation of any violations of Article 7.0.

If appropriate, the Commissioner may consult with Competition and Ethics Committee, the Executive Committee and/or any standing committee prior to rendering a decision.  
*(edited for clarity August 2010)*

## 7.6.1 Ejections

1. Any coach, athlete or team representative who is ejected from any PSUAC conference or non-conference contest for any reason (including fighting) shall serve an immediate one game suspension during the next regularly scheduled contest.
  - a. Whether the next scheduled game is a conference championship event shall have no bearing on 7.6.1.  
*(Revised June 2009, effective August 2009)*
2. Any coach, athlete or team representative who is ejected from a second contest (non-fighting) shall be subject to the sanctions specified in the NCAA guidelines and/or the *Big 10 Conference Handbook*.
3. Any coach, athlete or team representative ejected from a contest for fighting for a second time, shall be suspended for the remainder of the season.
  - a. During the suspension, the offending party shall not have any formal contact with the program, including but not limited to:
    - i. Participating in team meetings
    - ii. Attending team practices
    - iii. Sitting in the bench area during competition
    - iv. Traveling with the team
    - v. Serving as a manager
    - vi. Serving as a statistician or scorekeeper  
*(Revised June 2009, effective August 2009)*
  - b. Whether the next scheduled game is a conference championship event shall have no bearing on 7.6.3(a)  
*(revised June 2009, effective August 2009)*
4. Other appropriate sanctions may be administered by the PSUAC Commissioner for all Code of Conduct violations based on NCAA or the *Big Ten Conference Handbook*.





## ARTICLE 8: ACADEMIC MATTERS GUIDED BY THE UNIVERSITY SENATE

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8.1	General .....	25
8.2	75-Hour Rule .....	25
8.3	Submission of Schedules .....	25
8.4	FAR Review .....	26

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### 8.1 General

The University Faculty Senate Committee on Intercollegiate Athletics (Senate CIA) has jurisdiction over all academic matters pertaining to athletics. The committee shall determine eligibility of athletes and approve athletic schedules.

### 8.2 The 75-Hour Rule

1. Absences from the University of no more than 75 class periods in one semester are permitted for athletic team members.
2. A student athlete who represents the University in an intercollegiate athletic contest shall be provided with an official excuse form and excused from class without penalty (Senate Rule 67-00). *(edited for clarity August 2009)*
3. The number of class periods missed shall be kept on record by the Senate CIA and the member campus Athletic Departments.
  - a. It shall be the joint responsibility of the Senate CIA and the campus Athletic Directors to enforce these limitations.
  - b. Class hours missed are calculated in relation to team departure time or report time for a home contest. The calculation is based only on classes missed before 5:00 PM, unless a program has made arrangements for its student athletes to receive priority registration.
  - c. Home athletic contests in which student-athletes miss class time shall count toward the 75-hour rule.
4. Participation by teams or individual team members in special events outside approved scheduled events must be approved by the Senate CIA at least 10 days prior to participation. As in all events, the special events must be in compliance with Penn State University, PSUAC, USCAA and/or NCAA regulations. *(edited for clarity August 2009)*

### 8.3 Submission of Schedules

1. All schedules for athletic contests will be submitted to the Senate CIA through the Faculty Athletic Representative for approval or modification.
2. It is the responsibility of the Senate CIA to ensure that all athletic schedules fall within established University regulations and policies.
3. No regular season contests or practice shall be scheduled during final exam periods.

#### 8.3.1 Deadline for Schedule Submissions

Athletic Directors are responsible to submit final athletic schedules to the FAR by the following dates:

1. **August 20** for those sports played during the fall semester including any sport that will carry over into the spring semester (i.e. basketball).

- a. These schedules are evaluated by the Senate CIA at the September meeting.
2. **January 10** for those sports played during the spring semester.
  - a. These schedules are evaluated by the Senate CIA at the February meeting.

#### 8.4 FAR Review

The FAR will review all schedules and ensure their compliance with the 75-Hour Rule under Senate Policy 67-00. Final schedules are presented to the Senate Committee on Intercollegiate Athletics for approval. The FAR will also verify that the number of games scheduled is in compliance with Article 10.3 (Limitations on the number of athletic contests) as set forth by these regulations.

1. The Council of Athletic Directors should coordinate non-conference competition for members to ensure that conference scheduling is not hindered by external scheduling arrangements.
2. PSUAC member campuses should make appropriate scheduling accommodations for any campus in good standing leaving the Conference. Departing campuses would remain eligible to compete with member campuses in non-conference competitions but would not be eligible to compete for conference championships or in conference tournaments where their participation would affect tournament standings.

**NOTE:** *In sports such as golf and cross country, where non-member participation would not affect standings, participation by non-members may be appropriate.*

## ARTICLE 9: PSUAC GUIDELINES FOR ELIGIBILITY

9.1	Eligibility of Athletes.....	27
9.2	Certification of Eligibility.....	27
9.3	Determining Eligibility for Full/Part-time Students.....	27
9.4	Normal Progress Requirement – Credits.....	28
9.5	Normal Progress Requirements – GPA.....	28
9.6	Procedures to Determine Eligibility.....	28
9.7	Submission of Eligibility Documents to the USCAA.....	29
9.8	Transfer Students.....	30
9.9	Waivers.....	30
9.10	Grant in Aid.....	31
9.11	Conference and Non-conference Eligibility.....	31
9.12	Seasons of Competition.....	31

The following procedural guidelines are established to comply with University Faculty Senate Policy 67-00. This policy includes requirements for athletic eligibility, scheduling of athletic contests, and permitted class absences due to participation in intercollegiate varsity sports.

### 9.1 Eligibility of Athletes

1. Full-time undergraduate degree candidates (including provisional students) enrolled at a PSUAC active member campus shall be eligible to participate in intercollegiate athletic contests and associated activities provided they are in compliance with Article 9.0
2. If at any time during the semester a student-athlete drops below full-time status, that student will be immediately ineligible to participate.
  - a. Exceptions to the full-time status requirements can be made for students enrolled in their final semester who need fewer than 12 credits to meet graduation requirements.
  - b. Other exceptions to the full-time status may be made if a waiver is given by the USCAA and also granted by the PSUAC Eligibility Committee.  
*(revised May 2010, effective August 2010)*

### 9.2 Certification of Eligibility

1. The member campuses are responsible for certifying the eligibility of student athletes under the terms of Article 9.0 prior to permitting a student-athlete to represent the institution in intercollegiate competition.
2. Student-athletes may not compete against outside competition until the Athletic Director has certified his/her eligibility. *(edited for clarity, August 2010)*
3. If a student athlete is ineligible under the provisions of Article 9.0, the institution shall be obligated to withhold the student athlete from all intercollegiate competition.

### 9.3 Determining Eligibility for Full/Part-Time Status

A student-athlete who is reported as being enrolled full-time by the SRRP240 report on the morning of the last business day of the week shall remain eligible until the first business day in which the SRRP240 report indicates that the student's status has changed from full-time to part-time *(Revised October 2010, effective August 2010)*

## 9.4 Normal Progress Requirements -- Credits

A student athlete may represent the University in an intercollegiate athletic contest only if the student athlete has acquired the designated number of credits at the beginning of each appropriate semester (in residence) as follows:

SEMESTERS IN RESIDENCE	MINIMUM CREDITS REQUIRED
2	9
3	24
4	36
5	48
6	60
7	72
8	84
9	96

A student-athlete from a campus location other than University Park who is deemed ineligible for not meeting the minimum designated number of credits at the beginning of the appropriate semester (in residence) may petition to have his or her eligibility re-evaluated due to a change in the academic record. *(revised May 2010, effective August 2010)*

## 9.5 Normal Progress Requirements -- GPA

A student-athlete at any member campus is eligible to represent the University in an intercollegiate athletic contest only if the student meets the minimum cumulative grade point requirements at the beginning of the appropriate semester (in residence) as follows:

SEMESTERS IN RESIDENCE	MINIMUM GPA REQUIRED
2	1.8
3	1.9
4	1.9
5	2.0
6	2.0
7	2.0
8	2.0
9	2.0

A student-athlete from a campus location other than University Park who is deemed ineligible for not meeting the minimum cumulative grade point average at the beginning of the appropriate semester (in residence) may petition to have his or her eligibility re-evaluated due to a change in the academic record. *(revised May 2010, effective August 2010).*

## 9.6 Procedures to Determine Eligibility

### 9.6.1 Semester Review

Prior to the beginning of each academic semester, athletic directors will review all prospective athletes for each team to determine academic

eligibility. Continued eligibility for each semester is based on the criteria specified in Article 9.

### **9.6.2 Review Procedures**

One week prior to the first scheduled competition, in consultation with the coach of each sport, the athletic director will:

1. Compile a list of new and returning athletes along with pertinent personal data.
2. Enter personal student athlete data into the ARUSSA screen using the appropriate sport codes.
3. Ascertain eligibility prior to a student-athlete's participation in intercollegiate varsity competition.

### **9.6.3 Semesters of Eligibility**

#### **1. Ten Semester/Four Season Rule**

Students competing in varsity sports are eligible to compete in four seasons of competition over 10 academic semesters, beginning with the first semester of participation at the University or at any previous academic institution.

#### **2. Clock Rule**

Semesters of eligibility are measured in relationship to the beginning of active varsity participation and not in relation to the beginning of consecutive semesters of registration at the University or previous institution (either-full or part-time). Therefore, after varsity participation begins, all full-time semesters of registration will count toward the provisions of 9.5.3. *(revised May 2010, effective August 2010)*

**NOTE:** *Exceptions to the clock rule may be considered by the Eligibility Committee.*

### **9.6.4 Withdraws After the Official Drop-Add Period**

#### **1. Withdraw After the Official Drop-Add Period**

Any semester in which a student withdraws from school after the official drop-add period shall be counted toward normal progress.

#### **2. Students Initially Enrolled on a Part-Time Basis**

Any semester in which a student is initially enrolled on a part-time basis will not count toward meeting the standards for normal progress.

#### **3. Change to Part-Time Status**

Semesters in which the student drops from full-time to part-time status will count as a full-time semester for eligibility purposes.

#### **4. Waiver**

Any student who officially withdraws from a semester and did not participate in any sport may petition the eligibility committee requesting a waiver for that semester to not count toward eligibility for normal progress. *(added May 2011, effective August 2011)*

## **9.7 Submission of Eligibility Documents to the USCAA**

1. Athletic Directors must submit the necessary USCAA eligibility forms in accordance with USCAA bylaws.

## 9.8 Transfer Students

A student transferring to a PSUAC member school shall be eligible immediately provided that he/she meets the eligibility requirements of Rule 9.0 unless excluded by 9.8.1 and/or 9.8.3. The student's Penn State semester standing serves as the basis for determining normal progress requirements.

### 9.8.1 Eligibility at Previous School

1. If a student transferring to a member institution has previously participated in intercollegiate athletics, the student must have been academically and athletically eligible had he/she remained at that institution.  
**EXCEPTION:** *Junior College transfers who have exhausted their two years of eligibility at that school shall be eligible to participate provided he/she would have been academically eligible at the previous school. (added for clarification August 2010)*
2. If the transferring student would have been ineligible under 9.8.1, he/she shall be required to complete one full academic year as a full-time student at the institution to which he/she is transferring prior to gaining eligibility.
3. An academic year shall be completed when the student is enrolled in and completed a minimum full-time program of studies for two full semesters or three full quarters.

### 9.8.2 Verification of Eligibility at Previous School

The institution to which the student is transferring must submit a formal request to the institution from which the student is transferring to determine the student's eligibility (Appendix S).

### 9.8.3 Mid-Season Transfers

1. Students transferring into PSUAC member schools during mid-season of a sport shall be eligible for the remainder of the season with the following exceptions:
  - a. The student does not meet the criteria of Article 9.8.1.1.
  - b. The student was not granted a release from the prior institution.  
**NOTE:** The member institution may petition the USCCA for a waiver if the institution from which the student-athlete is transferring does not grant a release. *(revised May 2010, effective August 2010)*

## 9.9 Waivers

Exceptions to the student-athlete eligibility rules specified Article 9.0 may be considered by the Faculty Athletic Representative.

### 9.9.1 Procedure for Filing a Waiver Request

1. The campus athletic director shall submit a formal letter via e-mail to the FAR, outlining the circumstances under which the appeal is being made on the behalf of the student-athlete. *(clarified to show the proper method by which to submit an appeal is via E-mail, May 2010, effective August 2010)*
2. Students granted waivers are not eligible to compete until the PSUAC Commissioner has received written notification of the waiver from the FAR via e-mail. *(clarified to show the proper method by which to submit an appeal is via e-mail, May 2010, effective August 2010)*

### 9.10 Grant-in-Aid

In accordance with the principles and spirit of the PSUAC Constitution, grants-in-aid to student athletes for participation in athletics are considered inappropriate and are therefore prohibited.

### 9.11 Conference and Non-Conference Eligibility

In the event that a ruling or interpretation is being made in reference to a student's eligibility, that student is not eligible to play in Conference or Non-conference contests until the PSUAC Commissioner has been notified by the Eligibility Committee that he/she is eligible. *(edited for clarity May 2010, effective August 2010)*

### 9.12 Seasons of Competition (USCAA Eligibility Rule 4)

1. Each student is limited to four seasons of college competition within the respective sport.
2. If a student is not enrolled as full-time status for 12 consecutive calendar months, he/she may return to a USCAA member college and be immediately eligible.
3. A student who has not been identified with an institution during the first term does not become eligible to participate for the second term until the first day of class.
4. For sports spanning two semesters, the member school must file separate eligibility forms for each semester.
5. A student who has graduated from a two-year institution the preceding semester shall be immediately eligible to participate.
6. Military exemptions will be granted to students whose careers are interrupted by service in the military.
7. A senior in a four-year college may be enrolled in less than 12 credits, if he/she is taking the credits necessary to complete graduation requirements.
8. College graduates are ineligible for athletic competition with the USCAA.  
**EXCEPTION:** *Student athletes may complete their fourth year of athletic eligibility only if they are participating as a full-time student at the institution from which they received their bachelor's degree.*





## ARTICLE 10: PRACTICE AND CONTEST LIMITATIONS

10.1	Limitations on Pre-season Practice .....	33
10.2	Limitations on Practice Hours .....	33
10.3	Limitations on Intercollegiate Athletic Contests .....	33
10.4	Limitations on Competition .....	34
10.5	Penalties for Violation of Article 10 .....	34

### 10.1 Limitations on Pre-Season Practice

PSUAC requires that pre-season practice activities take place in the presence of a coach and are defined as any meeting, activity, or instruction involving sports-related information and having an athletics purpose.

1. For all fall sports, the first date of practice shall be determined as set forth by Article 17.02.11 of the NCAA Division III Manual.

### 10.2 Limitations on Practice Hours

#### 10.2.1 Athletically Related Activities

In accordance with NCAA Division III Rule 17.1.6, all athletically related activities shall be prohibited during at least one calendar day per week in all sports.

#### 10.2.2 Weekly Practice Time

Total practice time shall be limited to a maximum 20 hours/week.

### 10.3 Limitations on Intercollegiate Athletic Contests

The maximum number of regularly scheduled contests to be scheduled by PSUAC member campuses shall be limited by sport according to the following table: *(Revised April 2008, effective August 2008)*

SPORT	GAME LIMITS
Baseball	40 games/scrimmages
Basketball*	25 games
Cross Country	9 dates/season
Golf	20 dates/academic year
Soccer	20 games
Softball	40 games/scrimmages
Tennis	20 dates
Volleyball	22 dates

**NOTE:** For basketball only, two informal practice scrimmages with outside competition are permitted.

#### 10.3.1 Game Limits and Post Season Play

All contest limitations are exclusive of PSUAC playoffs, championships, and other post-season tournaments.

## 10.4 Limitations on Competition

1. PSUAC member campuses must compete against other similar post-secondary degree granting institutions.
2. Contests or scrimmages against high school, industrial, semi-professional, correctional institutions and teams from institutions not of the type aforementioned will not be scheduled.
3. Club Teams of PSUAC member institutions that are seeking varsity status may schedule exhibition contests with PSUAC teams and such contests shall be considered a scrimmage and not count toward the maximum game limit.

## 10.5 Penalties for Violation of Article 10

*(entire section added June 2009, effective August 2009)*

Violations of any points in Article 10 are subject to the sanctions and penalties outlined below:

### 10.5.1 Violations of Rule 10.1: Limit on Preseason Practice

Violation of Rule 10.1 shall result in a letter of admonishment being sent to the responsible individual(s) and the school's Chancellor.

### 10.5.2 Violations of Rule 10.2: Weekly Practice Limitations

Violation of Rule 10.2 is considered a Level II violation and shall call for a 2-for-1 reduction in athletically related activities.

**EXAMPLE:** *Exceeding the 20 hour per week practice limit by two hours would result in a four-hour reduction in practice activities the next week.*

### 10.5.3 Violations of Rule 10.3 – Maximum Game Limits

Violation of Rule 10.3 is considered a Level II violation and shall call for a 2-for-1 reduction in scheduled contests for the sport's next season of competition.

**EXAMPLE:** *Exceeding the maximum game limit by two games would result in the four-game reduction for that sport's next traditional season of competition. Violations of Rule 10.5.3 shall be applied to the sport's traditional season and shall have no bearing on non-traditional season activities. (revised August 2010, effective August 2010)*

### 10.5.4 Additional Penalties

The individual institution and/or the Conference shall have the right to impose additional sanctions or punitive actions that the PSUAC Commissioner, in consultation with the Competition and Ethics Committee, may believe appropriate to protect the best interests of the Conference.

### 10.5.5 Appeal

Institutions wishing to appeal any penalty(s) administered for the violation of Article 10 may do so by providing a written request to the Chairman of the Competition and Ethics Committee no later than 48 hours following any ruling.

## ARTICLE 11: REGULAR SEASON COMPETITION

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11.1	Definition .....	35
11.2	Regular Season Championships .....	35
11.3	Regular Season Ties .....	35
11.4	Schedules .....	35
11.5	Rescheduling Postponed Conference Games .....	35

---

### 11.1 Definition

A PSUAC regular season is defined as a pre-designated structured schedule as outlined in the particular sport code. The regular season may include non-conference competition, though such non-conference contests will not count toward regular season conference standings.

### 11.2 Regular Season Championships

There shall be a clear, direct, and equitable format to determine the regular season champion for all sports under the auspices of the PSUAC as outlined in each respective sport code.

### 11.3 Regular Season Ties

In situations where two or more teams are tied for the regular season championship, or a berth in the Conference Championship, the winner shall be decided according to the structure outlined in the particular sport code.

### 11.4 Schedules

The chair of the each sport committee or his/her designee shall have a proposed schedule and tournament format for the next academic year prepared for review by the Council of Athletic Directors at the first fall meeting preceding the start of a new athletic season. *(edited for clarity August 2010)*

All schedules and tournaments will be adopted at the second fall meeting of the Council of Athletic Directors. Once a schedule is adopted, there can be no changes to the schedule and/or tournament until the following scheduling cycle. *(edited for clarity August 2010)*

**NOTE:** *Game dates and/or start times may be changed upon agreement of the athletic directors of both schools. Schedule changes should be reported to the chair of the appropriate sport committee.*

### 11.5 Scheduling Make-up Dates

*(entire section added June 2009, effective August 2009)*

1. The home team shall be responsible for scheduling the make-up contest by providing to the visiting team a list of available dates.
2. All efforts to reschedule the game shall be made in good faith by both parties. The following shall **NOT** be considered valid reasons for refusing a proposed make-up date:
  - a. Missed class time (Faculty Senate Rule 67-00).
  - b. Reluctance to travel during the week.

- c. Reluctance to reschedule a non-conference contest to make up a conference contest.
- 3. Under unique circumstances, a team may petition the PSUAC Commissioner for an exception to 11.5.2(a) or 11.5.2(c)
- 4. If both parties are unable to agree on a make-up date, the Competition and Ethics Committee shall set the date, time and location of the make-up game.  
*(edited for clarity, August 2010)*
- 5. **PENALTY:** Any team failing to present itself for competition on the date, time and location as mandated by the Committee shall be subject to one or more of the following: *(edited for clarity, August 2010)*
  - a. The team shall forfeit the game(s) in which it failed to present itself for competition.
  - b. The team shall be banned from postseason play.
  - c. A formal letter of reprimand will be sent to the member school.
  - d. Additional sanctions may be imposed by the Competition and Ethics Committee and/or the PSUAC Commissioner.

## ARTICLE 12: PSUAC CHAMPIONSHIPS

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12.1	Definition .....	37
12.2	Championship Format .....	37
12.3	Championship Tournament Location .....	37
12.4	PSUAC Tournament Expense Reimbursement .....	38
12.5	USCAA Tournament Expense Reimbursement .....	39

---

### 12.1 Definition

A PSUAC championship is defined as competition between member campuses to determine the overall conference team or individual champion.

#### 12.1.1 Qualifying Championship

A qualifying championship is defined as any championship in which teams must qualify as specified in the specific sport code. *(edited for clarity, August 2010)*

#### 12.1.2 Teams with Winning Percentages of Less than .500

1. Only teams that have a conference winning percentage of .500 or greater shall qualify for the Conference tournament.
2. Should the tournament not have a full field due to the application of this rule, the highest-seeded teams shall receive byes.
3. The PSUAC Commissioner may suspend Article 12.1.2 if he/she believes that it is in the best interest of the Conference Championship Tournament. *(added June 2009, effective August 2009)*

### 12.2 Championship Format

There shall be a clear, direct, and equitable championship format established for all PSUAC sponsored sports as outlined in the particular sport code.

### 12.3 Championship Tournament Location

1. A championship date shall be set prior to the start of each sport's season. Should facilities at University Park be unavailable, the individual sport committee, in consultation with the PSUAC Commissioner may elect to hold the championship final round(s) either at:
  - a. The facility of the highest remaining seeded team
  - b. A neutral site as determined by the committee

## 12.4 PSUAC Tournament Expense Reimbursement

### 12.4.1 Player/Support Staff Limits

1. The maximum number of players and support staff for each sport are as follows:

SPORT	PLAYERS	COACHES AND/OR SUPPORT STAFF
Baseball	25	5
Basketball	14	5
Cross Country*	10	2
Golf*	6	2
Soccer	25	5
Softball	23	5
Volleyball	17	5

\*Participating players also include the individual medalist and one coach from PSUAC tournament.

**NOTE:** Schools are permitted to travel with larger parties; however, the conference will only reimburse a school for the expenses incurred up to the limits set forth in Article 12.4.1 (revised May 2010, effective August 2010)

### 12.4.2 Lodging and Meals

1. Lodging reimbursement limits will be based on a minimum of three student-athletes to a room and a maximum of three rooms for coaches and support staff.
2. A daily meal per diem of \$22 shall be allotted as follows:
  - a. Breakfast: \$5
  - b. Lunch: \$7
  - c. Dinner: \$10
3. Maximum reimbursement limits for each sport shall be set annually by the PSUAC Executive Committee.

### 12.4.3 Open Championship

The conference shall not reimburse teams for expenses incurred while participating in an open championship.

## 12.5 USCAA Tournament Expense Reimbursement

### 12.5.1 Conference Champion

The PSUAC shall reimburse the conference champion for expenses incurred while representing the conference at any USCAA National Championship Tournament as described below.

### 12.5.2 Traveling Party

The maximum number of players and support staff for each sport are as follows:

SPORT	PLAYERS	COACHES/SUPPORT STAFF
Baseball	25	5
Basketball	14	5
Cross Country*	10	2
Golf*	6	2
Soccer	25	5
Softball	23	5
Volleyball	17	5

\*Participating players also include the individual medalist and one coach from PSUAC tournament.

*NOTE: Schools are permitted to travel with larger parties; however, the conference will only reimburse a school for the expenses incurred up to the limits noted above. (revised May 2010, effective August 2010)*

### 12.5.3 Methods of Transportation

1. Teams traveling less than 500 miles to participate in a USCAA National Tournament must use ground transportation.
2. Teams traveling more than 500 miles to participate in a USCAA National Tournament may use ground or air transportation.
3. Arrangements for air travel should be done in a way to minimize overall expenses (this may dictate flying into a major airport and arranging ground transportation to the tournament site).
4. Teams that choose to travel via air transportation will also be reimbursed for any necessary ground transportation costs for travel from the airport to the tournament site and tournament activities and back to the airport for the return flight *(edited for clarity, August 2010)*

### 12.5.4 Lodging and Meals

1. Lodging reimbursement limits will be based on a minimum of three student-athletes to a room and a maximum of three rooms for coaches and support staff.
2. A daily meal per diem of \$32 shall be allotted as follows:
  - a. Breakfast: \$8
  - b. Lunch: \$8
  - c. Dinner: \$16

3. Maximum reimbursement limits for each sport shall be set annually by the PSUAC Executive Committee.



## ARTICLE 13: PSUAC AWARDS

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13.1	Regular Season Championships .....	41
13.2	Conference Championships .....	41
13.3	All-Tournament Teams .....	41
13.4	All-Conference Teams .....	41
13.5	All-Academic Teams .....	42
13.6	Coach of the Year .....	43
13.7	John S. Egli Outstanding Scholar Athlete Awards .....	43
13.8	Robert J. Scannel Roll of Honor .....	43

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### 13.1 Regular Season Championships

The regular season champion for each sport shall be awarded a plaque signifying participation and accomplishments, as outlined in the particular sport code.

### 13.2 Conference Championships

1. For each sport, the PSUAC championship team and runner-up team shall each be awarded a plaque signifying their participation and accomplishments, as outlined in the particular sport code.
2. Champion and runner-up team members shall be presented a commemorative award signifying their accomplishments.

### 13.3 All-Tournament Teams

The chair of each sport committee shall designate a committee to select the members of the All-Tournament Team for PSUAC championships.

#### 13.3.1 Team Championships

First Place	(3) selections
Second Place	(2) selections
Remaining Teams	(1) selection each

#### 13.3.2 Individual Sport Tournaments and Meets

Cross Country	Top 12 Finishers
Golf	Top 10 Finishers
Tennis	Champion/ Finalist for each division

### 13.4 Selecting the All-Conference Team

*(edited for clarity, August 2010)*

The commissioner or his/her designee shall be responsible for:

1. Ensuring that by the Monday following the conclusion of each sport's regular season, each coach has provided the following:
  - a. A list for four players from his/her team
  - b. The player's class
  - c. The player's statistics
2. Compiling a list of the nominees and providing each coach with a ballot listing each nominated player.
3. Setting the deadline and method by which the ballots are to be returned.
  - a. The commissioner or his/her designee shall disregard any ballot that is not returned by the set deadline unless directed by the

Competition and Ethics Committee to include the disputed ballot in the final tally. *(edited for clarity, August 2010)*

4. Tabulating the votes.
5. Announcing the results of the voting  
**NOTE:** *At its discretion, the Individual sport committee may choose to provide specialty awards as it sees fit. (edited for clarity, August 2010)*

### 13.4.1 Voting Procedure

1. Each coach is to rank, in order, the number of players as specified by the committee chair or his/her designate of the respective sport (excluding players from his/her own team).
2. Each coach may nominate up to two “personal selections,” from his or her team.
3. At the conclusion of balloting, players receiving the most votes ranked 1- the number of nominees as specified in the applicable sport code shall be named to the PSUAC All-Conference Team. *(edited for clarity August 2011)*
4. If, after final balloting is completed and tallied, if the coach’s “personal selection” has not received enough votes to be named to the PSUAC All-Conference First Team, he/she shall be named as an “All-Conference Honorable Mention” selection.

## 13.5 All-Academic Teams

The Academic All-Conference Team includes those student-athletes who have met one of the following two sets of criteria:

1. A semester GPA of 3.0 or higher during the semester of competition  
**or**
2. A cumulative GPA of 3.0 or higher and completion of at least 24 credits

### 13.5.1 Definition of Semester of Competition

1. The semester of competition is defined as the semester in which the majority of the sports competitions take place.

FALL SPORTS	SPRING SPORTS
Cross Country	Men’s Baseball
Golf	Men’s Basketball
Men’s Soccer	Women’s Basketball
Women’s Soccer	Women’s Softball
Tennis	
Women’s Volleyball	

2. For Men’s and Women’s Basketball, student-athletes may enroll in Kinesiology 088 (one-time varsity sports credit) during the spring semester.
3. *When considering Academic All-Conference honors for baseball and softball, the student-athlete shall be recognized based on his/her GPA at the conclusion of that spring’s semester.*

### **13.6 Coach of the Year**

This individual is selected by a vote of his/her peers as the outstanding Coach of the Year in a PSUAC sponsored sport and shall be given an award representative of his/her accomplishments.

### **13.7 John S. Egli Outstanding Scholar Athlete Awards**

The John S. Egli Award is presented annually to the outstanding male and outstanding female scholar athletes of the PSUAC. The award was established in recognition of John Egli's service as a student, athlete, faculty, coach, and founding Coordinator of Athletics for the Commonwealth Campus Athletic Conference (Now the PSUAC).

### **13.8 Robert J. Scannell Roll of Honor**

The Robert J. Scannell Award is presented annually to an administrator, faculty or staff member, or coach who has served the PSUAC or campus Athletic, Intramural, and Recreation Programs with distinction. This award is named in the honor of the former Dean of the College of Health, Physical Education and Recreation (later named Vice President and Dean of the Commonwealth Education System). It was through the effort and support of Dr. Scannell that the athletic and recreation programs were established at Penn State's Commonwealth Campuses.



## ARTICLE 14: PROTESTS AND ARBITRATIONS

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14.1	Protests.....	45
14.2	Arbitrations.....	45

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### 14.1 Protests

In accordance with the governing rules listed in respective sport codes, any protests must be made based upon a dispute concerning the proper application of a playing rule. Judgment calls may not be protested.

#### 14.1.1 Filing a Protest: Playing Rule Interpretation

In instances where a head coach believes that a game official has erred in his/her application of a playing rule, the coach may file a protest.

1. Prior to the next play, the coach shall inform the game official as to his/her intent to play the remainder of the game under protest.
2. The official scorer shall record all necessary details of the game at that moment (to facilitate the resumption of play should the protest be upheld).
3. The campus Athletic Director must notify the PSUAC Commissioner in writing of the details of the protest, including the specific playing rule that is in question.
4. The written protest must be submitted to the PSUAC Commissioner within 48 hours of the incident.
  - a. Exception: A school shall not be penalized for failure to file a protest within 48 hours if it is prevented in doing so by a weekend or holiday.
5. The PSUAC Commissioner may consult with any resource necessary to render a decision.

#### 14.1.2 Filing a Protest: Violations of PSUAC Regulations

1. The campus athletic director shall inform the PSUAC Commissioner, in writing, of the school's intent to protest a possible violation of the PSUAC Constitution and Bylaws.
  - a. The protest report shall include specific reference to the rule(s) that have been allegedly violated.
  - b. Specific information regarding the circumstances under which the rule was allegedly violated.
2. The written protest may be submitted by e-mail and must be filed within 48 hours of the discovery of the alleged violation.

### 14.2 Arbitrations

#### 14.2.1 Arbitration of In-Game Rule Interpretation

The PSUAC Commissioner shall review the protest report and consult with the appropriate committee and additional individuals or committees as he/she deems necessary to rule on the protest.

1. Should the PSUAC Commissioner uphold the protest, the original outcome of the protested game shall be vacated and the contest resumed at the point of protest.

2. The PSUAC Commissioner shall inform the schools involved of his/her decision in writing.
3. The decision of the PSUAC Commissioner shall be final.

#### **14.2.2 Arbitration of Violations of PSUAC Regulations**

1. The Commissioner shall review the protest and provide such information to the Competition and Ethics Committee.
  - a. In cases where the protest involves an alleged violation of eligibility rules, the PSUAC Commissioner shall also provide such information to the Eligibility Committee.
2. The relevant committee shall discuss the information and render a decision. Before reaching a decision, the Committee may consult the Competition and Ethics Committee, Executive Committee or any additional resource that it feels is necessary to render a fair and proper decision. *(edited for clarity, August 2010)*
3. On the occasion that the upholding of a protest or a decision by the Competition and Ethics and/or the Eligibility Committee shall result in a precedent not covered in these rules, the inclusion of that precedent shall be discussed at the next meeting of the Council of Athletic Directors.
  - a. In rare instances, the PSUAC Commissioner reserves the right to call for a special meeting of the Council of Athletic Directors or survey membership via e-mail or telephone in order to expedite the inclusion of a precedent within these rules.

## ARTICLE 15: RISK MANAGEMENT

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15.1	Physical Examination .....	47
15.2	Physical Conditioning .....	47
15.3	Injury .....	48
15.4	Health Insurance Coverage .....	48
15.5	Emergency Medical Coverage.....	49
15.6	CPR/First Aid Certification .....	49

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### 15.1 Physical Examination

In keeping with University-wide policy, all student-athletes must secure certification of their medical fitness for participation in athletics from a local physician, nurse practitioner, or physician's assistant. It is preferable that the physicals be given by a local "referred physician" and at no expense to the student-athlete. When possible, arrangements will be made by the local athletic department for group physical examinations on campus.

#### 15.1.1 Certification for Participation

In the PSUAC Intercollegiate Athletic Program, at no time and under no instances is a student permitted to practice or participate in the athletic program until approved by the campus athletic director. Each participant must submit to the campus nurse, campus certified athletic trainer or athletic director:

1. The pre-participation form (Appendix E)
2. Emergency contact information form (Appendix J) *(added August 2010)*  
**and**
3. If applicable, an affidavit of no insurance (Appendix H).

#### 15.1.2 Participation in More Than One Sport

A student-athlete participating on more than one team or in more than one sport in an academic year need not submit to a subsequent physical examination unless evidence exists that the student has suffered serious injury, illness, or surgery since the date of the last examination.

1. The campus nurse, Certified Athletic Trainer (ATC) or Athletic Director (for campuses without a nurse or ATC) will verify the student's eligibility when the completed current pre-participation physical examination form has been returned to his/ her office to be placed in the student's medical file.
  - a. At those campuses without a campus nurse or certified athletic trainer, it is the responsibility of the Athletic Director to verify the student's eligibility, through the use of the Medical Approval Form.

### 15.2 Physical Conditioning

The Athletic Director and the sport's head coach will require all student-athletes to complete an appropriate physical conditioning and skill development program prior to competing in any PSUAC contest, tournament, or championship event.

1. Supervised practices may begin in accordance with Article 10.1.

## 15.3 Injury

Upon learning of a sports-related injury the athletic director will ensure that a College Sports Claim Form will be completed and a copy shall be submitted to the insurance carrier and a copy shall be sent to Penn State Risk Management (Appendix C).

### 15.3.1 Evaluation by Medical Personnel

1. At the time of a sports-related injury the athlete must be evaluated by qualified medical personnel.
2. For major significant injuries and for all head injuries the athlete must be evaluated by a physician with appropriate expertise in treating sports related injuries.

### 15.3.2 Clearance to Return to Competition

1. In cases where the student-athlete is under a physician's care for treatment for an athletic-related injury, the athlete may not return to practice or competition without a written clearance from the treating physician.
2. In the case of injuries that do not require a physician's care, student-athletes may return to practice or competition when cleared by a certified athletic trainer or other qualified person. *(edited for clarity, August 2010)*

## 15.4 Health Insurance Coverage

The Pennsylvania State University Athletic Conference maintains excess insurance coverage for payment of medical expenses incurred by a commonwealth campus athlete who is injured during a supervised practice, intercollegiate athletic competition, or travel to or from an athletic contest.

### 15.4.1 Health Insurance Carrier Information

All athletes must provide the name of their health insurance carrier and the applicable policy number on the pre-participation physical exam form (Appendix E). Parents of an athlete without health insurance coverage must complete an affidavit of no insurance (Appendix H) before said student-athlete may participate in practice or play.

### 15.4.2 Excess Carrier Coverage

Insurance coverage for athletes at the Pennsylvania State University is that of an excess carrier, therefore, athletes are required to submit initial requests for payment to their family health insurance carrier. It is not however, the intent of the PSUAC Athletic program to have injured athletes, their parents or guardians suffer any financial loss as a result of an athletic related injury.

If the injured athlete is not covered under a family health insurance plan, or athletic injuries are not covered under the family health policy, a statement from the insurance carrier must be submitted to the Risk Management Office along with a completed college sports claim form. Forms are available at [www.guru.psu.edu/risk/](http://www.guru.psu.edu/risk/). It is strongly urged that all students aspiring to participate in the PSUAC obtain medical insurance prior to actual participation (including practice).



## 15.5 Emergency Medical Coverage

It is imperative that qualified medical personnel be readily available. Qualified medical personnel are defined as a physician, certified athletic trainer, PA, CRNP or EMT.

### 15.5.1 Presence at Athletic Events

Qualified medical personnel should be present or available for all high risk events, are strongly encouraged for medium-risk events and suggested for low-risk events. The table below provides examples of each type of event:

HIGH RISK	MEDIUM RISK	LOW RISK
Baseball	Cross Country	Golf
Basketball	Volleyball	Tennis
Soccer		Cheerleading
Softball		
Wrestling		

### 15.5.2 Emergency Action Plan

An Emergency Action Plan (EAP) must be formulated and ready to be implemented by all supervisory personnel within the Athletic Department.

## 15.6 CPR/First Aid Certification

All coaches or any person responsible for supervising any varsity sports program (including practices and conditioning) must have current CPR certification.



## ARTICLE 16: DEFINITION OF AN ATHLETIC CONTEST

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16.1	Definition .....	51
16.2	Games Played on a Spring Trip .....	51
16.3	Games Played against Junior College or Club Teams .....	51

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### 16.1 Definition

Any game in which both teams are in uniform, a score is kept and certified officials are used shall be considered an athletic contest and count toward a team's maximum game limit.

### 16.2 Games Played on a Spring Trip (baseball and softball)

Any competition that fits the description set forth in 16.1 shall be counted toward the team's maximum game limit for that athletic season.

### 16.3 Games Played Against Junior College or Club Teams

Games played against Junior College and Club teams shall count toward the team's maximum game limit for that athletic season unless exempted under rule 10.4.3 (Club teams from PSUAC member schools).



## ARTICLE 17: SPORT CODE CHANGES

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17.1 Changes to the Sport Codes ..... 53

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### 17.1 Changes to the Sport Code

1. Any changes/amendments to Articles after Article 17 shall become effective upon approval by the Council of Athletic Directors at the first fall meeting of the new academic year.
2. Approved sport code changes shall remain in effect until the following fall.
3. The commissioner shall reserve the right to suspend rule 17.1.2 should he/she determine that doing so would be in the best interest of the conference. *(edited for clarity, August 2010)*



## ARTICLE 18: MEN'S BASEBALL

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18.1	Traditional Season.....	55
18.2	Maximum Game Limit.....	55
18.3	Non-Traditional Season.....	55
18.4	Start Times.....	55
18.5	Conference Structure.....	55
18.6	Conference Rules and Scoring.....	55
18.7	Game Officials.....	56
18.8	Tie Breakers.....	56
18.9	PSUAC Championship Tournament.....	57
18.10	Specialty Awards.....	57
18.11	Stat Crew Software.....	58

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### 18.1 Traditional Season

The traditional season for baseball shall be in the spring term.

### 18.2 Maximum Game Limit

A member institution shall limit its total regular season playing schedule against outside competition in baseball in any one year to a maximum of 40 contests except for those contests excluded under Rule 10.4 or NCAA Division III Regulations.

### 18.3 Non-Traditional Season

The non-traditional season for baseball shall be in the fall term. Teams are permitted five weeks of practice and three play dates on which games may be scheduled.

Non-traditional season games shall not count toward the school's maximum game limit for the traditional season.

### 18.4 Start Times

The following are the suggested start times for PSUAC regular season contests:

Saturdays:	2:00 p.m.
Sundays:	Noon
Weekdays:	2 p.m.

**NOTE:** Start times may be changed upon agreement of the athletic directors of both schools. Scheduled changes should be reported to the chair of the Baseball Committee.

### 18.5 Conference Structure

All schools offering baseball as a varsity sport shall play in a single division.

### 18.6 Conference Rules and Scoring

Unless otherwise noted, play shall be governed by the current NCAA Baseball Rules Book.

#### 18.6.1 Re-entry Rule

1. Starters removed from the game may re-enter once, and must occupy the same position in the batting order upon re-entering.

2. Any non-starter who is removed from the game shall not be eligible to return. *(edited for clarity, August 2010)*
3. If a line-up is submitted using a 10<sup>th</sup> player is subsequently reduced to 9 players, it shall remain at that number for the rest of the contest.

### **18.6.2 Conference Games**

1. All conference games shall be scheduled as 7-inning doubleheaders.
2. The team listed as the home team on the schedule shall bat last in both games, regardless of the location of the games..

### **18.6.3 Approved Baseballs and Equipment**

The home team shall provide three new NCAA-Approved Diamond iX<sup>3</sup> game balls for each game. Equipment shall conform to NCAA standards.

### **18.6.4 Run-Differential Rule**

1. If at the conclusion of five innings of play (4½ should the home team be ahead) one of the teams has a lead over its opponent of 10 or more runs, the game shall be ended.
2. This rule shall not be in effect during any round of the PSUAC Championship Tournament.

## **18.7 Game Officials**

1. Umpires shall be certified to officiate at the collegiate level and assigned by a central assigner.

## **18.8 Tie Breaking Procedure**

### **18.8.1 Two Teams Tied for Positions 1-2-3-4**

When two teams are tied for positions 1-2-3-4 in the conference tournament the tie breaking procedure shall be as follows and shall continue until the tie is broken:

1. The team with the best record in head to head competition shall receive the higher seed.
2. The team with the best winning percentage against higher seeded teams shall receive the higher seed.
3. The team that has allowed the fewest runs in conference play shall receive the higher seed.
  - a. NOTE: If the teams have not played an equal amount of games, the number of run allowed against common opponents shall determine the tie breaker.
4. The winner of a single 9-inning game at a neutral site shall receive the higher seed.

### **18.8.2 Three or More Teams Tied for Positions 1-2-3-4**

If three or more teams are tied for positions 1-2-3-4, the tie breaking procedure shall be as follows and shall continue until the tie is broken:

1. If the teams have all have played each other during the Conference season, the best winning percentage in these head-to-head games shall determine the highest seed.
2. The team with the best winning percentage against teams ending the season (tied or not) in positions 1-2-3-4 in the final conference standings shall receive the higher seed.



3. The team with the best winning percentage against teams ending the season (tied or not) in positions 1-2-3-4-5-6 in the final conference standings shall receive the higher seed.

**Note:** *When any of the above tiebreakers produce separate winning percentages within that rule, the tie shall be considered to be broken and the teams shall be seeded based upon the winning percentages as determined by that rule. If after the application of the appropriate rule, two teams remain tied with identical winning percentages, the tie shall be broken in accordance with 18.8.1. Should more than two teams have identical winning percentages as determined by the appropriate rule, the tie breaker shall advance to the next level. (clarified March 2011)*

4. The team that has allowed the fewest runs in Conference play shall receive the higher seed.
  - a. NOTE: If the teams have not played an equal amount of games, the number of runs allowed against common opponents shall determine the tie breaker.
5. The winner of a 9-inning game to be played at the site of the conference tournament. (A coin flip shall determine the home team)
  - a. The Baseball Committee may opt to hold this contest at another site if it deems to be in the best interests of the conference.
6. The team winning a coin flip conducted by conference call with the Commissioner and the athletic directors of both campuses shall receive the higher seed.
7. *If after the three-way tie is broken, two teams remain tied for a lower seed, the tie shall be broken using 18.8.1.*

## **18.9 PSUAC Championship Tournament**

### **18.9.1 Qualifying for the Tournament**

The top four teams shall qualify for the PSUAC Baseball Championship Tournament unless excluded under 12.1.2.

### **18.9.2 Tournament Format**

The tournament shall be double elimination.

## **18.10 Specialty Awards**

1. Coach of the Year
2. Player of the Year
3. Pitcher of the year
4. Newcomer of the Year

**NOTE:** *No player shall be eligible to win more than one award.*

### **18.10.1 All-Conference Awards**

All-Conference awards shall be selected in accordance with 13.4.

1. 12 First-team selections
2. 10 second-team selections
3. 1 honorable mention per school

### **18.10.2 Conference Tournament Awards**

1. Tournament MVP
2. 10 position selections
  - a. Infielders (4)
  - b. Outfielders (3)
  - c. Pitcher (1)
  - d. Catcher (1)
  - e. Utility Player (1)

### **18.11 Use of Stat Crew Statistical Software**

1. Member institutions are required to use Stat Crew statistical software for all of their home contests.
2. At the conclusion of each contest, the host school shall provide the packed statistical file to the visiting school.
  - a. Stat Crew file may be delivered via e-mail or on a memory stick provided by the visiting institution. *(ratified May 2011, effective August 2011)*

## ARTICLE 19: MEN’S AND WOMEN’S BASKETBALL

19.1	Maximum Game Limitations .....	33
19.2	Start Time.....	33
19.3	Conference Structure .....	34
19.4	Conference Rules.....	34
19.5	Game Officials.....	34
19.6	PSUAC Championship Format .....	34
19.7	Tie Breaking Procedure.....	35

### 19.1 Maximum Game Limit

A member institution shall limit its total regular season playing schedule against outside competition in basketball in any one year to a maximum of 25 contests except for those contests excluded under Rule 10.3 or 19.1.1.

#### 19.1.1 Exceptions to Game Limits

One of the following may be exempted:

1. Two informal practice scrimmages with outside competition; or
2. One informal practice scrimmage with outside competition and one exhibition contest against an NCAA Division I or II school conducted on or after Oct 31 and before the first permissible contest date.  
*NOTE: 19.1.1.1 grants permission for 25 contests and two scrimmages for both men’s and women’s basketball. (edited for clarity, August 2010)*
3. Games played in the PSUAC Conference Championship Tournament or the USCAA National Basketball Championship Tournament shall not count against a team’s maximum game limit.

### 19.2 Start Times

The following are the suggested start times for PSUAC regular season contests:

Fridays: 6:00 or 8:00 p.m.

Saturdays: 1:00 or 3:00 p.m.

Weeknights: 6:00 or 8:00 p.m.

*NOTE: Start times may be changed upon agreement of the athletic directors of both schools. Schedule changes should be reported to the chair of the appropriate committee.*

### 19.3 Conference Structure

Teams shall be separated into three divisions as follows:

NORTH	SOUTH	WEST
Penn College	Brandywine	Beaver
Worthington-Scranton	Mont Alto	Dubois
Wilkes Barre	York	Fayette
Hazleton	Schuylkill	Greater Allegheny
	Lehigh Valley	New Kensington

### **19.3.1 Scheduling**

Teams will play home and away games against each team within their division and one game with each team in the other two divisions, alternating home and away from year to year.

## **19.4 Conference Rules and Scoring**

Unless otherwise noted, play shall be governed by the current NCAA Basketball Rules Book.

### **19.4.1 Approved Basketball**

The Anaconda Rock shall be the official game ball for PSUAC conference play. *(revised May 2010, effective August 2010)*

## **19.5 Game Officials**

1. Referees shall be certified to officiate at the college level
2. If in rare instances, certified college referees are unavailable, referees certified to officiate at the high school level (who have a working knowledge of collegiate rules), may be used subject to the approval of the Athletic Directors from both schools and/or their designees.
3. The host team shall provide the following minor officials
  - a. Official Scorer
  - b. Timer
  - c. Shot Clock Operator
  - d. Statistical Crew

## **19.6 PSUAC Championship Tournament**

### **19.6.1 Qualifying for the Tournament**

1. The top two teams in each of the conference's three divisions (North, South and West) shall receive automatic berths into the conference tournament, unless excluded under Article 12.1.2.
2. The two remaining teams with the best records shall qualify as wild-card entries unless excluded under Article 12.1.2.
3. Seedings for the basketball championships shall be based upon records, with division winners hosting a first round game provided that the team's overall record places it in one of the top four in the seedings.

### **19.6.2 Tournament Format**

The PSAUC Championship Basketball Tournament shall be an eight-team, single elimination tournament.

## **19.7 Tie Breaking Procedure:**

### **19.7.1 Two Teams Tied for Positions 1-2 in Division, a Seeding Position or or Wild Card**

When two teams are tied for either positions 1-2 within a division, a higher seed in the overall tournament or for a wildcard berth, the tie breaking procedure shall be as follows and will continue until the tie is broken: *(edited for clarity, August 2010)*

1. The team with the best record in head-to-head competition shall receive the higher seed.

2. The team with the better overall winning percentage within the division shall receive the higher seed.
3. The team with the better overall winning percentage against higher seeded teams shall receive the higher seed.
4. The winner of a single tiebreaker game, played at a neutral site shall receive the higher bid.
  - a. Note: When time constraints make it difficult to play a tiebreaker game, the PSUAC Commissioner shall have the authority to supersede Article 19.7.1.4 in favor of 19.7.1.5 in favor of another fair means of breaking the tie. *(edited for clarity, August 2010)*
5. The winner of a coin flip conducted by the PSUAC commissioner during a conference call with the athletic directors for both schools shall receive the higher seed.

### **19.7.2 Three or More Teams Tied for Playoff Positions**

If three or more teams are tied for the top positions in each division, or for the wild card position, the tie breaking procedure shall be as follows and shall continue until the tie is broken:

1. If the teams have all have played each other during the conference season, the best winning percentage in these head to head games shall receive the higher seed.
2. The team with the best winning percentage against teams ending the season (tied or not) in positions 1-2-3-4 in the final conference standings shall receive the higher seed.
3. The team with the best winning percentage against teams ending the season (tied or not) in positions 1-2-3-4-5-6 in the final conference standings shall receive the higher seed.
  - a. In accordance with **Big Ten Tiebreaker Rule 4.A.2(b)**, when comparing records against a single team or group of teams, the highest winning percentage shall prevail, even if the number of games played against the team or group of teams is unequal.

**Note:** *When any of the above tiebreakers produce separate winning percentages within that rule, the tie shall be considered to be broken and the teams shall be seeded based upon the winning percentages as determined by that rule. If after the application of the appropriate rule, two teams remain tied with identical winning percentages, the tie shall be broken in accordance with 19.7.1. Should more than two teams have identical winning percentages as determined by the appropriate rule, the tie breaker shall advance to the next level. (clarified March 2011)*

4. The team winning a coin flip conducted by the PSUAC commissioner during conference call with both teams shall receive the higher seed.
5. If after the three-way tie is broken, two teams remain tied for a lower seed, the tie shall be broken between those teams using 19.7.1



## ARTICLE 20: MEN'S AND WOMEN'S CROSS COUNTRY

20.1	Schedule Format .....	63
20.2	Maximum Meet Limit .....	63
20.3	Distances .....	63
20.4	Conference Rules and Scoring .....	63
20.5	The Course.....	64
20.6	PSUAC Championship Meet .....	64
20.7	Awards .....	64
20.8	Completion of the Season .....	64

### 20.1 Schedule Format

1. The schedule shall be comprised of a set of predetermined invitational meets hosted and conducted exclusively by PSUAC member schools.
2. PSUAC schools will be required to attend a minimum of two regularly scheduled conference meets. *(revised August 2010, effective August 2011)*
3. Prior to the start of each season, the Cross Country Committee shall designate the two mandatory regular season PSUAC meets.
  - a. The mandatory events shall be identified at the Fall meeting of the PSUAC Council of Athletic Directors and shall be communicated to all schools by the sport chair. *(revised August 2010, effective August 2011)*
4. There shall be separate meets for Men and Women.
  - a. Men shall not compete in the women's meet
  - b. Women shall not compete in the men's meet.
5. It is permissible to conduct the men's and women's meets at the same time and location, as long as the event is in compliance with 20.3.

### 20.2 Maximum Meet Limit

A member institution shall limit its total regular season playing schedule against outside competition in Cross Country in any one year to a maximum of 9 dates of competition except for those contests excluded under Rule 10.4.

### 20.3 Distances

#### 20.3.1 Women

The distance shall not be less than two and one-half miles (2½ ) and not more than three and one-half miles (3½ ).

#### 20.3.2 Men

The distance shall not be less than five (5) and not more than 6.2 miles.

### 20.4 Conference Rules and Scoring

Unless otherwise noted, play shall be governed by the current NCAA Cross Country Rules Book.

#### 20.4.1 Meet Scoring (*Men and Women*)

1. Each team shall consist of seven runners.
2. The first five places shall be counted for scoring, with the sixth and seventh runners displacing.

3. A team may participate in a meet with more than seven runners with the top five considered for scoring (positions six and seven may be considered in accordance with rule 20.4.2).
4. A team may participate in the meet with four runners and must forfeit the fifth position to the last available position against any team with five runners.
  - a. EXAMPLE: Team A participates with seven runners while Team B has only four. The forfeited fifth place for Team B would be assigned to the next place after team A's seven runners have crossed the finish line.
5. In the event of a tie, the sixth place runner (and if necessary to break the tie, the seventh place runner) from each team shall be considered in the scoring.

## **20.5 The Course**

1. All courses must be clearly marked.
2. A map of the course must be provided to visiting teams.

## **20.6 PSUAC Championship Meet**

### **20.6.1 Qualifying for the Meet**

1. Team's must compete in two designated "mandatory" PSUAC meets (see 20.1) in order to be eligible for the PSUAC Championship Meet.
2. An athlete must be on the team's roster prior to the first scheduled PSUAC meet and the team must compete in the two designated "mandatory" PSUAC meets (see 20.1) in order to be eligible for the PSUAC Championship Meet.
3. Any athlete not qualifying for the PSUAC Championship Meet is permitted to participate, but will not be considered for championship scoring but will be eligible for individual honors.

## **20.7 Awards**

Host institutions are permitted to purchase men's and women's trophies and five individual trophies/medals (five for the men's meet, five for the women's meet).

## **20.8 Completion of the Season**

All conference meets shall be concluded prior to the PSUAC Championships.



## ARTICLE 21: GOLF

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21.1	Schedule Format .....	65
21.2	Maximum Match Limitations .....	65
21.3	Conference Rules .....	65
21.4	The Team .....	65
21.5	Caddies .....	66
21.6	Groupings and Order of Tee .....	66
21.7	Recording of Scores .....	66
21.8	Playing the Course .....	66
21.9	League Standings and Regular Season Championship .....	67
21.10	Point System .....	67
21.11	PSUAC Championship Tournament .....	67
21.12	Spectators .....	69
21.13	Conduct .....	69
21.14	Disputes .....	70

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### 21.1 Schedule Format

1. Each team shall host an event.
2. All PSUAC schools shall be invited to participate in each event.

### 21.2 Maximum Match Limitations

A member institution shall limit its total regular season playing schedule against outside competition in golf in any one year to a maximum of 20 dates of intercollegiate competition except for those contests excluded under Rule 10.4.

### 21.3 Conference Rules

1. Unless otherwise noted, play shall be governed by the current USGA Rules of Golf.
2. Event format shall be medal stroke play.
3. The host coach shall determine whether “summer” or “winter” rules will be used for play.
4. It is the responsibility of the host coach to inform participating schools of any local rules and dress codes for the course.
5. Range finders
  - a. The NCAA permits the use of range devices during tournaments to determine distance.
    - i. Range devices that measure wind speed and green slope are not permitted.

#### 21.3.1 Sand Traps

1. If a player’s ball lies in a footprint in a sand trap, the player shall be permitted to mark the ball, rake the trap and replace the ball – provided that an opposing player is present.

### 21.4 The Team

1. Six players comprise a golf team.
2. The top four (4) scores from each team shall be included in the team scoring.
3. Teams are permitted to field more than six players, but must designate the top six for the purposes of team scoring. *(proposed October 2010, effective August 2011)*

4. The top four scores of the six designated players shall be used for team scoring.
5. *(proposed October 2010, effective August 2011)*
6. Teams planning on bringing extra players must contact the host coach to obtain permission.
7. Teams must field a minimum of four golfers to be eligible for consideration in the team tournament
8. Teams fielding less than four players are permitted to participate but are not included in the team competition.
9. Female members of the team are permitted to use the women's tee area.

## 21.5 Caddies

1. Golfers are expected to carry their own bags.
2. EXCEPTION: Golfers with a disability or injury that would prevent them from carrying their own bags are permitted to use a pull or electric golf cart.
  - a. The decision to permit the use of a pull or electric golf cart shall be made by all coaches involved and must be compliant with the Americans with Disabilities Act and Penn State Policy.

## 21.6 Groupings and Order of Tee

1. When possible, it is preferable not to place golfers from the same team in the same grouping.

## 21.7 Recording of Scores

1. All golfers shall be given a scorecard bearing his/her name.
2. On the first tee, the players shall exchange cards with another member of the group in which they are playing.
  - a. Two players are not permitted to exchange cards among themselves.  
*(proposed October 2010, effective August 2011)*
3. The card must be signed by the person whose name appears on the card **AND** the golfer who actually kept that player's score during the round.  
*(proposed October 2010, effective August 2011)*
4. Once the provisions of 21.7. 3 have been fulfilled, it is preferred that each golfer give his/her scorecard to the coach who shall then submit it to the scorer's table. *(proposed October 2010, effective August 2011)*
5. Failure to sign the card prior to its submission to the scoring table shall disqualify the offending player from that day's event.
6. Players are not responsible for addition, but are responsible for properly recording their scores on each hole.
7. If a player records a score higher than the actual stroke count, such score shall count.
8. Recording a score lower than the actual stroke count shall result in disqualification.

Comment [vc1]: We probably should clarify this.

### 21.7.1 Submitting an Incorrect Score

1. If after investigation by the Rules Committee, any player found guilty of intentionally submitting an incorrect score shall be immediately disqualified from the match and suspended for the remainder of the season.

## 21.8 Playing the course

1. Members of all teams are prohibited from playing the course prior to tee-off time on the day of the match.

2. Players are permitted to use the practice greens and driving range on the day of the match.

### 21.8.1 Rulings

1. In the event of a rules dispute, the tournament host coach, in consultation with the other coaches, shall refer to the most current USGA Rules of Golf in an effort to resolve the dispute.
2. The host coach is advised to consult with the “club pro” at the course prior to making a ruling.
3. It is up to the host coach (providing the dispute does not involve one of his/her players) to make the final ruling.
4. Should the host coach have a player involved in the dispute, a neutral coach shall be appointed to make the ruling.

**Comment [vc2]:** Clarification of language advising rather than permitting.

### 21.8.2 On-Course Disputes

1. In the event of an on-course dispute, the player in question should play two balls.
2. The first ball played should be that which the golfer believes to be in accordance with the playing rule in question.
3. The second ball should be played using the ruling that is the consensus of the playing group.
4. At the end of the round, a ruling will be made as to which ball should be counted in the participant’s final score.

## 21.9 League Standings and Regular Season Championship

1. The league champion shall be determined upon the best four scores for each league event.
2. All places in the league will be based upon accumulated team scores for each event
3. A team that fails to enter a minimum of four events in one season shall be ineligible for the league’s team championship.

## 21.10 Points System

### 21.10.2 Points Earned on the Circuit

1. Teams shall drop the single highest total from all league events

**Comment [vc3]:** There has been no definitive decision on whether to eliminate this rule and have all five matches count toward the PSUAC standings.

### 21.10.3 Statistics

1. Each coach shall be responsible for tabulating the scores and points for each event for their respective teams.
2. A printout of the current scores for each team shall be provided at the next match.
3. Any disputes concerning scores must be resolved prior to the start of the next scheduled PSUAC event.

## 21.11 PSUAC Championship Tournament

The Conference shall conduct a tournament to determine both a team and individual champion.

### 21.11.1 Qualifying for the Tournament

1. A golfer shall not be invited to participate in the PSUAC Championship or the USCAA National Championship if his/her average score is more

than 100 strokes. *(clarified October 2010)*

**EXCEPTION:** A player not qualifying under Rule 21.11.1 may be added as the number four golfer to help his/her team comply with 21.11.3(b). *(adopted October 2009, effective January 2010)*

**Comment [vc4]:** Can be actually include this ban for USCAA tournaments. Once the PSUAC no longer hosts the national championships, it will be up to the new host school to determine the qualifications for entry. We only have jurisdiction over the PSUAC.

### 21.11.2 Tournament Management

1. The chair of the Golf Committee shall designate a Tournament Management Committee composed of the chair, tournament director and two appointed coaches.
2. The tournament management committee shall appoint a rules committee to rule on disputes that may arise during play.
3. The Rules Committee shall consist of the tournament director or his/her designee, the local professional and one coach.

### 21.11.3 Format: Team Championship

1. The PSUAC Championship Golf Tournament shall be a 36-hole, two-day event held at University Park on the Blue and/or White courses.
  - a. The tournament course will be open for practice on the day preceding the start of the tournament. *(clarified October 2010)*
2. Each team shall enter six golfers to compete for the team championship.
  - a. Golfers participating in the team championship are also eligible for the individual championship.
  - b. A minimum of four golfers is required to compete for the team championship.

### 21.11.4 Format: Individual Championship

1. The PSUAC Championship Golf Tournament shall be a 36-hole, two-day event held concurrently with the team championship at University Park on the Blue and/or White courses. *(clarified October 2010)*
  - a. The tournament course will be open for practice on the day preceding the start of the tournament.
2. Each team may enter any number of players to compete for the individual championship, provided they meet the provisions of 21.11.1.
3. The top 10 golfers shall receive recognition from the Conference.

**Comment [vc5]:** Typographical error corrected by changing 20.11.1.1 to 21.11.1.

### 21.11.5 Scoring: Team Championship

1. A total of the low four scores each day will be used to determine placing.
2. Ties shall be broken through a sudden death playoff, consisting of the teams that are currently tied.
3. Playoff will begin on either the first or tenth hole.
4. Teams will play holes simultaneously.
5. Low four scores for each team on that hole wins the hole.
6. Play continues until one team wins a hole.
7. In the event of a tie involving three or more teams, all teams shall participate in the playoff with the winner determined by 20.11.5.2.

### 21.11.6 Scoring: Individual Championship

1. Individual placement shall be determined by lowest total score in stroke play from both rounds.

2. In the case of ties for individual placement, the scores of each golfer involved shall be compared using the second day's scorecard in accordance with USGA Rules. *(proposed October 2010, effective August 2011)*
  - a. Comparison continues with the second handicap hole and continues through the remaining holes in ascending order until the tie is broken. *(edited for clarity, August 2010)*

#### **21.11.7 Fees**

The fee structure shall be set by the Penn State Course Manager.

#### **21.11.8 Additional PSUAC Tournament Rules**

A complete listing of PSUAC tournament rules shall be presented to each coach at a coaches meeting prior to the start of play.

### **21.12 Spectators**

1. Spectators shall be permitted on the golf course and are to remain on the cart path or in the rough.
2. Spectators are prohibited from making any contact with the participants during the round of play.
  - a. Violations of 21.12.1 and 21.12.2 may result in the disqualification of the golfer.
  - b. Violations of 21.12.1 and 21.12.2 may result in the removal of the spectator *(proposed August 2010)*.
3. For the purposes of PSUAC Championship play, coaches **are** permitted to walk with the players. *(edited for clarity, August 2010)*

### **21.13 Conduct**

#### **21.13.1 Dress**

1. Players must wear clothing in accordance with the dress code of the course on which they are playing.
2. Any golfer who fails to comply with the dress code of the course shall not be permitted to participate in the event.
3. The host coach shall notify all participating teams of the dress code for their home course prior to the event in which they host.
  - a. Teams hosting the first event of the year shall notify participating teams in writing.
4. All golfers must wear a collared shirt or mock turtleneck.
5. All caps must be worn in the direction in which the manufacturer intended. *(proposed October 2010, effective August 2011)*

#### **21.13.2 Thrown Clubs**

Any player found guilty of throwing a club (willful release) will immediately be disqualified from the event and suspended for the next event.

#### **21.13.3 Additional Examples of Conduct Violations**

1. Profanity
2. Willful destruction of the course
3. Intentionally distracting an opponent during play
4. Any other action that the tournament committee deems as inappropriate conduct.

## 21.14 Disputes

All disputes arising during PSUAC play shall be addressed in the following manner:

1. The situation is to be investigated by the golf rules committee comprised of the chair of the Golf Rules Committee, two coaches and the local professional.
  - a. Any coach who has an athlete involved in the dispute may not serve on the Golf Rules Committee and another coach shall be appointed.
  - b. Should the local professional be unavailable, the committee shall appoint a replacement from those on site (another coach or an athletic director, etc.)
2. The committee shall thoroughly investigate the situation, getting information from all parties involved.
3. The committee shall then render a decision.
  - a. Penalties shall be commensurate with the offense, including but not limited to disqualification, suspension, awarding of additional strokes or any other penalty(s) that the committee feels appropriate based on the action involved.

## ARTICLE 22 MEN’S AND WOMEN’S SOCCER

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22.1	Traditional Season.....	71
22.2	Maximum Game Limit.....	71
22.3	Start Times.....	71
22.4	Conference Structure.....	71
22.5	Conference Rules and Scoring.....	71
22.6	Game Officials.....	72
22.7	Tie Breakers.....	72
22.8	PSUAC Championship Tournament.....	73
22.9	Awards.....	73

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### 22.1 Traditional Season

The PSUAC regular season for soccer shall be the fall term.

### 22.2 Maximum Game Limit

A member institution shall limit its total regular season playing schedule against outside competition in soccer in any one year to a maximum of 25 contests except for those contests excluded under Rule 10.4.

### 22.3 Start Times

The following are the suggested start times for PSUAC regular season contests:

Weekdays: 4:00 p.m.

Saturdays: 1:00 p.m.

*NOTE: Start times may be changed upon agreement of the athletic directors of both schools. Schedule changes should be reported to the chair of the Soccer Committee.*

### 22.4 Conference Structure

1. All schools offering men’s soccer as a varsity sport shall play in a single division.
2. All schools offering women’s soccer as a varsity sport shall play in a single division.

### 22.5 Conference Rules and Scoring

Unless otherwise noted, play shall be governed by the current NCAA Soccer Rules Book.

#### 22.5.1 Approved Soccer Balls and Equipment

The NCAA-approved Brine BC105 Soccer ball shall be used for PSUAC play.

#### 22.5.2 Substitutions

1. Substitutions shall be governed by NCAA Rules.

#### 22.5.3 Uniforms

1. The host team shall wear white uniforms.
2. If, 24 hours prior to the scheduled contest, both coaches/athletic directors agree, the visiting team may wear white.

#### 22.5.4 Rosters

NCAA Rosters shall be used by all teams.

#### 22.5.5 Yellow and Red Cards

1. Any player receiving a red card shall be immediately ejected from the game and be subject to the penalties outlined in Article 7.6.

**PENALTY:** Failure to observe the penalties of Article 7.6 shall result in the team forfeiting any game in which the offending player participated until the player has served the suspension.

2. If a player is ejected as a result of a red card or accumulation of yellow cards, a PSUAC incident form must be filed within 24 hours with the Chair of the Soccer Committee. The chair must also be notified if a player accumulates five (5) yellow cards.
3. An NCAA report shall be filed on any player's ejection.

#### 22.5.6 League Play and Points

The team that accumulates the most points during the season shall be declared the Regular Season Champion and shall be the top seed in the PSUAC Conference Championship Tournament.

1. Teams shall receive three (3) points for each win
2. Teams shall receive one (1) point for each tie
3. Teams shall receive zero (0) points for a loss.

### 22.6 Game Officials

Each match shall be conducted using three on-field officials who have college NISOA rating and certification.

### 22.7 Tie Breaking Procedure

#### 22.7.1 Two Teams Tied for Positions 1-2-3-4

When two teams are tied for positions 1-2-3-4 in the conference tournament the tie breaking procedure shall be as follows and shall continue until the tie is broken:

1. The team with the best record in head to head competition shall receive the higher seed.
2. If the teams tied in the regular season match the following criteria shall be used:
  - a. The team with the best winning percentage against tied or higher seeded teams shall receive the higher seed.
  - b. The team that has allowed the fewest goals in conference play against tied or higher seeded teams shall receive the higher seed.
  - c. The winner of a one-game playoff shall receive the higher seed.

#### 22.7.2 Three or More Teams Tied for Positions 1-2-3-4

If three or more teams are tied for positions 1-2-3-4, the tie breaking procedure shall be as follows and shall continue until the tie is broken:

**Comment [vc6]:** Correction of typographical error.



1. If the teams have all have played each other during the conference season, the best winning percentage in these head-to-head games shall determine the highest seed.
2. The team with the best winning percentage against teams ending the season (tied or not) in a higher position in the final conference standings shall receive the higher seed.

**Note:** *When any of the above tiebreakers produce separate winning percentages within that rule, the tie shall be considered to be broken and the teams shall be seeded based upon the winning percentages as determined by that rule. If after the application of the appropriate rule, two teams remain tied with identical winning percentages, the tie shall be broken in accordance with 22.7.1. Should more than two teams have identical winning percentages as determined by the appropriate rule, the tie breaker shall advance to the next level. (Clarified March 2010)*

3. The team that has allowed with the fewest goals among the tied teams shall receive the higher seed.
4. The team that has allowed the fewest goals in Conference play shall receive the higher seed.

## **22.8 PSUAC Championship Tournament**

The PSUAC Soccer Championship Tournament shall be single elimination.

### **22.8.1 Qualifying for the tournament**

1. The top six teams based on the points system and tiebreakers shall qualify for the PSUAC Soccer Championship Tournament and shall be seeded according to their final regular season point total.
  - a. In the first round, the third seed shall play the six seed (Game A) and the fourth seed shall play the fifth seed (Game B). The top two seeds shall receive byes
2. In the semifinal round the winner of Game A shall play the second seed. The winner of Game B shall play the first seed.
3. Semifinal winners will advance to the championship
4. All games, with the exception of the championship, shall be hosted by the higher seeded team
5. Should any Championship Tournament match end in a tie, Rule 4 of the NCAA Soccer Rules Book shall be applied.

## **22.9 Awards**

The championship team shall receive a championship plaque. Additional awards may be presented to participating teams consummate with their finish.



## ARTICLE 23: WOMEN'S SOFTBALL

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23.1	Traditional Season.....	73
23.2	Maximum Game Limit.....	46
23.3	Non-Traditional Season.....	46
23.4	Start Times.....	46
23.5	Conference Structure.....	46
23.6	Conference Rules and Scoring.....	46
23.7	Game Officials.....	47
23.8	Tie Breakers.....	47
23.9	PSUAC Championship Tournament.....	48
23.10	Specialty Awards.....	50
23.11	All Conference Ballots.....	78
23.12	Use of Stat Crew Software.....	79

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### 23.1 Traditional Season

The traditional season for Women's Softball shall be the spring term.

### 23.2 Maximum Game Limit

A member institution shall limit its total regular season playing schedule against outside competition in softball in any one year to a maximum of 40 contests except for those contests excluded under Rule 10.4 or NCAA Division III Regulations.

### 23.3 Non-Traditional Season

The non-traditional season for softball shall be in the fall term. Teams are permitted five weeks of practice and three play dates on which games may be scheduled. (Non-traditional season games do not count toward the maximum game limit for the traditional season).

### 23.4 Start Times

The following are the suggested start times for PSUAC regular season contests:

Saturdays: 2:00 p.m.

Sundays: Noon

Weekdays: 2:00 p.m.

*NOTE: Start times may be changed upon agreement of the athletic directors of both schools. Schedule changes should be reported to the chair of the Softball Committee.*

### 23.5 Scheduling of Make-up Games

#### 23.5.1 Reporting Cancellation

1. All cancelled games must be reported to the chair of the softball committee immediately upon determination that the game will not be played as scheduled.

#### 23.5.2 Scheduling Make-up Dates

1. A make-up date shall be reported to the chair no less than 24-hours after the game's cancellation.
2. Such a date should be the next available date in which both teams do not have a contest scheduled.

- a. Conference games shall always have priority over non-conference games.
  - b. If necessary, member institutions shall cancel non-conference games to ensure that the originally postponed game is made up within the timeframe specified in 23.5.2.1
3. Should both the athletic directors of both member institutions fail to agree on a make-up date, a date shall be set in accordance with rule 11.5.4.

## 23.6 Conference Rules and Scoring

Unless otherwise noted, play shall be governed by the current NCAA Softball Rules Book.

### 23.6.1 Re-entry Rule

1. Starters removed from the game may re-enter once, provided they occupy the same position in the batting order upon re-entering.
2. Any non-starter who is removed from the game shall not be eligible to return. *(edited for clarity, August 2010)*
3. If a line-up is submitted using a 10<sup>th</sup> player and is subsequently reduced to 9 players, it shall remain at that number for the rest of the contest.

### 23.6.2 Conference Games

1. All conference games shall be scheduled as 7-inning doubleheaders.
2. The team listed as the home team on the schedule shall bat last in both games, regardless of the location of the games.

### 23.6.3 Approved Softballs and Equipment

The home team shall provide two new NCAA-Approved Worth game balls for each game. Equipment shall conform to NCAA standards.

### 23.6.4 International Tiebreaker

If the teams are tied after seven innings, the International Tiebreaker system shall be used, beginning with the eighth inning and continuing every inning after that.

Each team shall begin its respective offensive portion of the half-inning by placing the player who made the final out of the previous inning on second base.

### 23.6.5 Run-Differential Rule

1. If, after the conclusion of three innings of play (2½ should the home team be ahead) one of the teams has a lead over its opponent of 15 runs or more, the game shall be ended.
2. If, after the conclusion of five innings of play (4½ should the home team be ahead) one of the teams has a lead over its opponent of eight (8) or more runs, the game shall be ended.

### 23.6.6 Playing Field

1. All playing fields shall conform to NCAA regulations and must be marked accordingly.
2. It is suggested that all fields have an outfield fence.

## 23.7 Game Officials

1. Umpires shall be certified to work at the college level and be assigned by a central assigner.

## 23.8 Tie Breaking Procedure:

### 23.8.1 Two Teams Tied for Positions 1-2 in Division, a Seeding Position or Wild Card

When two teams are tied for either positions 1-2 within a division, a higher seed in the overall tournament or for a wildcard berth, the tie breaking procedure shall be as follows and will continue until the tie is broken: *(edited for clarity, August 2010)*

1. The team with the best record in head-to-head competition shall receive the higher seed
2. The team with the better overall winning percentage within the division shall receive the higher seed.
3. The team with the better overall winning percentage against higher seeded teams shall receive the higher seed.
4. The winner of a single tiebreaker game, played at a neutral site shall receive the higher bid.
  - a. Note: When time constraints make it difficult to play a tiebreaker game, the PSUAC Commissioner shall have the authority to supersede Article 23.8.1.4 in favor of 23.8.1.5.
5. The winner of a coin flip conducted by the PSUAC commissioner during a conference call with the athletic directors for both schools shall receive the higher seed.

### 23.8.2 Three or More Teams Tied for Playoff Positions

If three or more teams are tied for the top positions in each division, or for the wild card position, the tie breaking procedure shall be as follows and shall continue until the tie is broken:

1. If the teams have all have played each other during the conference season, the best winning percentage in these head to head games shall receive the higher seed.
2. The team with the best winning percentage against teams ending the season (tied or not) in positions 1-2-3-4 in the final conference standings shall receive the higher seed.
3. The team with the best winning percentage against teams ending the season (tied or not) in positions 1-2-3-4-5-6 in the final conference standings shall receive the higher seed.
  - a. In accordance with **Big Ten Tiebreaker Rule 4.A.2(b)**, when comparing records against a single team or group of teams, the highest winning percentage shall prevail, even if the number of games played against the team or group of teams is unequal.

**Note:** *When any of the above tiebreakers produce separate winning percentages within that rule, the tie shall be considered to be broken and the teams shall be seeded based upon the winning percentages as determined by that rule. If after the application of the appropriate rule, two teams remain tied with identical winning percentages, the*

*tie shall be broken in accordance with 23.8.1. Should more than two teams have identical winning percentages as determined by the appropriate rule, the tie breaker shall advance to the next level. (Clarified March 2010)*

**Comment [vc7]:** Provides a clearer definition of how ties are broken based upon winning percentage.

4. The team winning a coin flip conducted by the PSUAC commissioner during conference call with both teams shall receive the higher seed.
5. If after the three-way tie is broken, two teams remain tied for a lower seed, the tie shall be broken between those teams using 23.7.1

## **23.9 PSUAC Championship Tournament**

The PSUAC Championship Tournament shall be double elimination.

### **23.9.1 Qualifying for the Tournament**

1. The top four teams shall qualify for the tournament.

### **23.9.2 Suspension of Run Differential rule**

For the purposes of tournament play, rule 23.6.5 shall be suspended.

### **23.9.3 Tournament MVP and All-Tournament Team**

The tournament host, in consultation with additional individuals that he/she may appoint, shall be responsible for selecting:

1. A tournament MVP
2. All-tournament team
  - a. Four infielders
  - b. Three outfielders
  - c. One pitcher
  - d. One Catcher
  - e. One Utility Player

## **23.10 Specialty Awards**

1. Coach of the Year
2. Player of the Year
3. Pitcher of the Year
4. Newcomer of the Year

**NOTE:** No player shall receive more than one above specialty Award

### **24.10.1 All Conference Awards**

1. 12 First-team selections
2. 10 Second-team selections
3. One Honorable Mention per school

## **23.11 All-Conference Ballots**

### **23.11.1 Voting Results**

1. Upon collection of the ballots, the Softball Committee Chair shall reveal the ballots to the members of the Softball Committee. *(ratified May 2011, effective August 2011)*

### **23.11.2 Failure to Submit Ballots**

1. Member institutions that fail to submit the required ballots shall be subject to the following:

- a. For the first offense, the PSUAC Commissioner shall send a Letter of Non-Compliance to the Athletic Director, Director of Student Affairs (or DSES when appropriate) and Chancellor of the member institution
- b. For the second offense, the PSUAC Commissioner shall place the offending member institution on two-years probation
- c. For the third offense, the member institution shall be banned from conference play *(ratified May 2011, effective August 2011)*

### **23.12 Use of Stat Crew Statistical Software**

3. Member institutions are required to use Stat Crew statistical software for all of their home contests.
4. At the conclusion of each contest, the host school shall provide the packed statistical file to the visiting school.
  - a. Stat Crew file may be delivered via e-mail or on a memory stick provided by the visiting institution. *(ratified May 2011, effective August 2011)*





## ARTICLE 24: TEAM TENNIS

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24.1	Traditional Season.....	81
21.2	Maximum Game Limit.....	81
24.3	Start Times.....	81
24.4	Conference Structure.....	81
24.5	Conference Rules and Scoring.....	82
24.6	Warm-up Period.....	83
24.7	Officials.....	83
24.8	PSUAC Championship Tournament.....	83

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### 24.1 Traditional Season

The PSUAC regular season for Team Tennis shall be in the fall term.

### 24.2 Maximum Game Limit

A member institution shall limit its total regular season playing schedule against outside competition in basketball in any one year to a maximum of 20 dates except for those contests excluded under Rule 10.4.

### 24.3 Start Times

The following are the suggested start times for PSUAC regular season contests:

Saturdays: Noon

Weekdays: 3:00 p.m.

***NOTE:** Start times may be changed upon agreement of the athletic directors of both schools. Schedule changes should be reported to the chair of the Tennis Committee.*

### 24.4 Conference Structure

#### 24.4.1 Single Division

If there is a single division, the conference schedule shall consist of two matches (home and away) against each school.

#### 24.4.2 Two Divisions

If there are two divisions, the conference schedule shall consist of two matches (home and away) with each divisional opponent and one match with each team from the other division. (The schedule shall be such that the home and away matches for the non-divisional games rotates home and away each year).

### 24.5 Conference Rules and Scoring

Unless otherwise noted, play shall be governed by the current USTA Handbook and Tennis Rules and Regulations.

#### 24.5.1 Match Structure

Each match shall consist of:

1. Six (6) singles matches
  - a. Four (4) singles matches for men
  - b. Two (2) singles matches for women
2. Three (3) doubles matches
  - a. Two (2) for men

- b. One (1) for women

#### **24.5.2 Match Play: Dual Matches**

Singles and doubles matches shall be best of three sets with a USTA Super-Tiebreaker system used in place of the third set.

#### **24.5.3 Match Play: Tri- Matches**

Singles and doubles matches shall be 10 game pro-sets (no-advantage scoring) with a 12 point tie-breaker when the teams are tied at 9.

#### **24.5.4 No Advantage Scoring**

No Advantage scoring will be used in all PSUAC regular season and tournament matches. The player/team receiving serve at 40-40 has the choice of service courts.

#### **24.5.5 Match Guidelines**

1. Players may play both singles and doubles
2. Coaches must exchange lineups prior to the start of all regular season matches.
  - a. A tennis match officially begins after the first point of any individual singles or doubles match is concluded.
3. The singles players should be ranked in the proper order so that the best player plays in the number one position. Players in remaining positions shall be ranked accordingly.
4. In case of injury to a singles player, the position vacated shall be filled by moving the lower-ranked players up one position.
  - a. **Example:** *Team Blue's number one player is injured. The number two player for Team Blue would move up into the number one position and all others players would move up accordingly.*

#### **24.5.6 Tie Breaker System: Singles**

1. Player Able, having served the first game of the set, serves the first point from the right court.
2. Player Baker serves the second and third points (left and right).
3. Able serves points four and five (left and right)
4. Baker serves point six (left)
5. Players change ends at conclusion of point six
6. Baker serves point seven (right).
7. Able serves points eight and nine (left and right)
8. Baker serves points 10 and 11 (left and right)
9. Able serves point 12 (left).
10. A player who reaches seven (7) points during these first 12 points wins the game and set.
11. If the score is tied at six points, the players shall change ends and continue in the same pattern until one player establishes a margin of two points – winning the game and set.
  - a. **NOTE:** *Players change ends after the first point and after every four points thereafter and at the conclusion of the tie break.*

### **24.5.7 Tie Breaker System: Doubles**

*For demonstration purposes, assume that Able and Baker play for Team Blue and Charley and Donald play for Team White and that Able has served the first game of the set.*

1. Doubles shall follow the same pattern as outlined in 24.5.6.
2. Able serves the first point from the right court.
3. Charlie serves points two and three (left, right).
4. Baker serves points four and five (left, right).
5. Donald serves points six and seven (right).
6. Able serves points eight and nine (left, right)
7. Charley serves points 10 and 11 (left, right)
8. Baker serves point 12 (left)
9. The team that wins seven (7) points during the first 12 wins the game and the set.
10. If the score is tied at six points, the teams shall change ends.
11. Baker serves (right).
12. The team that establishes a two point margin shall win the game and the set.
13. The teams change ends for one game to start a following set, with Team White serving first.

### **24.6 Warm-up Period**

A warm-up period of 5-10 minutes shall be observed.

### **24.7 Officials**

1. Players shall call their own lines in the singles, doubles and team tournaments.
2. Only after a request of a player involved in the disputed match for singles or doubles, and the approval of both coaches, shall a linesman be used.
3. For disputes involving the team tournament, the tournament director may appoint a linesman if he/she feels it is in the best interest of the competition.

### **24.8 PSUAC Championship Tournament**

1. The team with the best conference record (based on a complete season) shall be declared the conference Regular Season Champion.
2. The tournament shall be open to all PSUAC teams that completed the regular season.

#### **24.8.1 Tournament Format**

USTA rules shall govern tournament play.

#### **24.8.2 Singles and Doubles Championships**

The singles championship tournament shall be single elimination with no consolation rounds and shall be contested for:

1. First Men's Singles
2. Second Men's Singles
3. Third Men's Singles
4. Fourth Men's Singles
5. First Women's Singles
6. Second Women's Singles
7. First Men's Doubles
8. Second Men's Doubles

9. Women's Doubles

**24.8.3 Players participating in more than one tournament**

Players may participate in both the singles and doubles competitions

**24.8.3 Draw and Seedings**

1. A player must be present at the tournament site at the time of the tournament draw to be eligible for competition. Coaches must confirm player's presence.
2. Seedings in the tournament brackets shall be based on the participant's regular season record in the position in which they primarily played.

**24.8.4 Failure to Appear at Designated Time**

1. A 10-minute default penalty shall be enforced for any player/team that fails to appear after his/her/their match is called.

**24.8.5 Singles and Doubles Match Format**

1. All matches prior to the semifinals shall be 10 game pro-sets (no advantage scoring) with a 12-point tiebreaker when the participants are tied at 9 points.
2. Semifinal and championship matches will be the best of three sets (no advantage scoring).
3. Winners are responsible for reporting their match results to the tournament director.

**24.8.6 Team Championships**

The PSUAC Tennis Champion shall be the team with the highest accumulated point total of individual match points.

1. For a bracket of eight:
  - a. A team shall receive five (5) points for each quarterfinal win
  - b. A team shall receive seven (7) points for each semifinal win
  - c. A team shall receive 10 points for each championship.
  - d. Players receiving byes shall only receive points if they win their next round match.
2. For a bracket of 16:
  - a. A team shall receive three (3) points for a first round win.
  - b. A team shall receive five (5) points for each quarterfinal win
  - c. A team shall receive seven (7) points for each semifinal win
  - d. A team shall receive 10 points for each championship.
  - e. Players receiving byes shall only receive points if they win their next round match.

**24.8.7 Team Championships Tiebreaker**

1. Should two or more teams be tied after play, the team that had the most individual champions shall be declared the tournament team champion.
2. Should the teams remain tied, the team that lost the fewest games during the individual championship matches shall be declared the tournament team champion.

## ARTICLE 25: WOMEN'S VOLLEYBALL

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25.1	Maximum Game Limit.....	85
25.2	Start Times.....	85
25.3	Conference Structure .....	85
25.4	Conference Rules and Scoring.....	85
25.5	Approved Volleyballs and Equipment .....	85
25.6	Game Officials.....	85
25.7	Tie Breakers.....	86
25.8	PSUAC Championship Tournament .....	87

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### 25.1 Maximum Game Limit (NCAA 17.5.5.1)

A member institution shall limit its total regular season playing schedule against outside competition in volleyball in any one year to a maximum of 22 dates, except for those contests excluded under Rule 10.4.

### 25.2 Start Times

The following are the suggested start times for PSUAC regular season contests:

Saturdays (tri/quad matches): 12:00 a.m.  
Weeknights (dual matches): 7:00 p.m.  
Weeknights (tri-matches): 6:00 p.m.

**NOTE:** Start times may be changed upon agreement of the athletic directors of both schools. Schedule changes should be reported to the chair of the Volleyball Committee.

### 25.3 Conference Structure

All teams shall play in a single division (*revised August 2010*)

### 25.4 Conference Rules and Scoring

1. Unless otherwise noted, play shall be governed by the NCAA Volleyball Rules Book.
2. All matches shall be best of five.

### 25.5 Approved Volleyballs and Equipment

1. The Tachikara SV-5W shall be the ball used for play for all PSUAC matches.
2. Multi-colored volleyballs are approved for play provided they are in compliance with 24.5.1.

### 25.6 Game Officials and Minor Officials

#### 25.7.1 On-Court Officials

1. Referees shall be certified to work at the college level and assigned by a central assigner.

#### 25.7.2 Minor Officials

1. The host team shall provide the following minor officials
  - a. Line judges
  - b. Scorer
  - c. Timer

## 25.7 Tiebreaking Procedure

### 25.7.1 Two Teams Tied Seeding or Final Playoff Position

When two teams are tied for either a seeding or a playoff berth, the tie breaking procedure shall be as follows and will continue until the tie is broken: *(edited for clarity, August 2010)*

1. The team having the best record in head to head competition shall receive the higher seed.
2. The team having the best overall winning percentage in conference play shall receive the higher seed.
3. The team having the best overall winning percentage against higher seeded teams shall receive the higher seed.
  - a. In instances where teams are tied for first place in a division or the overall top seed, the team with the best overall winning percentage against teams finishing the regular season (tied or not) in positions 1-2-3-4 of the overall conference standings shall receive the top seed
4. The team having lost the fewest games in overall Conference play shall receive the higher seed.
  - a. **NOTE:** *If the teams have not played an equal amount of games, it will be necessary to move back in the season until a point in the season where the two teams played an equal amount of conference games. (Big Ten tiebreaker 4)*
5. The team winning a single best of five match at a neutral site shall receive the higher seed.
6. The team winning a coin flip conducted by the PSUAC commissioner during a conference call with the athletic directors of both schools shall receive the higher seed.

### 25.7.2 Three or More Teams Tied for Playoff Positions

If three or more teams are tied, the tie breaking procedure shall be as follows

1. If the teams have all have played each other during the conference season, the best winning percentage in these head-to-head games will determine the highest seed.
2. The team with the best winning percentage against teams ending the season (tied or not) in positions 1-2-3-4 in the final conference standings shall receive the higher seed.
3. The team with the best winning percentage against teams ending the season (tied or not) in positions 1-2-3-4-5-6 in the final conference standings.

**Note:** *When any of the above tiebreakers produce separate winning percentages within that rule, the tie shall be considered to be broken and the teams shall be seeded based upon the winning percentages as determined by that rule. If after the application of the appropriate rule, two teams remain tied with identical winning percentages, the tie shall be broken in accordance with 20.7.1. Should more than two teams have identical winning percentages as determined by the appropriate rule, the tie breaker shall advance to the next level. (Clarified March 2010)*

4. Fewest games lost in conference play.
  - a. NOTE: If the teams have not played an equal amount of games, it will be necessary to move back in the season until a point in the schedule where the two teams played an equal amount of conference games. (*Big Ten tiebreaker 4*)
5. Coin flip conducted by PSUAC commissioner during conference call with both teams.
6. If after the three way tie is broken, two teams remain tied for a lower seed, the tie shall be broken in accordance with 25.7.1.

## **25.8 PSUAC Championship Tournament**

### **25.8.1 Tournament Format**

An eight-team single elimination tournament shall be conducted.

### **25.8.2 Qualifying for the Tournament**

1. The eight teams with the best league winning percentage shall qualify for the tournament, unless excluded under 12.1.2





## RULES CHANGES

The following changes have been made from the 2010 PSUAC Constitution and Bylaws

*Effective August 2011*

### **ARTICLE 9: Eligibility**

#### Article 9.6.4 Withdraw after the drop-add period

Semesters in which a student-athlete drops from full-time to part-time by withdrawing from a class(es) after the drop-add period shall count when calculating future eligibility.

### **ARTICLE 18: Men's Baseball**

#### Article 18.8.2.3 Three or more teams tied for positions 1-2-3-4

Clarifies tie breaking procedure when using winning percentages as criteria to break ties.

### **ARTICLE 19: Men's and Women's Basketball**

#### Article 19.7.2 Three or More Teams Tied for Playoff Positions

Clarifies tie breaking procedure when using winning percentages as criteria to break ties.

### **ARTICLE 21: Golf**

#### Article 21.3. Conference Rules

##### Article 21.3.5

Permits use of range finders.

##### Article 21.3.5(a):

Prohibits range finders or other devices that provide information on wind and/or green slope.

#### **Article 21.4 The Team**

##### Article 21.4.1

Clearly defines that a team is comprised of six golfers

##### Article 21.4.3

In instances where teams bring more than six golfers, each coach shall designate the top six golfers whose scores will be used for the purposes of team scoring

##### Article 21.4.4

Designates that the top four scores among the six golfers designated under 21.4.3 shall be used to determine team scoring.

#### **Article 21.6. Groupings and Order of Tee**

##### Article 21.6.2 REMOVED

#### **Article 21.7 Recording of Scores**

##### Article 21.7.1

All golfers shall be given a scorecard bearing his/her name

##### Article 21.7.2

On the first tee, golfers must exchange scorecards.

##### Article 21.7.4

Explains that it is preferable for the golfers to submit their signed scorecards to the coach who then will submit the cards to the scorer's table.

#### **Article 21.8 Playing the Course**

Article 21.8.1.2: Notes that the host coach is advised to speak with the club professional prior to rendering a ruling.

**Article 21.10. Points System REMOVED**

**Article 21.11 PSUAC Championship Tournament**

Article 21.11.3 Format: Team Championships

Article 21.11.3.1

The conference tournament may be contested on either the Blue or White courses or both.

Article 21.11.6: Scoring: Individual Championships

Article 21.11.6.2

Amended to include tie breakers in accordance with USGA Rules of Golf.

Article 21.13.1: Dress:

Article 21.13.1.4

All golfers must wear a collared shirt or mock turtleneck.

Article 21.13.1.5

All caps must be worn in the direction in which the manufacturer intended

**Article 22: Men's and Women's Soccer**

Article 22.7.2 Three or More Teams Tied for Positions 1-2-3-4

Clarifies tie breaking procedure when using winning percentages as criteria to break ties.

**Article 23: Women's Softball**

Article 23.8.2: Three or More Teams tied for Playoff Positions

Clarifies tie breaking procedure when using winning percentages as criteria to break ties.

Article 23.11: All Conference Ballots

Article 23.11.1

Upon collection of all-conference ballots, the chair of the Softball Committee shall share the ballots with the members of the Softball Committee.

Article 23.11.2.1

Outlines penalties for failure to submit all-conference voting ballots.

Article 23.12: Use of Stat Crew Statistical Software

Mandates that host schools use Stat Crew Statistical Software for all home games.

**Article 25: Women's Volleyball**

Article 25.7.1: Two Teams Tied for Playoff Positioning

All references to divisional play and wild cards have been eliminated.

Article 25.7.1: Two Teams Tied for Playoff Positioning

All references to divisional play and wild cards have been eliminated.

# APPENDICIES

PSUAC ATHLETIC DIRECTORS 2011-2012 .....	A
BOB MCCLOSKEY INSURANCE/BMI BENEFITSS .....	B
CLAIM FORM .....	E
PSUAC ATHLETIC INJURY REPORT .....	D
PSUAC PARTICIPATION AGREEMENT .....	E
AGREEMENT FOR ATHLETIC CONTEST BETWEEN.....	D
PSUAC EMERGENCY CONTACT/MEDICAL FORM.....	D
AFFIDAVIT OF NO INSURANCE .....	D
PSUAC TEMPORARY MEDICAL APPROVAL TO PARTICIPATE IN ATHLETICS .....	D
PENN STATE UNIVERSITY ATHLETIC CONFERENCE INCIDENT REPORT FORM .....	D
PETITION FOR EXCEPTION TO POLICY 67-00 .....	D
PROPOSED ATHLETIC SCHEDULES / “75 HOUR RULE” E-FORM INSTRUCTIONS.....	D
PSUAC ATHLETIC TEAM TRAVEL LIST .....	D
THE JOHN EGLI OUSTANDING STUDENT-ATHLETE AWARD .....	D
THE ROBERT J. SCANNEL ROLL-of-HONOR .....	D
CLUB SPORTS .....	D
ARUSSA SCREEN SPORT CODES .....	D

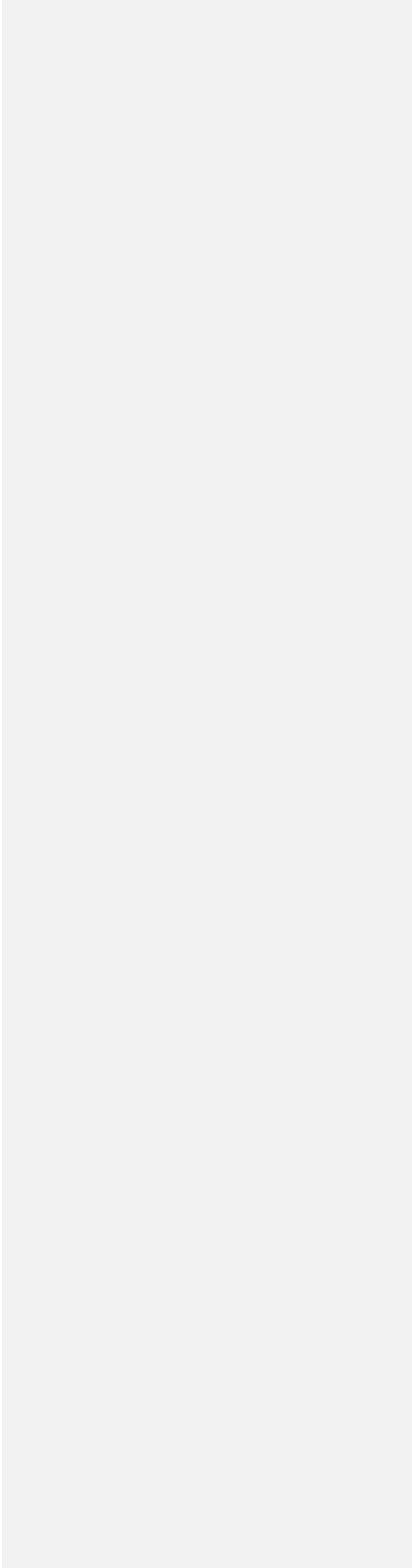


## PSUAC ATHLETIC DIRECTORS 2011-2012

LOCATION	ATHLETIC DIRECTOR	WORK	HOME	CELL	FAX	E-MAIL
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PSUAC Constitution and Bylaws

EFFECTIVE: AUGUST 2011



## **BOB MCCLOSKEY INSURANCE/BMI BENEFITS**

Bob McCloskey Insurance provides benefits for all students for the treatment of bodily injury resulting from accidents occurring during the practice and play of intercollegiate sports (which may include other activities as specified in your policy).

### **CLAIM FORM**

- (1) The claim form must be completed in full and signed by the appropriate school official. Please be sure to detail accident information, include part of the body injured, how the injury occurred and the particular sport. A separate claim form (Part 1A) is required for each injury.
- (2) Please have the student complete Part 1B of our claim form in full (parent/insured information). We recommend that medical history and parent insurance information forms be completed prior to any athletic participation. Please keep this information on file in your office. If your institution provides their own parent insurance information forms, please attach a completed copy to Part 1A of our claim form. If there is no evidence of other valid and collectible insurance, we must still receive the completed form to process the claim. If you do not have this information on file, Part 1B must be completed in full before any payment of benefits can be considered.
- (3) If the student does not have contact with a parent, please indicate this in Part 1B. Students that are independent of their parents need to write a short letter indicating this information. The letter must be signed by the student and dated.
- (4) Please have the student sign and date the portion of the claim form indicated "Medical information authorization/Assignment of benefits".

### **ITEMIZED BILLS**

- (1) Attach itemized copies of all applicable bills, including those bills under any deductible your plan may have. Also, include those bills paid partially or in full by other insurance. Bills showing only "balance forward" or "balance due" are not acceptable.
- (2) An itemized bill indicates the provider of service's full name and mailing address, type of service, date of service, fee charged and diagnosis. We will request any missing information from the provider of services. To assure quick processing, please be sure that the bill and the insurance statements submitted are for the same item. You will receive a copy of any correspondence. Feel free to offer our toll free number to any provider who wished to contact us.
- (3) When sending additional bills and other insurance statements, please identify your school's name and the name of the injured athlete.

### **OTHER INSURANCE INFORMATION**

- (1) Your institution has purchased an insurance plan that provides benefits in excess of those expenses not paid or payable by any other valid or collectible insurance. Without this provision, the cost of athletic insurance would be prohibitive.
- (2) Along with the itemized bill, include a copy of the explanation of benefits statement from the other insurance carrier. If any or all benefits are denied by other insurance, we

- (3) will need a copy of the denial showing the reason charges were denied (include front and back of explanation of benefits when necessary).
- (4) In the event the student is not covered by any other collectible insurance thru the student's or their parent's place of employment, we will request a letter from the appropriate employers verifying that no other coverage exists. The student can, also, provide a letter on company letterhead from the necessary employers verifying coverage does not exist at the time the claim is submitted.

#### **HMO/PPO BENEFITS**

- (1) If an injured athlete has these types of insurance plans, we recommend you refer them to their primary care physician or obtain authorization that will allow you to use a non-network provider whenever possible. If it is not possible to use the network and payment of benefits are denied, you must provide us with the written statement of denial. If your institution has purchased a plan that will respond if an injured athlete goes "out of network". Then benefits will be payable. If this provision is not part of your plan, benefits will be denied.
- (2) It is to your advantage to use these services as they can considerably reduce those amounts paid by the excess insurance purchased by your institution. The insurance premiums you pay are based on losses paid by your accident insurance.

#### **HOW TO FILE A CLAIM**

When filing a claim, please follow these instructions:

- Complete front of claim form, in full
- Sign Medical Authorization and Authorization to Pay Benefits on front of claim form
- Mail to BMI with itemized bills, showing diagnosis, and explanation of benefits from your primary insurance carrier (if applicable).

All itemized bills must include:

- (1) Patient's name
- (2) Patient's address
- (3) Diagnosis
- (4) Date of service
- (5) Description of service (CPT coding)
- (6) Medical provider's name, address, telephone number, and federal tax ID number

- A completed claim form must be submitted for each injury a student sustains.

**Keep copies of all claims forms, bills and correspondence for your own records. In order for benefits to be paid, claim forms must be filed with 90 days from the date of injury.**

**For more information:**

[www.fis.psu.edu](http://www.fis.psu.edu)

- Click on Risk Management button
  - Top click on forms

**CLAIM FORM**

**HOW TO FILE YOUR CLAIM**

- 1. Complete this from within 90 days
- 2. Send copy to Risk Management
- 3. Mail completed form to BMI Benefits

BMI Benefits, LLC  
 P.O. Box. 511  
 Matawan, New Jersey 07747  
 Phone: 1-800-455-3126 Fax: 732-583-9610

ANY PERSON WHO KNOWINGLY AND/OR WITH INTENT TO INJURE, DEFRAUD OR DECEIVE AN INSURANCE COMPANY OR OTHER PERSONS FILE A STATEMENT OF CLAIM CONTAINING FALSE, INCOMPLETE OR MISLEADING INFORMATION, MAY BE GUILTY OF INSURANCE FRAUD AND SUBJECT TO CRIMINAL AND SUBSTANTIAL CIVIL PENALTIES

**PART 1A: POLICYHOLDER**

*This part must be completed and signed by an official of the policyholder or the claim cannot be processed.*

School: **The Pennsylvania State University** Policy# **PENN00** Location code# \_\_\_\_\_  
 Address \_\_\_\_\_  
 Student Athlete's Name: \_\_\_\_\_ D/B: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
 Injury Date: \_\_\_\_\_ Time: \_\_\_\_\_ Sport: \_\_\_\_\_ (circle one) Game Travel Practice  
 Where and how did accident occur? (Be specific-identify part of body and nature of injury.)  
 At the time of injury, was the injured involved in an activity sponsored and supervised by the policyholder? Yes \_\_\_ No \_\_\_  
 Name of Coach/Trainer \_\_\_\_\_ Was he/she a witness to the accident? Yes \_\_\_ No \_\_\_  
 Signature of \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**PART IB: INSURED INFORMATION**

**THIS PORTION MUST BE FILLED OUT COMPLETELY BEFORE CLAIMS CAN BE PROCESSED**

Student Athlete's Home Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Is the injured person employed? Yes \_\_\_ No \_\_\_ If yes, please fill out Section A below.  
 Is the injured person married? Yes \_\_\_ No \_\_\_ Spouse's Name: \_\_\_\_\_  
 Is the spouse employed? Yes \_\_\_ No \_\_\_ If yes, please fill out Section B below.

**Parent/Guardian Information**

Father/Guardian Name _____	Mother/Guardian Name _____
Address _____	Address _____
City/State/Zip _____	City/State/Zip _____
Home Phone: _____	Home Phone _____
Is father employed? Y/N _____ If yes, fill out section A	Is mother employed? Y/N _____ If yes, fill out section A

**SECTION A (INSURED FATHER)**

Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Insurance Company \_\_\_\_\_  
 Policy # \_\_\_\_\_

**SECTION A (INSURED MOTHER)**

Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Insurance Company \_\_\_\_\_  
 Policy # \_\_\_\_\_

**IF NO INSURANCE, COMPLETE AND ATTACH AFFIDAVIT OF NO INSURANCE**

**MEDICAL INFORMATION AUTHORIZATION ASSIGNMENT OF BENEFITS:**

You are hereby authorized to furnish at the request of and to Bob McCloskey Insurance or their representatives information which you may possess; including findings and treatment rendered, X-rays and copies of all hospital or medical records, all occasioned by professional services and hospital care rendered on my behalf. The foregoing authorization is granted with the understanding that any legal rights I may ordinarily have to claim communications between us as privileged are hereby expressly and voluntarily waived. A Photostat of this authorization shall be considered as effective and valid as the original. PAYMENT WILL BE MADE TO THE PROVIDERS OF SERVICE (HOSPITAL, PHYSICIAN AND OTHERS); UNLESS A PAID RECEIPT OR STATEMENT ACCOMPANIES THE BILL AT THE TIME THE CLAIM IS SUBMITTED.

\_\_\_\_\_  
Student Athlete's or Parent's (if under 18 yrs. old) Signature

\_\_\_\_\_  
Date



**California:**

Any person who knowingly presents false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison-

**Florida and Idaho:**

Any person who knowingly and with intent to injure, defraud, or deceive any Insurance Company Files a Statement of Claim Containing any False, Incomplete or Misleading information is Guilty of a Felony.\* \*In Florida - Third Degree Felony

**Indiana:**

A person who knowingly and with intent to defraud an insurer files a statement of claim containing any false, incomplete, or misleading information commits a felony.

**Kentucky and New Jersey:**

Any person who knowingly and with intent to defraud any insurance company or other persons, files a statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact, material thereto, commits a fraudulent insurance act, which is a crime, subject to criminal prosecution and civil penalties.

**Michigan:**

Any person who knowingly and with intent to injure or defraud any insurer submits a claim containing any false, incomplete or misleading information shall, upon conviction, be subject to imprisonment for up to one year for a misdemeanor conviction or up to ten years for a felony conviction and payment of a fine of up to \$5,000.00.

**Minnesota:**

A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

**Nevada:**

Pursuant to NRS 686A.291, any person who knowingly and willfully files a statement of claim that contains any false, incomplete or misleading information concerning a material fact is guilty of a felony.

**New Hampshire:**

Any person who, with purpose to injure, defraud any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20

**New York:**

Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

**Ohio:**

Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

**Oklahoma:**

WARNING: Any person who knowingly and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony. **Pennsylvania:**

Any person who knowingly and with intent to injure or defraud any insurer files a claim containing any false, incomplete or misleading information shall, upon conviction, be subject to imprisonment for up to seven years and payment of a fine of up to \$15,000.



## PSUAC ATHLETIC INJURY REPORT

Name of injured participant: \_\_\_\_\_

Current Address: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Address \_\_\_\_\_

Campus Where Enrolled: \_\_\_\_\_ Semester Standing: \_\_\_\_\_ Age: \_\_\_\_\_

Sport: \_\_\_\_\_ Place of Accident \_\_\_\_\_

Date and Time of Accident: \_\_\_\_\_

Nature of Injury \_\_\_\_\_

\_\_\_\_\_

Type of Medical Treatment Obtained: \_\_\_\_\_

Family or Personal Medical Insurance Available? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Please Identify the Insurance Company: \_\_\_\_\_

I certify that the above information is correct:

Signature of Participant: \_\_\_\_\_

Signature of Activity Supervisor: \_\_\_\_\_

Witness to Accident: (Name and Address) \_\_\_\_\_

\_\_\_\_\_



## PSUAC PARTICIPATION AGREEMENT

Participation in the Commonwealth Campus Athletic Program may pose significant health risks. These sport programs involve physical contact, collisions and aggressive play with an inherent degree of risk. Possible injuries include, but are not limited to, muscle strains, concussions, eye or facial injuries, confusion, lacerations, sprains, bone fractures and rarely, stroke, cardiac malfunction, spinal cord injury or other types of catastrophic injury. All participants must assess their physical condition and the possibility of injury. This assessment may be determine by a physician at the time of a physical examination.

The safe conduct of any group activity such as the Commonwealth Campus Athletic Program is dependent upon individual actions of each member of the group. You, the participant, have an obligation to refrain from dangerous or disruptive activity that might endanger yourself or any other member of the group. The use of drugs, alcohol or any other substances that might be dangerous or detrimental to your performance as a member of this organization is strictly prohibited. In consideration of his/her participation in the Commonwealth Campus Athletic Program, the undersigned with intent to be legally bound, agree as follows:

- 1) The undersigned understands that his/her personal health insurance will constitute the primary coverage for any medical treatment he/she might require as a result of his/her participation in the Commonwealth Campus Athletic Program.
- 2) The undersigned hereby certify that he/she has adequate medical/hospital health insurance coverage that will cover medical expenses resulting from his/her participation in the Commonwealth Campus Athletic Program. In the event there is no health insurance available, an AFFIDAVIT OF NO INSURANCE will be properly executed by his/her parents.

If there is a meteral change in the participant's health insurance coverage or it expires, the participant agrees to notify Penn State University of this development and update his/her health insurance information already on file with the University

- 3) The undersigned agrees to conduct himself/herself in a **safe and prudent manner** at all times while participating in a Commonwealth Campus Athletic Program.
- 4) The undersigned has read and understands the risks involved with Commonwealth Campus Athletics.
- 5) The undersigned agrees to follow any verbal and/or written instructions provided during each session.

\_\_\_\_\_  
(print student's name)

\_\_\_\_\_  
(PSU ID no.)

\_\_\_\_\_  
(student's signature)

\_\_\_\_\_  
(date)



## AGREEMENT FOR ATHLETIC CONTEST BETWEEN

\_\_\_\_\_

*and*

\_\_\_\_\_

**SPORT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**CONDITIONS:** \_\_\_\_\_

SCHOOL:		SCHOOL:	
ATHLETIC DIRECTOR:		ATHLETIC DIRECTOR:	
Signature		Signature	
OFFICE PHONE:		OFFICE PHONE:	
HOME PHONE:		HOME PHONE:	
CELLULAR PHONE:		CELLULAR PHONE:	
HEAD COACH:		HEAD COACH:	
OFFICE PHONE:		OFFICE PHONE:	
HOME PHONE:		HOME PHONE:	
CELLULAR PHONE:		CELLULAR PHONE:	

Please sign and return one copy of this agreement to:

\_\_\_\_\_

Athletic Director

\_\_\_\_\_

Street Address

\_\_\_\_\_

City/State/ZIP



## PSUAC EMERGENCY CONTACT/MEDICAL FORM

Name (Last, First, Middle) _____		Student ID# _____	Sport _____
Semester _____	Age _____	Date of Birth _____	Male _____ Female _____
Parents/Guardian _____		City/State/Zip _____	Phone Number _____
Personal Physician _____		City/State/Zip _____	Phone Number _____

### Emergency Contacts

Please provide 2 other people to accept responsibility should parents not be available

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

### Family Health Insurance Information

Company Name: \_\_\_\_\_  
Policy Number: \_\_\_\_\_

### Medical Information

Date of last physical \_\_\_\_\_  
Date of most recent Tetanus shot \_\_\_\_\_

**Your competition of the following section is voluntary. You are not required to provide this medical information. Failure to provide this information will in no way preclude your participation in intercollegiate athletics.**

Medical Allergies: \_\_\_\_\_  
Current Medications: \_\_\_\_\_  
Significant/special medical problems: \_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_ authorize the above information to be shared with appropriate medical personnel if, in a medical emergency, I am unable to do so.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_



## AFFIDAVIT OF NO INSURANCE

I, \_\_\_\_\_, due hereby swear that I have no medical health insurance for  
(print name)  
payment of medical bills associated with my injury sustained during my participation in  
intercollegiate athletics. I hereby state that I am not qualified to collect for medical  
benefits under the policy of any relative with whom I am, or may not, reside with.

\_\_\_\_\_  
(Print student-athlete's name)

\_\_\_\_\_  
(Student-athlete's signature)

\_\_\_\_\_  
(Date)

In witness whereof, the undersigned has hereunto set \_\_\_\_\_ hand and  
seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Notary)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)



# PSUAC TEMPORARY CERTIFICATION OF ATHLETIC ELIGIBILITY MEDICAL APPROVAL TO PARTICIPATE IN PSUAC ATHLETICS

This section to be completed by the Student

Name (Last, First, Middle)		Student ID#	Sport
Semester	Age	Date of Birth / /	Male Female
Parents/Guardian		City/State/Zip	Phone Number
Personal Physician		City/State/Zip	Phone Number
		Student's Local Phone #	

If your Penn State University Health Form has been submitted to the University Health Services within the last 12 months and it indicates that you have been medically cleared to participate in intercollegiate athletics, please check the box.

**If Not**

1. Documentation confirming that you have had a physical examination by a licensed clinician within the past 12 months indicating you are medically cleared to participate in intercollegiate athletics must be submitted to the Athletic Director at you Penn State Campus.
2. If you need to have a medical examination, please take this form and have a clinician confirm that you are medically cleared to participate in intercollegiate athletics by completing the section below and submit to the Athletic Director at you Penn State Campus.

---

### THIS SECTION TO BE COMPLETED AND SIGNED BY CLINICIAN

\_\_\_\_\_ is medically cleared to participate in intercollegiate athletics.  Yes  No

Clinician's Signature	Date	License Number
Clinician's Name (Please Print)	Phone Number	
Address	City, State, Zip	

**SUBMIT TO PENN STATE CAMPUS ATHLETIC DIRECTOR'S OFFICE**



## PENN STATE UNIVERSITY ATHLETIC CONFERENCE INCIDENT REPORT FORM

Individual Ejected: \_\_\_\_\_

Campus: \_\_\_\_\_ Sport: \_\_\_\_\_

Game: \_\_\_\_\_ Vs. \_\_\_\_\_ Date: \_\_\_\_\_

Campus Reporting: \_\_\_\_\_

Athletic Director submitting report: \_\_\_\_\_

Next game vs. \_\_\_\_\_ Date: \_\_\_\_\_

Description of incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Game officials: \_\_\_\_\_

Any ejection incident resulting in suspension must be reported to the PSUAC Director immediately by the host institution. They must file an incident report within 24 hours. In addition, both campuses involved should receive copies of the report and a copy sent to PSUAC Director and chair of involved sport.

Any coach, athlete or representative who is ejected from any PSUAC conference or non conference contest shall serve an immediate one game suspension during the next regularly scheduled contest (regular season or playoff).





## PETITION FOR EXCEPTION TO POLICY 67-00

A student athlete deficient in Grade Point Average (GPA) and or Normal Progress (NP) and declared to be ineligible may petition for a waiver. In such cases the Athletic Director may review the athlete's status and determine if it is appropriate to request a waiver of eligibility. The process to file a petition is as follows:

1. The Athletic Director must submit a request for a waiver to the PSUAC Faculty Athletic Representative (FAR). The request must be written via e-mail or fax. A copy must also be forwarded to the PSUAC Coordinator of Athletics. The petition must include the following:
  - a. The students full name.
  - b. The students University ID.
  - c. The sport petitioning for.
  - d. How the student is currently deficient.
  - e. Does the student have the potential to become eligible in subsequent semesters assuming remaining eligibility? How so?
2. The FAR will approve/deny the request for a waiver.
3. The FAR will notify the campus Athletic Director and the Coordinator of Athletics for the PSUAC in writing with the decision.
4. The student athlete will not be eligible to participate in contest until written approval of the waiver is granted and is received by the campus Athletic Director.
5. The FAR will maintain a file on all decisions regarding petitions for waivers, granted or denied.



## PROPOSED ATHLETIC SCHEDULES / “75 HOUR RULE” E-FORM INSTRUCTIONS

1. All proposed schedules must be submitted using the Conference e-form.
2. Fields to be completed:
  - a. **Campus** (name of campus/college, e.g., York)
  - b. **Proposed Schedule For** (men's basketball)
  - c. **Pages** (1 of 1) or (1 of 2) etc.
  - d. **Exam Schedule: F (X) or S ( )**, **Date/Time** (12/15, 8:00a-9:00p to 12/18, 8:00a-9:00p)  
Note: no practice or contest are to be scheduled during the exam period.
  - e. **Contest/Dates Allowed** (26)
  - f. **Opponent** (Abington)
  - g. **Place of Contest** (@ Abington) or (York) or some other site
  - h. **Time** (1:00pm)
  - i. **Day** (Saturday)
  - j. **Date** (12/10/05)
  - k. **Class Hours Missed** (0)
  - l. **Total Hours Missed** (52)
  - m. **Schedule Submitted By** (John Doe)

### Notes:

1. When calling up the e-form “word file”, MS Word will ask you if you want to ‘enable macros’ or not, click on ‘enable macros’.
2. The e-form allows you to add or delete rows when macros are ‘enabled’.
3. The e-form is a ‘Read Only’ file, thus you cannot ‘save it’. This allows the file to be used over again without deleting data. Therefore, in order to save the file you must use ‘SAVE AS’ under the ‘FILE’ column. (e.g. mb-ball05).
4. Send the completed schedule to the FAR at [kxs1@psu.edu](mailto:kxs1@psu.edu)



## PSUAC ATHLETIC TEAM TRAVEL LIST

Campus: \_\_\_\_\_ Opponent: \_\_\_\_\_

Team: \_\_\_\_\_ Date of Contest: \_\_\_\_\_

	<u>Student Name</u>	<u>Student ID Number</u>
1.	_____	____-____-____-____
2.	_____	____-____-____-____
3.	_____	____-____-____-____
4.	_____	____-____-____-____
5.	_____	____-____-____-____
6.	_____	____-____-____-____
7.	_____	____-____-____-____
8.	_____	____-____-____-____
9.	_____	____-____-____-____
10.	_____	____-____-____-____
11.	_____	____-____-____-____
12.	_____	____-____-____-____
13.	_____	____-____-____-____
14.	_____	____-____-____-____
15.	_____	____-____-____-____
16.	_____	____-____-____-____
17.	_____	____-____-____-____
18.	_____	____-____-____-____
19.	_____	____-____-____-____
20.	_____	____-____-____-____

The above students have been approved for participation and are cleared for travel to and from the athletic contest listed at the top of the form.

Athletic Director: \_\_\_\_\_ Coach: \_\_\_\_\_

## THE JOHN EGLI OUTSTANDING STUDENT ATHLETE AWARD

The John Egli Outstanding Student Athlete Award was proposed by Council of Athletic Directors in 1982, and was approved by the Dean of the College of HPER. The award will be given annually to the outstanding PSUAC female and male student athlete in the Conference.

The award was established in honor of Assistant Professor John Egli in recognition of his long standing dedication and devotion to The Pennsylvania State University where he served as a student, athlete, faculty, and coach. Particularly noteworthy and significant was his service and contribution as the first Commonwealth Campus Coordinator of Athletics. Mr. Egli was responsible for the establishment, growth, and development of the high quality athletic programs currently enjoyed by all PSUAC student athletes.

### 1. Criteria

Selection will be based on the following criteria:

- a. A distinguished athletic career in the PSUAC
- b. A minimum grade point average of 3.00
- c. A full-time student who has completed at least two semesters.
- d. Being active in other campus activities in addition to athletics.
- e. Exemplify high moral standards, leadership qualities, and outstanding personal character.

### 2. Procedures

- a. Each campus may nominate only (one) outstanding female or male student athlete each other.
- b. A student may receive the award only once.
- c. Nominations and supporting documentation should be forwarded to the Chair of the Awards Committee by April 1 of the spring semester.
- d. Nominations must be made by the campus athletic director. The campus DAA or representative must attest to the student's high academic standing and the Dean or Chancellor must signify overall approval.
- e. The documentation for the nomination cannot be over one (1) page long and should follow the format established in the criteria section above.
- f. Evaluation of each candidate will be based on the above criteria using a scale ranking from 1 to 5, 5 being the highest. The student receiving the highest overall rating from the committee members will receive the award. The results of the evaluation by the Awards Committee will be forwarded to the Coordinator of Athletic.
- g. Upon selection, the award will be presented to the Annual PSUAC Awards Luncheon held at University Park at the end of the spring semester each year.

## THE ROBERT J. SCANNELL ROLL-OF-HONOR

The Robert J. Scannell Roll-of-Honor was proposed by the Council of Athletic Directors in 1991 and approved by the Dean of the College of HPER. The award is named in the honor of Robert J. Scannell the former Dean of the College of Health, Physical Education and Recreation and later the Vice President and Dean of the Commonwealth Education System. It was through the efforts and support of Dr. Scannell that the Athletic and Recreational programs were established at the Pennsylvania State University's Commonwealth Campuses.

The award is presented annually to an administrator, faculty, staff member or coach who has served campus athletic, intramural and recreational programs with distinction.

### 1. Criteria

A candidate for nomination must be or have been an administrator, faculty, staff member or coach who has served the University with distinction.

### 2. Procedures

- a. Scannell Award nominees can be put forth by any member of the University associated with Campus athletic, intramural, and recreational programs.
- b. Written nomination must be submitted to the Chair of the Awards Committee by April 1 of the spring semester.
- c. Committee members must rate each candidate on a scale of 1 to 5, 5 being the highest rating. The candidate with the highest rating will be granted the award.
- d. Results of the Committee's work will be forwarded to Coordinator of Athletics.

### 3. Once the selection(s) have been made, the award will be presented at the PSUAC Annual Awards Luncheon.

## **CLUB SPORTS**

The PSUAC shall provide athletic opportunities for club sport competition when interest warrants.

Club Sports do not require a conference structure or academic eligibility. Students participating in club sports must be enrolled at a PSUAC member campus/college. Club programs should follow the guidelines established in *The Pennsylvania State University Club Sports Policy and Procedure Manual*. For specific question concerning club sports, contact the Director of Recreational Services at University Park, (814) 863-9530

ARUSSA screen sport codes

Codeset Name: cvarsspr

**Codes for sports in which the PSUAC current conducts Conference Championships**

<b>CODE</b>	<b>SPORT</b>	<b>LONG DESCRIPTION</b>
050	Women's Basketball	Non-UP, Active Eligible, No GIA, No books
053	Women's Softball	Non-UP, Active Eligible, No GIA, No books
054	Women's Tennis	Non-UP, Active Eligible, No GIA, No books
055	Women's Volleyball	Non-UP, Active Eligible, No GIA, No books
056	Women's Soccer	Non-UP, Active Eligible, No GIA, No books
057	Women's Cross Country	Non-UP, Active Eligible, No GIA, No books
060	Cheerleading (coed)	Non-UP, Active Eligible
061	Cross Country (coed)	Non-UP, Active Eligible
062	Golf (coed)	Non-UP, Active Eligible
063	Tennis (coed)	Non-UP, Active Eligible
070	Men's Baseball	Non-UP, Active Eligible, No GIA, No books
071	Men's Basketball	Non-UP, Active Eligible, No GIA, No books
072	Men's Cross Country	Non-UP, Active Eligible, No GIA, No books
073	Men's Golf	Non-UP, Active Eligible, No GIA, No books
075	Men's Soccer	Non-UP, Active Eligible, No GIA, No books
076	Men's Tennis	Non-UP, Active Eligible, No GIA, No books