

OPERATING CODE

OF THE

ALBERTA COLLEGES ATHLETIC CONFERENCE



<i>Adopted:</i>	<i>September</i>	<i>1982</i>
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	January	2001
	May	2001
	January	2002
	June	2002
	January	2003
	June	2003
	December	2003

Note: Most recent updates highlighted in yellow

MISSION STATEMENT

The ACAC is the governing body for intercollegiate athletics in Alberta. Its mission is to foster the development of the student-athlete through the administration and promotion of intercollegiate athletics as part of the education experience and provide a leadership role in the development of sport in Alberta.

*“Combining Athletic and Academic
Achievement”*

As revised and adopted by the Athletic Directors of the member institutions on August 28th, 1986 and as amended and ratified by the Conference Council on May 13, 1987 and May 15, 1997.

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I. OPERATING RULES

Section 1

DEFINITIONS

1. The fiscal year of the Alberta Colleges Athletic Conference shall be from July 1st of one year to June 30th of the next succeeding year.
2. References to the ACAC are to the Alberta Colleges Athletic Conference.
3. References to the “Commissioner” are to the Conference Commissioner.
4. References to the word “member” or “members” are to the Institutional member or members of the Conference.
5. A “post-secondary” student is one whose course of studies is recognized within their College as an accredited program of study. High School students are considered secondary students and are normally considered ineligible to compete on ACAC teams.
6. References to “majority vote” are to simple majority.
7. A manifest hardship case shall be an occurrence of happening whereby a member institution cannot meet its schedule commitments due to an Act of God or to circumstances beyond its control.
8. A student athlete shall be one whose name appears on one or more official ACAC game sheet(s) or tournament game sheet(s).
9. A “Level One Sanction” (ACAC League Approved Schedules) is marked by: the event is approved authoritatively by the Council in session; this level of sanction provided for conformity to the Operating Code; this level is inclusive of Conference membership, that is, each member has first right of refusal to attend (but members make commitments at earliest times.
A “Level Two Sanction” is marked by: the event is approved by the Council in session; provision is made for the use of the Alberta Colleges Athletic Conference name and logo on promotional material; this level is inclusive of Conference membership, that is, each member has first right of refusal to attend.
10. References to “proper authority” are to a majority vote of the members of conference council.

- 11.** A direct scholarship shall be one that uses athletic participation as the limiting criterion.
- 12.** The indication of “in attendance” shall be that the student athlete is actually attending classes on a regular basis.
- 13.** The official ACAC colour shall be Pantone Blue 300.

I. OPERATING RULES

Section 2

ADOPTION AND AMENDMENT OF THE OPERATING CODE

1. The Operating Code shall become effective upon the adoption hereof by the affirmative vote of three-fourths of the representatives of the member institutions on behalf of such institutions.
2. The Operating Code may be amended by the affirmative vote of two-thirds or more of the votes cast, to become effective on the date provided in the vote adopting the amendment.
3. A proposed amendment must be initiated by a member of the Conference Council.
4. Adoption of amendments to the Operating Code can only take place at a meeting of the Conference Council.

I. OPERATING RULES

Section 3

CODE OF ETHICS

1. General

- 1.1 It is understood that all decisions arrived at through the democratic process will not be completely satisfactory or be completely acceptable to all Directors of Athletics or to all coaches. Regardless of any personal feelings or beliefs one may harbour pertaining to a particular matter, it is expected that the individual concerned will follow the due process to achieve any desired change.
- 1.2 It is important for the continual development and credibility of intercollegiate athletics that all differences are settled via the procedures provided herein and that a united and supportive position is projected at all times to the general public and news media.
- 1.3 Member Institutions, Directors of Athletics or coaches who express grievances or disagreements via sources or channels not prescribed by the ACAC may be disciplined for such actions as prescribed in Article 3 Section 1 of this Operating Code.
- 1.4 The intellectual challenge and practical educational orientation provided by all ACAC Member Institutions would be supplemented by a variety of other developmental opportunities. The Intercollegiate Athletic Program is one of the areas which can contribute uniquely to the full development of students' potential when administered consistent with the values that are a basic to a sound educational experience. In order to achieve the positive outcomes, which can result from intercollegiate athletics, the program and its participants require responsible and professional leadership from coaches and administrators. To this end, the following code of ethics is presented to guide the conduct of those who provide leadership in intercollegiate athletics.

2. Guidelines for Directors of Athletics and other athletic department personnel

- 2.1 Directors of Athletics and coaches are expected to share with game officials the responsibility for the orderly conduct of any athletic event:
- 2.1.1 By acknowledging the authority of officials in a contest and by relating to them in a positive and respectful manner.
- 2.1.1.1 Refrain from directing criticism towards game officials when speaking to the media.
- 2.1.2 By exercising control of their own conduct so as to avoid inciting players, officials, and spectators.

3.1.9.2 At no time become intimately and/or sexually involved with their student-athletes. This includes requests for sexual favours or threat of reprisal for rejection of such requests.

3.1.9.3 Respect student-athletes dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable.

3.1.9.4 Never advocate or condone the use of drugs or other banned performance-enhancing substances.

3.1.9.5 Never provide under age student-athletes with alcohol.

4. Guidelines for Student-Athletes

4.1 Student athletes are expected to conform to a higher standard of behaviour by exhibiting the following qualities while involved in competitive situations.

4.1.1 Integrity - respect the rights of other athletes, coaches and the public.

4.1.2 Competence - strive to perform to the best of your abilities.

4.1.3 Respect for the Rules - play fair and display respect for your sport.

4.1.4 Respect for Officials - exhibit respect for referees' and officials' judgements and decisions.

4.1.4.1 Refrain from directing criticism towards game officials when speaking to the media.

4.2 **Student athletes are expected to adopt the following personal attributes and priorities.**

4.2.1 Athlete's Interests - act in the best interests of the team foremost.

4.2.2 Personal Conduct - expect and present the best of one's self at all times.

4.2.3 Academics - place academic pursuits ahead of athletic ambitions.

5. Post Competition Handshake Protocol

5.1 At the conclusion of each contest, the teams shall acknowledge each other, the game officials and the spectators at the event for their effort and support. This important aspect of the contest is the very essence of the competitive experience and therefore, should be of high profile. The following sequence shall be undertaken by all Conference teams at the conclusion of a contest.

5.1.1 At the conclusion of the contest, the teams will congregate at their respective areas.

- 5.1.2** The teams (including coaches and staff), will then move to the centre of the playing surface (they must be a significant distance from the players' benches) and line up in a single file. If a Player-of-the-Game award is to be presented, this is an opportune moment to make this presentation.
- 5.1.3** The team members will proceed to shake each opposition team member's hand. This includes the coaches and staff of each team as well.
- 5.1.4** If it is possible to involve the game officials in this ritual, they too should be included in the handshake process. The captains of the teams could approach them and shake their hands to acknowledge their work in the contest.
- 5.1.5** If a public address announcer is available for the contest, she/he could ask the spectators to remain seated until the game-ending event is completed.
- 5.1.6** It is important to keep the team members of the subsequent game from entering the playing area until the hand shake process is completed. This is particularly necessary in basketball and volleyball.

I. OPERATING RULES

Section 4

SANCTIONED SPORTS

1. Sanctioned Conference sports shall be determined at the Spring Annual meeting. It is presumed that the terms under which institutions are eligible to participate in league sports have been met.
2. Playing rules for all sports shall be governed as set forth in these Operating Rules.
3. A minimum of four of the conference institutions shall compete in an event before that event can be sanctioned and points for it can be included in the cumulation for supremacy trophy standings.

II. OPERATING RULES

Section 5

RULES OF ELIGIBILITY

1. The ACAC acknowledges the following principles regarding the rules of student eligibility:
 - encourage inclusivity of student participation in athletic opportunities.
 - remain sensitive to the ramifications of student eligibility regulations as they may impact other post-secondary athletic unions (eg. CCAA, CIS, etc.).
 - remain cognizant of the fundamental right of each ACAC member institution to establish their own academic eligibility standards.

As such, the rules of eligibility shall be as follows:

Student Athletes ruled ineligible by the CCAA eligibility rules shall not be allowed to compete in the ACAC. The ACAC eligibility rules shall match or may be more stringent than the CCAA eligibility rules with the exception of Men's Hockey as it pertains to the professional rule.

1.1 Academic Load and Status

1.1.1 A student athlete shall be considered a full-time student if he/she is officially registered in a minimum of 60% of a full course load in an accredited program of study (currently in progress) as defined by the institution for which he/she is competing. Ie. 9/15 credits or 18/30 credits or 60/100 credits.

1.1.1.1 In the case of the ACAC Golf Tournament which takes place before an ACAC member institution's registered classes are to begin in that semester, a student athlete who has been officially accepted by a member institution, paid all necessary tuition and associated fees, and officially registered in the required member of courses to be eligible as a full-time student, be considered eligible to compete in the ACAC golf tournament.

1.1.2 **1.1.2** As the ACAC acknowledges that the goal of education is the total development of the individual (academic, personal, social, etc.); that an athlete's experience can and should contribute to the participant's education and personal development; that athletics is only part of the total development which cannot stand alone; and that each ACAC member institution has the right and responsibility to determine a standard of academic eligibility for its student – athletes. A student athlete must be considered a full time (post-secondary) student in an accredited program of study and establish a passing GPA each semester in order to be eligible to compete the following semester. Each individual member institution shall determine what constitutes a full time (post secondary) student and

what constitutes a passing GPA for their respective student athletes. Each member institution will file its academic criteria for the eligibility student – athletes with the ACAC office. The standards shall be in the form of a Grade Point Average (GPA) or the equivalent:

eg. 1.75 GPA on a 4 point scale
4.05 GPA on a 9 point scale

- 1.1.3** Students registered in conjoint/co-offered programs between or among institutions or students registered in more than one institution simultaneously shall be free to choose the institution for their athletic participation. The student must declare an institution as their “home campus” for athletic participation purposes prior to the first scheduled Conference competition at either institution. It is understood that the student’s registration status is full-time at all institutions involved in this program.

Note: Students in conjoint programs may not be insured by all institutions from a liability point of view.

- 1.1.4** Students who are registered in programs that require attendance at more than one institution will be eligible for athletics participation at the institution where the student is physically attending on a full-time basis.
- 1.1.5** Generally speaking, courses of general interest, community-based courses, hobby-type extension courses and non-career courses, as examples of non-credit courses, shall not be recognized for eligibility purposes. Continuing Education courses where credits are assigned and applied towards a degree or diploma are recognized as acceptable courses in a student’s academic program.
- 1.1.6** An athlete who withdraws or is withdrawn from any post-secondary institution before completing the academic semester and their name appeared on an official athletic conference eligibility certificate and a game sheet in that semester, is deemed to have not established academic credibility. That athlete shall be required to complete an academic semester and meet the academic standard at that institution prior to participating in an ACAC sanctioned sport. Only appeals that are medical in nature and accompanied by a doctor’s medical certificate will be considered.
- 1.1.7** Spring and/or summer credit courses leading to an academic program diploma/degree can be utilized by student-athletes to upgrade their G.P.A. or acquire credits necessary to restore their academic eligibility for the upcoming season.

1.2 A student must have amateur status in the activity in which he/she is participating.

1.2.1 The Provincial and National Sport Body determination of player amateur status shall be accepted to determine eligibility status of ACAC athletes.

1.2.2 ACAC student-athletes shall be deemed ineligible to participate in the ACAC if they previously competed in a professional league within the same competitive/academic season in the same sport. Previously competed shall be interpreted to mean having played more than 3 league games at the professional level in the same season.

1.2.2.1 Exception: For ACAC men's hockey, an athlete who is 21 years of age or younger as of December 31 in his academic year of entry into ACAC competition, may have participated in any league classified as professional and shall:

1. be eligible to participate upon entry
2. not be charged with any years of eligibility

1.2.3 For ACAC men's hockey, a student-athlete shall not lose eligibility for any years of participation as a professional athlete, effective January 2003. (NOTE: This will be retroactive to student-athletes on current eligibility sheets).

1.3 **Years of Eligibility**

1.3.1 A student shall have a maximum of four years of eligibility in ACAC competition. Participation in any other College or University Conference shall be considered equivalent to and deducted from the four years of ACAC eligibility (Exception: Cross-country running for 2002-03). The use of years of eligibility shall be determined by the relevant governing Conference.

1.3.2 A student shall be considered to have used one year of ACAC eligibility if he/she has participated in one scheduled ACAC contest. *The appearance of the student's name on a game report shall be interpreted as indicating participation in that game. (*Not to include pre-season contests.)

1.3.2.1 The use of year end statistics for Basketball, Hockey, Soccer and Volleyball shall be a method used to determine which athletes have used up a year of eligibility.

1.3.2.2 The use of yearly participation summaries to be presented at year end coaches meetings by every college (signed by the AD and Head Coach) shall also be a method used to determine which athletes have used up a year of eligibility (BB, Hockey, Soccer, VB).

1.3.3 An athlete who suffers a season-ending injury limiting their participation to no more than 30 percent of his/her league schedule, as documented by letter from the attending physician, physiotherapist, or chiropractor, and by letter from the Athletic Director(s) of the institution(s) concerned, shall be regarded as not having played in that year.

1.3.4 Students who participate in ACAC sanctioned sports that are scheduled as one time weekend events, will not be considered as having used a year of eligibility.

1.4 **Outside Competition**

1.4.1 A student participating in a sanctioned ACAC league sport shall not be allowed to participate concurrently in organized competition in the same sport outside of the institution in which he/she is registered.

“Concurrently” shall be interpreted as to include only the term(s) or semester(s) of the institution in which the student is registered and shall exclude specifically the period of Christmas recess for the appropriate program as defined the academic calendar of the institution in question

“Organized competition” shall be interpreted as one for which a card or contract must be signed, viz C.A.H.A., A.A.H.A., A.B.A., A.V.A. card.

1.4.2 ACAC commitments shall at all times receive priority.

1.5 **Transfers**

1.5.1 Immediate Eligibility - A student-athlete transferring to an ACAC member institution from another post secondary institution will be immediately eligible if he/she complies to one of the following.

1.5.1.1 The transferring student-athlete has demonstrated that he/she has met the academic standard for athletic participation during the last semester of full-time attendance at the institution from which the student-athlete is transferring.

Interpretation:

- a transferring student-athlete from another post-secondary institution may not participate in an ACAC sanctioned sport unless he/she has met the academic standard for participation at the institution from which the student-athlete is transferring.
- a student-athlete who withdraws from his/her previous institution before completing the academic semester and his/her name appeared on an official athletic conference eligibility certificate

and a game sheet are deemed as to have not established academic credibility and therefore will be required to first meet the academic standard at the member institution to which they are transferring before participating in an ACAC sanctioned sport.

1.5.1.2 The transferring student-athlete has attended the institution to which he/she transfers full time for a term (minimum of 12 weeks) during which time the sport in which he/she is requesting eligibility is competing, but the student-athlete only practices and competes in exhibition play, not participating in league, playoff or championship events.

1.5.1.3 The institution from which the student-athlete is transferring does not offer the particular sport in which the student - athlete is participating.

1.5.1.4 The transferring student-athlete did not previously participate in intercollegiate sports.

1.5.1.5 The student-athlete did not register full time at a post secondary institution in the 12 months immediately prior to date of current registration.

1.5.2 The student-athlete transferring during the academic year shall not be eligible to participate in ACAC competition if his/her name appears on a league game sheet in the same sport at the institution from which he/she is transferring.

1.5.3 The student-athlete who competes on behalf of a post secondary institution (having been listed on the league game sheet and on 6 exhibition game sheets) may not subsequently play for any ACAC member institution in ACAC competition in the sport(s) in which he/she was participating at the first institution.

1.5.4 These regulations apply to all student-athletes transferring to ACAC institutions from any post-secondary institution.

1.5.5 All transferring student-athletes will be identified to the ACAC office and will not be eligible to participate in ACAC events until his/her transfer status has been determined in accordance with this section. The following procedures must be followed:

1.5.5.1 Prior to the athlete's participation in the ACAC, the ACAC office must be in receipt of The Universal Transfer Form from the athlete's former institution indicating his/her academic status.

1.5.5.2 ACAC office would need to verify the eligibility of each student designated on the eligibility sheet as having played the previous year at another post-secondary institution.

1.5.5.3 The receipt of transfer forms and recording of eligibility for transfer students will be made by the Executive Director and communicated to all Conference Members. Questions concerning the eligibility of transfer students shall be made by the Commissioner. Confidentiality of student records however must be maintained by the ACAC office and cannot be shared with other Conference Members without the written permission of the athlete.

Note: If an athlete has not attended a post-secondary institution in the previous 12 months, the “Universal Transfer Form” is not required.

2. Certificates of Eligibility

2.1 Two separate and distinct Certificates of Eligibility may be used in connection with the major team sports (badminton, basketball, hockey, soccer and volleyball). One shall constitute the MAIN LIST, others shall constitute SUPPLEMENTARY LISTS.

2.2 The MAIN LIST shall be e-mailed to the Executive Director of the Conference at least 10 days prior to a team’s first conference contest for that sport. Two originals of the main list shall be mailed to the Executive Director. The day the e-mail is sent to the ACAC is to be considered day one. The Executive Director shall forward copies to the competing colleges in a timely manner.

2.2.1 An exception to this rule shall be soccer (see Art. I, Sec 14 – Soccer item #11).

2.3 For tournament sports, the original (white) copy of the certificate shall be forwarded to the Executive Director and the second (yellow) copy presented to the tournament host. A faxed copy (or the original mailed) of the eligibility certificate must be received at the ACAC office at least four (4) days prior to the tournament. The day the fax is sent to the ACAC office is to be considered day one.

2.3.1 The mailed copy of the cross country running eligibility sheet must be received in the ACAC office at least seven days prior to the CCAA deadline. The day that the sheet is received is considered to be day one.

2.4 Additional competitors shall become eligible to participate four (4) days after the SUPPLEMENTARY ELIGIBILITY SHEETS bearing their name have been sent to the Executive Director. The Executive Director shall forward copies directly to competing colleges in a timely manner.

- ie. Faxed copies must be received four (4) days in advance of eligibility to play. The day the fax is sent is to be considered day one.
- eg. A supplementary certificate faxed on Monday will make the athlete(s) eligible to play on Friday.

2.4.1 Exception: For league games played between January 1st and January 15th, all supplementary eligibility lists must be submitted to the ACAC office at least 24 hours prior to the game in question.

- 2.5** The Registrar's stamp shall date (validate) the main and supplementary certificates. Faxed certificates shall be validated by the fax machine dating process.
- 2.6** Score sheets bearing the name(s) of unregistered athletes shall not be tabulated until a full investigation has been conducted.
- 2.7** There shall be a fine of \$25.00 per day for late eligibility forms, to a maximum of \$100.00. This fine shall apply only to original eligibility certificates. Athletes submitted on supplemental eligibility certificates must wait the full four days before they are deemed eligible.

3. Eligibility for Playdowns

A student/athlete must be listed on the original certificate of eligibility (fall semester) or supplementary certificate of eligibility and have appeared on an ACAC regular season game sheet (on or before January 30) in order to be eligible for play-offs. In the case of soccer, supplementary eligibility forms must be in the ACAC office by October 8th each year and all athletes must appear on one or more league game reports to be eligible for the playoffs. Cases involving injury, illness or academic ineligibility shall be decided by the Commissioner. A medical certificate shall accompany any request for medical exemption.

- 3.1** In all activities, those games from which a player has been suspended for disciplinary reasons shall, for eligibility purposes, count as having been played.

4. Amendment of Eligibility Criteria

No changes in an eligibility rule shall be made unless notice is contained in an agenda for a regular meeting of Conference Council or in the notice of a special meeting sent out ten days in advance.

5. High School Athletes

The ACAC, in principle, does not endorse any high school eligible athlete practising "regularly" with a post-secondary institution, except for special circumstances approved by the Conference Executive.

6. Requests for Eligibility Rulings

6.1 All requests for information relative to the eligibility status of a student athlete shall be directed to the Executive Director.

6.2 All requests for rulings on eligibility cases shall be directed to the Commissioner. If the representative making that particular request questions the ruling of the Commissioner, he may appeal to the Executive Committee for final ruling.

7. Eligibility For All-Conference and All-Canadian Awards

7.1 An athlete who is no longer a student at an ACAC member institution shall not be eligible to become a member of an All-Conference team or to receive an All-Canadian award.

8. Use of Non-Canadian Athletes

8.1 An ACAC member team shall be permitted to dress for an ACAC league or play-off game a maximum of 1 in 5 non-Canadian players for the following sports:

Basketball -	12 players - 2 non-Canadians
Volleyball -	12 players - 2 non-Canadians
Soccer -	18 players - 3 non-Canadians
Badminton -	10 players - 2 non-Canadians
Hockey -	20 players - 4 non-Canadians

8.2 For the purposes of this section, a non-Canadian player is defined as a student-athlete who:

8.2.1 does not possess Canadian citizenship, or

8.2.2 does not possess landed immigrant status an equivalent status, or

8.2.3 does not possess Canadian citizenship and who has not established full time residence in Canada for one calendar year prior to the season and cannot prove said residency by legal documentation, or

8.2.4 whose parent(s) have moved to Canada for reasons of employment, job transfer, health and so forth and cannot prove said reasons by legal documentation.

(8.2.3 and 8.2.4 to be deleted effective 2003-04)

I. OPERATING RULES

Section 6

FINANCIAL ASSISTANCE TO ATHLETES

1. Entrance Awards

At any member institution, the only acceptable form of aid which can be provided to student-athletes specifically to participate in intercollegiate athletics shall be financial, and shall not exceed the student-athletes' enrollment fees.

- 1.1** The scholarship must be administered to recipients through the financial aid/scholarships office.
- 1.2** That student athletes receive full Jimmie Condon funding in situations where enrollment fees are less than the scholarship allotment.

2. Achievement Awards

Student-athletes may receive achievement awards. These awards must be administered through the institutions financial aid/scholarships office.

3. Interpretations and Clarifications

- 3.1** Awards shall include scholarships, bursaries, grants and financial awards.
- 3.2** Enrollment fees shall include tuition, recreation fees, Student's Association fees, etc.
- 3.3** Housing (ie. room and board) provided at below local market rates is interpreted as financial aid and is a violation of the Operating Code.
- 3.4** Jimmie Condon scholarships shall be deemed to fall under the category of Entrance Awards.
- 3.5** Member colleges are bound to use post secondary transcripts from the previous term to determine whether or not the 65% threshold has been met to award a Jimmie Condon scholarship.

I. OPERATING RULES

Section 7

RECRUITING

1. RECRUITING RULES

- 1.1** All funds for recruiting or maintenance of prospective or present student athletes shall be deposited with the member institution regardless of its source, or by whom raised. The institution shall be exclusively and entirely responsible for the manner in which it expends the funds.
- 1.1.1** No member institution shall finance the transportation costs incurred by a student athlete, his relatives or friends to visit the campus or elsewhere.
- 1.1.2** No member institution shall arrange or permit off campus entertainment of any prospective student athletes.
- 1.2** No member institution shall become involved in the promotion of any contests or tournament involving high school athletes, in any sport, without first obtaining the sanction of the appropriate high school athletic association.
- 1.3** No member institution shall permit or allow any outside organization, agency, individual or group of individuals to utilize, administer, or expend funds for the recruiting of prospective student athletes including transportation and entertainment of and giving gifts or services to prospective student athletes or the relatives and friends of prospective student athletes.
- 1.4** Except as permitted herein, an institution or its representatives shall not offer, provide or arrange, directly or indirectly, for financial aid of any kind to a prospective student athlete for any period prior to or subsequent to his attendance at the member institution.
- 1.5** No member of an athletic staff or other representative of athletic interest shall contact, directly or indirectly, the student of another collegiate institution to discuss the possible attendance of the athlete at their collegiate institution unless that student makes the initial contact with the representative of the institution. If the above occurs, the following steps shall be followed:
- 1.5.1** Once the athlete has made initial contact, it is the responsibility of the athletic staff member or representative to immediately inform the athlete of the process that must be followed (1.5.2). Should the athlete want more information, the athletic staff or representative may inform the athlete of application and registration procedures, provide information on the athletic program and answer any questions the athlete may have.

- 1.5.2** At the earliest possible time, the Athletic Director shall officially inform the other institution's Athletic Director that the athlete has made initial contact and requested information regarding the institution's athletic program. The AD of the previously-attended institution must be notified by the receiving AD that she/he has received the information. Information on the athletic program and questions answered may then be passed along to the athlete.

I. OPERATING RULES

Section 8

SPECTATOR CONTROL

1. The responsibility for spectator control shall be vested with the Director of Athletics of the home institution. The Director of Athletics shall be responsible for adequate announcements over the public address system and other measures necessary to prevent any exhibition of unsportsmanlike conduct.

Note: Section #9 is temporarily suspended and is being reviewed by the Awards Committee.

I. OPERATING RULES

Section 9

SUPREMACY AWARDS

1. The Alberta Colleges Athletic Conference Supremacy Awards shall be presented to the member institutions which achieve the highest ranking in the following three award categories at the conclusion of each year.
 - 1.1 ACAC Athletic Supremacy Award
 - 1.1.1 Shall be presented to the institution which accumulates the greatest number of supremacy points in sanctioned Conference competition, measuring athletic supremacy.
 - 1.2. ACAC Academic Supremacy Award
 - 1.2.1 Shall be presented to the institution which registers the highest cumulative grade point average from amongst ACAC student-athletes.
 - 1.3. Al Bohonus ACAC Excellence Award
 - 1.3.1 Shall be presented to the institution which exhibits overall excellence in athletic and academic performance on a per student-athlete basis.
 2. Procedure for Determining Award Recipients
 - 2.1 ACAC Athletic Supremacy Award
 - 2.1.1 Athletic Supremacy points for each sport shall be computed from the following degree of difficulty scale.
 - 2.1.1.1 League sports
(e.g. Basketball, Volleyball, Hockey, Soccer, Badminton.....8)
 - 2.1.1.2 Multi-Tournament Sports
(e.g. Curling, X-Country Skiing.....6)
 - 2.1.1.3 Tournament Sports
(e.g. Golf, Canoeing, X-Country Running, Swimming4)
 - 2.1.2 The listed degree of difficulty figure shall be utilized in the following formula for each Men's and Women's competition for ACAC sports.
 - 2.1.3 Points for first place shall be computed by multiplying the number of entries in a competition by the degree of difficulty figure for that

competition. Points for subsequent positions shall be computed by subtracting, for each succeeding place, one team from the total number of entries, and then multiplying the resulting figure by the degree of difficulty figure.

2.1.4 FORMULA - Example: Supremacy points = $d \cdot n \cdot (p-1)$

Where d=degree of difficulty
n=number of entries
p=position in standings

2.2 ACAC Academic Supremacy Award

2.2.1 This award would be measured by the cumulative grade point average of the student-athletes at each institution during that competitive season. The Registrar at each institution will be responsible for the determination and verification of these grade point averages.

2.2.2 The Registrars will submit these figures to a pre-determined Registrar designate who would be responsible for gathering the GPA values and converting them to an adopted, standardized grade point scale (ie. University of Alberta Grade Point Conversion System).

2.2.3 Student-athletes who participate in more than one ACAC sport in a given athletic season shall have their cumulative grade point average only counted once.

2.2.4 Student-athletes who participate in only one semester of the academic season will be counted only for that semester. This does not include spring or summer semesters.

2.2.5 The cumulative grade point average of student-athletes at each institution will be measured at the end of the academic term on student athletes who have maintained their eligibility for ACAC participation.

2.3 Al Bohonus ACAC Excellence Award

2.3.1 A mathematical formula would be utilized to determine a score based upon athletic supremacy points and cumulative grade point average as well the number of students who actually participated in ACAC athletics.

2.3.2 Formula:

$$\frac{\text{Total Supremacy Points}}{\text{Total No. of Participants}} \quad \times \quad \text{Standardized Cumulative GPA Value}$$

I. OPERATING RULES

Section 10

CONFERENCE SCHEDULES

1. All Conference schedules, when approved by Conference action, shall be binding upon each institution, except that they may be changed by mutual agreement between institutions, or as amended following an appeal to the Executive Committee. If no mutual agreement and an appeal is not lodged, or is lodged and denied, the schedule shall remain in force as listed. Schedules submitted, but not approved by action of the Conference Council, shall be considered as information copies until final Conference approval.
 - 1.1 All schedule changes shall be sent to the ACAC Vice-President, and copied to the Executive Director and other team involved, by the home team of the contest being changed.
2. Further to item 1 above, an AD who is unable to achieve a schedule change through mutual agreement is at liberty to appeal to the Executive Committee so long as this occurs by November 30th.
3. Schedule changes (dates) occurring after league and tournament schedules have been approved by Conference Council shall result in a \$50.00 fine to the college initiating the change.
4. No team shall be scheduled either at “home” or “away” for more than two consecutive weekends. Note: Weekends of play separated by weekends of non - play shall not be considered consecutive.
5. **Schedule Limitations Rules**
 - 5.1 **RULE 1:** Schedules for all sports shall be drawn up as listed under the particular rules for each sport.

The guidelines for volleyball and basketball shall be as follows:

 - 5.1.1 The league schedules shall be constructed so as to declare ACAC champions prior to CCAA Championships.
 - 5.1.2 The league schedules for the second term shall not start until the 2nd weekend in January (where possible).
 - 5.1.3 The last weekend of league schedule play in the first term will be the first weekend in December, except as agreed upon by 2 competing colleges.
 - 5.1.4 The total number of weekends of league play shall not exceed 14.

5.1.5 Where possible, there shall be one vacant weekend between the conclusion of the regular season and the start of the ACAC playoffs as well as another vacant weekend between the conclusion of the ACAC play-offs and the CCAA National Championships.

5.2 **RULE 2:**

All official Conference Schedules shall terminate by March 31.

5.3 **RULE 3:**

Commitments to the ACAC schedules take precedence over any exhibition play.

5.4 **RULE 4:**

Fridays and Saturdays are the main competition days of ACAC Basketball/Volleyball/Badminton, but scheduling conflicts may be resolved by scheduling competitions on Sundays or mid-week.

6. Exhibition Schedules

Exhibition schedules, for the purpose of determining the precise games where sanctions are applicable and resulting suspensions must be served, are to be submitted by all colleges to the Commissioner and to the ACAC office prior to any games being played. In the event that additional exhibition contests are added to a team's schedule, both the commissioner and the office shall be notified prior to the match being played. This shall apply to the following sports: basketball, hockey, soccer and volleyball.

7. The ACAC schedule shall have precedence for gymnasium scheduling. Colleges shall not "black out" dates until the gymnasium schedule is approved. Note: second half dates must remain open until the second half volleyball schedule is ratified.

8. Initial commitments for tournament sports shall be made at the Spring AGM. Final and binding commitments shall be made to the ACAC office on by the following deadlines:

September 15	Golf
October 1	Cross Country Running: Canoeing
	Badminton (declaration – same as league sports)
November 1	Curling
December 1	Cross Country Skiing Swimming

8.1 The penalty for failing to fulfil participation commitments shall be a fine of \$100 plus an equal share of the charged back expenses for the conduct of that activity for the year.

8.2 Institutions entering into an activity after commitments have been made shall be assessed a \$100 late entry penalty.

I. OPERATING RULES

Section 11

CONFERENCE CHAMPIONSHIP TOURNAMENTS

1. All Conference championship meets shall be drawn up by the host institution, and shall require approval of the Conference Council.
2. The host institution shall be responsible for acquiring officials for Conference Tournament.
3. At ACAC Provincial Championships, the Commissioner or designate be available to handle any Operating Code appeals.

I. OPERATING RULES

Section 12

GENERAL RULES FOR TOURNAMENT SPORTS

1. These general rules shall apply to the following officially sanctioned Conference sports: badminton, cross country running, curling, golf, cross country skiing and swimming.
 - 1.1 Specific rules are also listed in these Regulations for all sports.
2. **Scheduling**
 - 2.1 All schedules shall be left to the discretion of the host institution with the following exceptions:
 - 2.1.1 The identification of site, date and host shall be done in the fall, one year in advance.
 - 2.1.2 Conference schedules shall have first priority and no commitments may be made with non-conference opponents until the Conference schedules are completed and approved.
 - 2.1.3 Participation in three (3) previous consecutive years in a specific tournament sport are required before a member institution is eligible to host a championship in that sport.
3. **Starting Date and Length of Practice**
 - 3.1 No organized practice or instruction, including the use of motion pictures for coaching purposes, shall be allowed from April 30 until Sept. 1. The term “practice” shall be interpreted as any session called by the coach for the express purpose of organizing the team.
 - 3.1.1 Talent identification and evaluation camps shall be exceptions to this rule.
4. **Officials**
 - 4.1 Officials shall be arranged for by the host institution. Fees and approved expenses of major officials shall be borne by the Conference.
5. **Time**
 - 5.1 The starting time for all meets shall be set by the Conference Council, and the visiting teams so notified by letter, except as prescribed by Conference Council.
6. **Disposition of a Protest**
 - 6.1 The disposition of a protest shall be as given in Article III, Section 3.

7. Disposition of an Appeal

7.1 The disposition of an appeal shall be as given in Article III, Section 4.

8. Allocation of Medals and Participation Points - Tournament Sports

8.1 N-1 medals shall be allocated in each event of a tournament sport, where N=the number of entries in the event.

8.2 Participation points shall be awarded to each participating colleges in each event of a tournament sport.

9. Budget

9.1 Approved tournament sport costs (ie. facilities, banquets, ribbons, etc.) can be forwarded by the host to the ACAC office for payment. These costs will be invoiced back to the participants on a per college basis except for golf and curling which will be charged on a per head and per rink basis respectively.

10. Outside Facilities

10.1 When facilities outside of the college are required for tournament sport events, the host college must submit a written request to the facility and receive written confirmation of a booking.

10.2 One month prior to the competition, the host college must send written confirmation to all other participating colleges confirming the date(s), time(s), and location(s) of the tournament sport event.

10.3 Commemorative plaques shall be provided by the ACAC office to the host institution for presentation to representatives of outside venues hosting ACAC Championships (ie. curling clubs, golf courses, swimming pools, etc.)

11. Convenors

11.1 Permanent convenor positions will only be created for those tournament sports involving more than 2 ACAC sanctioned competitions annually, and where the need for a permanent convenor is clearly identifiable.

12. Ejection and/or Suspension

12.1 Coaches ejected from the game or serving suspensions will not be permitted to have any contact with their team 20 minutes prior to a game and until the conclusion of the game. That is, he/she will not be allowed in the playing facility and any connected viewing area.

12.2 Players serving suspensions or ejected can not be part of a team bench, warm-up or post game ceremonies.

I. OPERATING RULES

Section 13

GENERAL RULES FOR LEAGUE SPORTS

1. These general rules shall apply to the following officially sanctioned Conference sports: basketball, hockey, volleyball and soccer.
 - 1.1 Specific rules are also listed in these regulations for all sports.
2. **Scheduling**
 - 2.1 Conference schedules for league sports shall be drawn up and circulated each fall and approved at the December general meeting (1 year prior to the beginning of the schedule) commencing with the 1995-1996 schedule.
 - 2.1.1 The ACAC schedules for league sports shall be drafted by the Executive Director and/or the appropriate sport convenor.
 - 2.2 Non-conference games may be scheduled at the discretion of individual institutions provided that Conference schedules shall have first priority and that no commitments be made for non-conference contests until Conference schedules are adopted.
 - 2.3 Team commitments shall be confirmed at the Spring Meeting 1 1/2 years prior to entry into a league sport.
 - 2.3.1 Withdrawal from a league sport requires written notice by March 1st of the year that it is to take effect.
 - 2.4 Conflicts in hosting sites for Basketball and Volleyball playoffs shall be minimized by the application of the rule which requires that games be played a minimum of one day and a maximum of two days apart. The host site shall set the start time for the games to minimize the amount of educational time lost by the visiting teams.
 - 2.5 The application of this rule would permit, for example, a Fri-Sun-Tues format for Basketball and a Sat-Mon-Wed format for Volleyball. The play-off days for Basketball and Volleyball would alternate each year.
3. **Starting Date and Length of Season**
 - 3.1 No organized practice or instruction, including the use of motion pictures, will be allowed between April 30 and September 1 (Exception 3.2).
 - 3.1.1 Talent identification and evaluation camps shall be exceptions to this rule.

3.1.1.1 Talent identification and evaluation camps are not open to student-athletes that have participated in the ACAC in the same year as the camps. Exception to this rule will be allowed if the student-athletes have applied to the host institution for the next athletic-academic season and/or attended the host institution in the same athletic-academic year.

3.2 Soccer teams shall be allowed to commence practices on August 15 of the activity year.

4. Officials

4.1 Major officials for all Conference league sports games shall be arranged by the Vice-President.

4.2 All major officials assigned to work Conference games shall be accredited officials who shall be at a level of competence consistent with the standard of play in the ACAC.

4.3 In the event that less than the minimum number of accredited officials are not present for any ACAC contest, the contest shall proceed and no protest based upon the minimum number of officials would be considered by the Conference Commissioner.

Clarification: At least one accredited official must be present for the contest to proceed.

4.4 Stipulation in regard to officiating fees for Conference games shall be as follows:

4.4.1 The fee assigned each major official (including, where necessary, travel expenses to out-of-town game sites), shall be agreed upon by the Conference Council and the appropriate Officials/Associations prior to the beginning of league schedules. Fees for major officials will be paid from Conference funds.

5. Game Reports

5.1 The game report provided by the Conference shall be used.

5.2 The onus shall be on the member to notify the Executive Director before its supply of game reports is exhausted.

5.3 Score sheets for basketball, volleyball, soccer and hockey shall be prepared in triplicate. The original shall be retained by the Conference and the two remaining copies shall be issued to the home and visiting teams as soon as possible after the completion of the game.

5.4 The original copy of the score sheet shall be forwarded to the ACAC's Statistician by 12 noon of the first week day following completion of the game.

5.5 It shall be the responsibility of each member institution to train competent scorekeepers who shall record all information necessary for the compilation of complete and accurate statistics.

5.6 The Conference shall on an annual basis provide game reports in the following quantities:

5.6.1 to each member entered in women's or men's basketball30

5.6.2 to each member entered in women's & men's hockey30

5.6.3 to each member entered in women's or men's volleyball.....30

5.6.4 to each member entered in soccer.....16

5.6.5 additional game reports requested by a member in that same activity year shall be paid for by that member at a cost of 50 cents per report.

6. Disposition of Disciplinary Cases

6.1 The disposition of disciplinary cases shall be as given in Article III, Section 6.

7. Disposition of a Protest

7.1 The disposition of protests shall be as given in Article III, Section 4.

8. Disposition of an Appeal

8.1 The disposition of an appeal shall be as given in Article III, Section 3.

9. Defaults/Forfeitures

9.1 Teams defaulting/forfeiting (failing to appear for or complete a game) may be subject to a fine of up to \$500.00 and/or suspension in that sport for the balance of that year's schedule and/or the following year's schedule.

10. CCAA National Championship Wildcard Teams

10.1 Where the CCAA invites the ACAC to qualify a wildcard entry into a national championship, the second place team after ACAC play-offs (involving at least 4 teams) shall be the designated entry. Where the ACAC play-off format involves fewer than 4 teams, the highest placed team from the regular season which does not qualify as the ACAC Champions shall be designated as the wildcard entry.

11. Handshake Protocol

At the conclusion of each contest, each team shall acknowledge each other, the game officials and the spectators of the event for their effort and support. The Ethics Committee feels that this important aspect of the contest is the very essence of the competitive experience and therefore, should be of high profile. The following sequence shall be undertaken by all Conference teams at the conclusion of a contest:

- 11.1** At the conclusion of the contest, the teams will congregate at their respective areas.
 - 11.2** The teams (including coaches and staff), will then move to the centre of the playing surface (they must be significant distance from the players' benches) and line up in a single file facing each other, (if a Player-of-the-Game award is going to be presented, this moment would provide a great opportunity).
 - 11.3** The team members will then proceed to shake each team member's hand of the opposition. This includes the coaches and staff of each team as well.
 - 11.4** If it is possible to have the game officials available for this process, they should be included in the handshake process. The captains of the teams could approach them and shake their hands to acknowledge their work in the contest.
 - 11.5** If a public address announcer is available for the contest, she/he could ask the spectators to remain seated until the game-ending event is completed as well as thank the fans for their support.
 - 11.6** It is important to keep the team members of the successive game from entering the playing area until the hand shake process is completed. This is particularly necessary in basketball and volleyball.
- 12. Sport Convenors**
- 12.1** League Sport Convenors shall be eligible to serve 2 year renewable terms.
- 13. Ejection &/or Suspension**
- 13.1** Coaches ejected from the game or serving suspensions will not be permitted to have any contact with their teams 20 minutes prior to a game and until the conclusion of the game. That is, he/she will not be allowed in the playing facility and any connected viewing area.
 - 13.2** Players serving suspensions or ejected can not be part of a team bench, warm-up or post game ceremonies.

I. OPERATING RULES

Section 14

SPECIFIC RULES BY SPORTS

BADMINTON

1. Rules

1.1 General rules applying to Badminton competition are defined in Section 12 of the Operating Code.

Note: Declaration of member commitment to Badminton should follow the same procedures as League Sports beginning 2003-04.

1.2 The official rules (latest edition) of Badminton Canada shall govern play.

1.3 Nylon shuttlecocks shall be unacceptable for ACAC competition.

1.4 For all team events and individual playdowns, the dress code of white attire or any identifiable team colours subject to the application of the college team logo or name on the shirt, may be worn by the players. Both members of a doubles team must wear the same college uniform or adhere to the white dress code.

1.5 The host institution shall provide, at least one month in advance, the team draws at each tournament, and provide for a referee.

1.6 Grievance Committee at each Interlock Tournament will be comprised of (a) the ACAC Badminton Convenor, (b) the Host Convenor, and (c) the Referee. This committee will rule on any grievance that may be filed in writing at the time of the event by the coach or coaches of the participating institutions.

* In the event of a conflict by a grievance committee member, a subsequent coach (chosen by the referee) will replace this member.

2. Officials

2.1 For Interlock, play-off, and Individual Event Play, a referee and umpire shall be assigned by the Badminton Alberta's Officiating Committee. The referee and umpire are to have Provincial Designation as a minimum qualification.

2.2 Linesmen shall be provided for "any round" upon request.

2.3 Only those badminton score sheets and team line-up cards approved by the ACAC shall be used at ACAC tournaments.

3. Schedule - Tournaments

- 3.1** Three interlocking tournaments shall be held annually.
- 3.2** The individual event championships shall be contested at a separate tournament held after the second interlock.
- 3.3** Team championships will be contested at a separate tournament held after the second interlock.
- 3.5** Any institution hosting the Interlock Tournament must have a minimum of six (6) unobstructed courts.
- 3.5** The ACAC sanction one open/exhibition competition per semester between ACAC institutions that do not presently compete in badminton. This competition would run concurrently in the same location as the interlock tournament.

4. Team Format

- 4.1** Badminton teams shall consist of at least three (3) men and three (3) women, and no more than five (5) men and five (5) women. Teams must be registered 4 days before the commencement of the competition.

In the event of an injury to an athlete after commencement of the competition, teams may be allowed to continue participating with less than 6 players. The coach of the reduced numbers team will decide which event is to be forfeited at the beginning of each separate match.

- 4.2** A team tie shall consist of seven (7) Individual matches. Order of play as follows:

Men's singles #1, Women's singles #1
Men's doubles, Women's doubles
Mixed doubles
Men's singles #2, Women's singles #2

- 4.3** Before each team tie, a line-up card must be forwarded to the referee indicating the team line-up. A male and female alternate shall be identified on the card who may replace a player previously designated to play. A player may only play in a maximum of two different events per team tie.

- 4.3.1** Prior to tournament play commencing, each coach must rank his men's and ladies' singles players, the line-up card corresponding with the ranking list. Each college shall prepare their singles ranking list according to the most recently published Badminton Alberta (BA) rankings. Any deviation from the BA list must be documented with copies of match results sent to the BA.

- 4.4 After one (1) format point has been won within the tie (ie. four matches won by one college), substitutions from your alternate list will be allowed.
5. **Team Placement at Conclusion of League Tournament Play**
- 5.1 Should a tie occur between two or more teams, standings will be decided according to the following priorities.
- 5.1.1 Comparison of the team matches played between or amongst the tied teams.
- 5.1.2 Comparison of the individual matches played between or amongst the tied teams.
- 5.1.3 Consideration of the matches played versus the highest team not involved in the tie, followed by the next highest placed team, etc.
- 5.2 **Note:** Where a multiple tie occurs and is only partially resolved by the application of the tie-breaking rules, remaining ties will be decided by returning to rule number 5.1.1 and proceeding through the list again.
6. **Playoff Format**
- 6.1 At the conclusion of regular league tournament play, the top six teams in the Conference regardless of division shall advance to the playoffs.
- 6.2 Each playoff round shall consist of a Best-of-Seven match, with all positional determinants based on final league standings.
- 6.3 The first place team, following regular league tournament play, will be awarded the first round byes in the play-offs.
7. **Substitution**
- 7.1 Substitutions shall occur after the format point has been won (4 matches) within a team tie.
- 7.2 Only players listed on the line-up card as alternates may be substituted.
- 7.3 No substitutions are allowed in the Individual Event Championships.
8. **Official All-Conference Badminton Team**
- 8.1 An official All-Conference Badminton Team consists of 6 men and 6 women who will be selected by a procedure consistent with present ACAC processes.
9. **ACAC - Individual Event Format - CCAA Representatives**
- 9.1 Each college shall enter:
- 9.1.1 A maximum of two (2) men/ two (2) women into the singles event.

9.1.2 Two doubles teams per doubles event.

9.1.2.1 In those seasons where the CCAA Badminton Championships are hosted by an ACAC member institution, each college will be allowed on additional entry into the Doubles and Mixed Doubles events.

9.3 The order of individual event play shall be doubles (men and women), mixed doubles and singles (men and women).

9.4 Each event winner shall be declared the ACAC Representatives to the CCAA Championships.

9.4.1 If a winning ACAC team or player cannot proceed to the Nationals, the runner-up in that event shall be the replacement. If the event runner up is unavailable, then #3 then #4 player shall be selected in order.

9.4.2 If an athlete/pair qualifies in an event as the runner up, (when CCAA Nationals are hosted by an ACAC institution), the athlete/pair may elect to decline the invitation and to attempt qualification in another discipline. Once declined the place will be offered to the next highest placed athlete/pair. Once declined, the place on the team will not be offered back to the original athlete/pair.

9.5 A player/team member may only win one event. The player/team member then becomes ineligible to compete in further individual event play.

9.6 The use of alternates is not allowed within the Individual Event Championships.

9.7 The coach of the team winning the Team Championship shall be the coach of the ACAC's Representatives at the National Championships.

9.7.1 If the winning coach cannot proceed to the Nationals, the runner-up in the team event shall be the replacement.

9.8 The ACAC and representative colleges will supply team apparel to the ACAC representative at the CCAA championships. The apparel must bear the ACAC logo prominently. In conjunction with the Executive Committee, a committee of the badminton coaches attending nationals shall meet and select team attire. The first \$250 will be paid out of ACAC funds, the remaining dollars will be paid by representative colleges proportionate to the athletes attending from each college.

10. Coaches Meeting

10.1 A coaches meeting shall be held at each of the Interlock Tournaments.

I. OPERATING RULES

Section 14

SPECIFIC RULES BY SPORTS

BASKETBALL

1. Rules

1.1 ACAC women's games shall be played under CCAA women's rules . ACAC men's games shall be played under CCAA men's rules.

1.1.1 Squad limitation to be 14 players maximum to be dressed for any one game, only 12 of whom may be listed on the score sheet and who may participate in the game.

1.1.2 Uniform numbering to follow either FIBA or NCAA requirements. When a number consists of two digits, no digit greater than "5" is allowed. The numbers "0" and "00" are legal but only one of these numbers may be used; single numbers "1" and "2" are also legal.

1.1.3 ACAC basketball score sheet and statistical summary sheet shall be official for all ACAC league and playoff games. A copy of the Basketball Working Statistical sheet shall be given to the visiting team after the conclusion of the game in cases where it is requested or where the Statistical Summary Sheet is not completed after the game.

1.1.4 The running score, as tabulated on the official scoresheet, shall be accepted as the official score if a discrepancy exists between the running score and the recorded individual player scores.

1.1.5 Half-time interval for all games is 15 minutes.

1.1.6 The numbers for players entering any game should be circled indicating that they have entered the game. At conclusion of the game, dashes will be placed through the statistical areas of the score sheet and the Statistical Summary Sheet for athletes whose names appear on the scoresheet but did not participate in the game. Zeros shall be placed on the sheets for those who played but did not record statistical results in the appropriate area.

1.1.7 *For women's games:*

1.1.7.1 The CCAA Women's Basketball Rules will be used (CCAA OC, Article I, Section 7, Item 1.7).

1.1.7.2 Blood Rule: A player will have two minutes to clean or change his uniform and continue playing.

1.1.8 *For men's games:*

1.1.8.1 The CCAA Men's Basketball Rules will be used (CCAA OC, Article I, Section 7, Item 1.8).

1.1.8.2 Blood Rule: A player will have two minutes to clean or change his uniform and continue playing.

2. **Time of Game**

2.1 Starting times for league games are as follows (may be adjusted by mutual agreement only):

2.1.1 For single games:

2.1.1.1 evening game to begin at 7:30 pm

2.1.1.2 afternoon game to begin at 2:00 pm

2.1.2 For Doubleheaders:

2.1.2.1 first evening game to begin at 6:30 pm.

2.1.2.2 first afternoon game to begin at 1:00 pm.

2.1.2.3 second game to commence 20 minutes after floor cleared following completion of first game.

2.1.3 Where no Friday night stay-over is involved, all Saturday league games shall be played in the evening unless both teams mutually agree otherwise (see 2.1.1.1, 2.1.2.1, and 2.1.2.3).

2.2 The floor shall be available for teams' warm-up at least 20 minutes prior to scheduled game starting time.

2.3 Where the head coach of both the men's and women's teams is the same individual, the time allotted between the men's and women's games shall be extended to 30 minutes.

3. Officials

3.1 Two officials shall be used in all women's basketball contests and three officials for all men's basketball contests.

3.2 The Alberta Basketball Officials' Association shall (be requested to) assign the best available officials for all ACAC playoff games. These officials shall be assigned by the provincial assignor rather than the local assignor. The Saskatchewan Basketball Officials' Association shall (be requested to) assign the best available officials for games held at Briercrest Bible College. Playoff assignments hosted by BBC will be officiated by local officials subject to assignment by the Saskatchewan provincial assignor and the ACAC Convenor.

3.3 A referee must officiate a minimum of 3 ACAC league games (in the same gender) in order to be eligible to officiate in the play-offs, in the same season.

4. Ball

4.1 The official ball used in Conference games shall be the Spalding ZK - 1000 (size 7 for men, size 6 for women).

4.2 The host team shall provide the visiting team with a minimum of six warm-up balls.

5. Uniforms

5.1 Each Conference basketball team shall have two sets of uniforms; one basically light and the other basically dark in colour. The home team will wear white and the visitors dark, excepting that:

5.1.1 The home team will wear white and visitors dark on the first day, and the home team will wear dark and the visitors white on the second day.

5.2 Providing that the colour of spandex shorts are consistent with one of the team uniform colours, they shall be permitted to be worn despite the fact that they may not be of the same colour as the dominant uniform colour. All members of a team (wearing spandex shorts) must wear the same colour spandex shorts.

5.3 Boxer shorts shall not be permitted to be visible below the uniform shorts.

6. Official All-Conference Basketball Team

6.1 An official All-Conference Basketball Team shall be selected in full accordance with OC Article III, Section 7.

7. Standings in League Play

7.1 Should a tie occur between two or more teams, division standings will be decided according to the following guidelines:

7.1.1 Consideration of the game(s) played between the tied teams.

- 7.1.2 Consideration of the points scored and the points allowed in games between the tied teams (i.e. ratio For/Against).
- 7.1.3 Consideration of games played versus the highest placed team, not in the tie, followed by next highest placed team, etc.
- 7.1.4 Consideration of points scored and allowed versus the highest placed team not in the tie, followed by the next highest team, etc.

7.2 **NOTE:** The tie breaking procedure for multiple ties be adjusted so that once on team is removed from the tie, that the head to head records of the remaining teams be utilized to break all remaining ties.

8. Playoff Format

8.1 At the conclusion of regular league play, the 8 teams highest placed in league standings (top 4 in the north division, top 4 in the south division) shall advance to the playoffs.

Commencing in 1997-98, the play-off format will be as follows:

- 8.1.1 Four best-of-three series will be played on the first weekend of play-offs from Thursday to Saturday. The match-ups will feature #1 N vs. #4 S; #1 S vs. #4 N; #2 N vs. #3 S; and #2 S vs. #3 N. Where there is less than 300 km separating competing colleges, the higher ranked team would host the first and third (if necessary) games. When there is more than 300 km separating competing colleges, the entire series would be hosted by the higher ranked team.
- 8.1.2 The four winning teams from the best-of-three series will advance to a final 4 play-off tournament to be hosted by the highest ranked team remaining in the geographic division pre-designated to host (on a rotational basis) the tournament the next weekend. The Final 4 match-ups shall be based on an 8 team standard Oregon draw matching the teams that advance from each of the 4 brackets.
- 8.1.3 The two semi-final games will be played on Friday with the host team always featured in the second game.
- 8.1.4 The two semi-final winners will qualify for the final game on Saturday which is preceded by a bronze medal game between the two semi-final losers.

9. Ejection From Game

9.1 Any player or coach ejected from a league game shall receive a minimum of a one game suspension, which shall be served the next scheduled league game.

9.2 Any player or coach who receives a suspension in an exhibition game shall serve that suspension in the next scheduled game.

9.2.1 Suspensions shall be carried over to the post-season where applicable.

9.3 The above rules shall also apply to playoffs and, if necessary, shall be carried over into the next season.

9.4 An Official Game Report shall be used to record the disciplinary action taken by the game official.

9.5 For the purpose of determining suspensions, ACAC sanctioned pre-season tournaments shall be considered league play.

9.6 Basketball teams are required to submit game sheets and official's reports to the Commissioner and ACAC office within 24 hours (excluding weekends) for all games played, including exhibition contests beyond the jurisdiction of the ACAC, where a major infraction resulting in a game ejection, technical or flagrant foul is called. A fine of \$25.00 shall be assessed to any institution which fails to comply with this requirement.

10. Basketball Disciplinary Guidelines

10.1 Any player who receives a Flagrant Foul shall be subject to the following penalties. These rules apply for the duration of the player's career):

10.1.1 First flagrant foul - automatic one game suspension

10.1.2 Second flagrant foul - automatically suspended pending commissioner's ruling.

10.1.3 Third flagrant foul - automatically suspended for the remainder of the season.

10.1.4 Fourth flagrant foul - automatically suspended for life from participating in ACAC Basketball.

10.2 A player who accumulates 3 direct technical fouls or a coach who accumulates 5 direct technical fouls shall be assessed a one game suspension. A player who accumulates 4 or more direct technical fouls or a coach who accumulates 6 or more direct technical fouls shall be dealt with by a committee of the ACAC Commissioner, Basketball Convenor and Executive Director.

- 10.3** The Commissioner shall state the dates of the suspensions.
- 10.4** The games from which a player has been suspended shall count as being played for the purpose of determining the player's eligibility for play-offs.
- 10.5** Suspensions shall carry on beyond the completion of the ACAC Playdowns (ie. Nationals). Players returning to the ACAC who have not finished serving suspensions received the previous year shall do so at the start of the new season's league play.
- 10.6** Any team which permits a player/coach to participate in any ACAC game(s) for which they were required to serve a suspension shall automatically forfeit the game(s) in question. The forfeited game(s) shall be deemed acceptable in serving the suspension.

11. Schedules

- 11.1** All men's and women's basketball teams **MUST** submit their complete exhibition and league schedule to the ACAC office no later than September 24 every year.

I. OPERATING RULES

Section 14

SPECIFIC RULES BY SPORTS

CANOE RACING

1. Rules

1.1 General rules applying to Canoe Racing competition in the Conference are defined in Section 12 of the Operating Code.

2. Conference Championships

2.1 The annual championship canoe races shall be held on the first Saturday after Thanksgiving Day.

2.1.1 Starting time for the championships shall be 12:00 noon.

2.2 The canoe shall be of the “cruising class” with a bottom specification of 4/32 (at the 4” waterline a minimum width of 32”), and a minimum weight of 55 pounds (25K).

2.2.1 All boats purchased for ACAC competition must be Jenson Whitewater II class.

2.2.2 All canoes shall be clearly identified on both sides by the college’s name or logo.

2.3 The Canadian Canoeing Association’s rules shall not apply to ACAC competition. The canoe on the inside of any turn shall have the right-of-way.

2.4 Intentional interference and unsportsmanlike conduct shall result in disqualification.

2.5 Approved DOT personal flotation devices must be worn by all competitors.

2.6 All races shall be flat water races.

2.7 The host institution shall provide boats as pickup boats.

2.7.1 Power boats must be provided when conditions dictate their need. (eg. Beaver Lake and Vermilion Reservoir)

3. Size of Teams

- 3.1 Individual events shall consist of 2 males in the men's event, 2 females in the women's race, 1 male and 1 female for mixed race, and 4 people for the war canoe race.
- 3.2 Relay events shall consist of 6 males for the men's event, 6 females for the women's event, and 3 males and 3 females for the mixed event.
- 3.3 The war canoe event shall be limited to four people per canoe.
- 3.4 It shall be permissible for competitors to compete in more than one event.

4. Relay Change-Over Rules

- 4.1 Both members of the canoe must be in contact with the canoe as it enters the change area.
- 4.2 Only four competitors are allowed to make change-overs; the two on the boat coming in and the two competitors who will be going out.
- 4.3 Both competitors must be in the boat when the canoe crosses the finish line.
- 4.4 Each team shall use two canoes in the relays and shall exchange a bow paddle.
- 4.5 The exchange shall occur as follows:
 - 4.5.1 The second canoe shall line up at the starting line and wait for the starting canoe to come around and make the exchange beyond the starting line.
 - 4.5.2 The relay exchange area shall be defined by buoys and shall be a minimum length of 50 meters long. The exchange shall be fully completed within the exchange area. The entire canoe shall be within the exchange area during the exchange.

5. Placement

- 5.1 In individual events, a minimum of two competitors must finish a race to qualify a team for placement in the team championship standings.
- 5.2 In the relay events, six competitors with the number per canoe limited to two people, must finish a race to qualify a team for placement in the team championship standings.
- 5.3 For each event, each team shall draw for their start position on the starting line from left to right.

6. Distances

6.1 Relay Events

Men's, Women's, Mixed 1 mile per lap for a total of 3 miles per event

Individual Events

Men's, Women's 1 mile each event

Mixed 1 mile

7. Order of Events

Order of events shall be:

7.1 Men's pairs

7.2 Women's pairs

7.3 Mixed pairs

8. Team Standings

8.1 A college or institute may enter as many war canoe teams as it wishes, but only the highest place team from each member institution shall count in the final standings.

8.2 The number of Colleges participating in the Canoe Racing Championship Meet shall determine the points awarded for first place in all events, with points awarded for second place one less than the number of participating colleges, third place 2 less than the number of participating colleges etc. Non-participating teams in any one event will be scored 0. i.e. 5 teams at championship meet, 5 points for first in all events.

8.2.1 A tie shall be broken by assessing the number of first place finishing each team has achieved. In the event of a remaining tie, the total number of second place finishes shall be assessed. If a tie persists, then the total of 3rd place finishes shall be the determining factor, etc.

I. OPERATING RULES

Section 14

SPECIFIC RULES BY SPORTS

CROSS COUNTRY RUNNING

1. Rules

1.1 General rules applying to cross country running competition in the Conference are defined in Section 12 of the Operating Code.

2. Conference Championships

2.1 Except where otherwise stated, the following rules shall apply to both men's and women's events.

2.1.1 The annual championship cross country running meets shall be held the last Saturday in October.

2.1.1.1 The starting time for all ACAC Championships will be at the discretion of the host institution in consultation with the coaches. The starting time will be determined at a coaches' meeting a year in advance.

2.1.2 Host Rotation: The hosting rotation shall be determined at the ACAC cross country running coaches' meeting and shall be recommended to the ACAC Conference Council.

2.1.2.1 A future host should be confirmed at a coaches' meeting two years in advance.

2.1.2.2 If a college on the host rotation declines to host, the rotation will continue with the next college in line in the rotation.

2.1.2.3 All future ACAC courses shall be approved at the coaches' meeting a year in advance.

2.1.3 The type of course to be run shall be determined by the host institution with natural trails found in park areas preferred over concrete and asphalt. Where possible, the course should require approximately one-third uphill, one-third downhill and one-third flat running. All new ACAC courses shall be developed in consultation with the ACAC cross country running convenor.

2.1.4 The course shall be clearly marked preferably with red flags on the left and white or yellow flags on the right. In open areas where visibility is unhindered, flags shall not be more than 40 meters apart and shall be

clearly visible from that distance. In enclosed areas where visibility is limited, flags shall be so placed that at least the next two flags

immediately in advance of the runner, one on the left and one on the right, are visible. Along trails in enclosed areas, intersections must be clearly marked.

2.1.4.1 The Race Director shall secure a minimum of five (5) race marshals for the ACAC cross country championships whose job it will be to watch for violations such as runners running off course.

2.1.4.2 The Race Director shall provide at least one first aid attendant at the ACAC Championships.

2.1.5 A rules committee comprised of three coaches shall be established to deal with alleged infractions on the course. These three coaches shall be from schools other than those involved in the alleged infractions. Where necessary, alternate coaches shall be named to this committee.

2.1.6 Coaches and other team supporters are permitted to supply water to runners during ACAC cross country races but only in a 200 m long zone designated by the Race Director and only in such a way that the process of supplying water does not interfere with other runners on the course.

2.1.7 Points not specifically covered in these rules shall be referred to the current edition of the International Amateur Athletic Federation Handbook.

2.1.8 **Distance**

2.1.8.1 The distance of the men's and women's cross country races shall be 8000 M for men and 5000 M for women.

2.1.8.2 Where starting room is limited and/or an initial unobstructed run of at least 250 yards is not available, stations shall be drawn and the members of each team shall be lined up behind each other at the start of each race.

2.1.9 **Size of Teams**

2.1.9.1 A member college may enter an unlimited number of runners in the ACAC Championships. A minimum of four (4) runners must finish the race to qualify the team for placement in the team championship standings. Where full teams are not entered or do not finish, individual standings will not be affected.

2.1.9.2 Non-conference runners shall not be permitted to participate in the ACAC's cross-country running championship race.

2.1.9.3 Colleges are required to distinguish between male and female competitors on ACAC eligibility sheets.

2.1.10 Scoring

2.1.10.1 The championship team shall be the team which has scored the least number of points, according to the positions in which the scoring members of that team finished. Placement for other teams shall be computed similarly.

2.1.10.2 Runners finishing 7th and greater on their team shall not displace the scores of other teams' runners for the team standings.

i.e.:

	<u>IND</u>	<u>TEAM SCORE</u>
LCC	1	1
MHC	2	2
LCC	3	3
LCC	4	4
LCC	5	5
MRC	6	6
LCC	7	7
LCC	8	8
LCC	9	--
GPRC	10	9
MHC	11	10

2.1.10.3 If two or more competitors tie for any place, the points for the places concerned shall be aggregated and divided equally among the competitors so tying.

2.1.10.4 In case of a tie on points, the team whose 4th place member finished nearest to first place shall be the winning team.

3. Exhibition Races

3.1 The ACAC championship race shall be preceded by and in fact shall serve as the final race, of the exhibition ACAC Grand Prix Race series.

3.2 Under normal circumstances the ACAC Championship Host shall host a Grande Prix race 4 weeks prior to the Championships on the same course.

4. Coach of the Year

There shall be a cross country running "Coach of the Year" selected each year. The award winner will be chosen by a vote of coaching peers at the final ACAC competition.

- 4.1** After the conclusion of the ACAC meet, each school will fax its vote to the Athletic Director of the ACAC host. The school's cross-country running coach shall cast the vote.
- 4.2** Voting will be on a 3-2-1 basis with the top ranking coach getting 3. For example, if a school; voted:
- | | | |
|-----------|-----------------------|---|
| John Doe | New College | 3 |
| Jane Doe | Northwest College | 2 |
| Henry Poe | South Alberta College | 1 |
- Then John Doe would be its first-place pick, Jane Doe the second-place pick and Henry Poe the third-place pick.
- 4.3** The winner will be the coach with the highest numerical total; in the case of a tie, the top vote-getters will share the award.
- 4.4** Votes are due by noon on the Wednesday following the ACAC meet.
- 4.5** The announcement of the award will be made at the coaches meeting on the Saturday prior to the Interprovincials race.
- Please note:
1. Each school participating in the ACAC meet shall cast one vote.
 2. If a school has two or more co-coaches, they shall be considered a single coaching team for the purpose of the award.
 3. Schools cannot vote for themselves.
- 4.6** The result, along with a biography of the coach, **MUST** be sent to the ACAC on the Monday following the ACAC competition.

Note: The sport of Cross Country Skiing is temporarily suspended pending sufficient member participation.

I. OPERATING RULES

Section 14

SPECIFIC RULES BY SPORTS

CROSS COUNTRY SKIING

1. Rules

1.1 General rules applying to skiing competition in the Conference are defined in Section 12 of the Operating Code.

2. Schedule - Format

2.1 The ACAC schedule shall consist of three (3) races held; mid-January, mid-February, and early March. Accumulative results from these races will determine medal placings which will be awarded following the final race. A preliminary schedule will be presented at the ACAC Spring AGM and confirmed at the December Planning Meeting.

2.1 (a) The ACAC schedule shall consist of one Provincial Championship to be held in the last weekend of February or first weekend of March. Results in the Provincial Championship will be used as part of a separate Grand Prix series made of 3 races (including the Provincial Championship) to determine athlete rankings only. Medal placings will arise from performance at Provincials only. This is for 2003-04.

2.1.1 The race fees shall be paid by each participating institution.

2.2 Two separate events shall be held at each race:

2.2.1 A men's race of 10 kilometres.

2.2.2 A women's race of 5 kilometres.

2.2.3 A mixed relay event shall be held the day after the final race. Each participant will ski 5 kilometres with the first skier using classical style and the second and third skiers using freestyle technique.

2.3 The course shall be determined by the host institution with the type of terrain being one-third uphill, one-third downhill, and one-third on the flat.

2.4 The courses shall be marked with ribbons which shall clearly mark the course.

2.5 Size of Teams

2.5.1 A men's and women's team shall consist of the top five (5) placing skiers in each of the men's and women's races. If more than five (5) skiers on a team place in a race, then skiers placing higher (6th place on a team or more) will be considered exhibition skiers and will be not be given an official ACAC placing. The placing of the total of the first three of each team will determine the aggregate score for the team. The team with the lowest aggregate score wins.

- 2.5.2** Any number of relay teams may be entered by a college any one of which may represent that college for its position in the official results of the relay race.
- 2.5.3** Should two or more competitors tie for any place, the points for the places concerned shall be aggregated and divided equally among the competitors so tying.
- 2.5.4** In case of a tie between the aggregate scores of the top three scoring skiers, the team whose third place skier finishes nearest to first place shall be the winning team.
- 2.5.5** A mixed relay team shall be comprised of three members with one being of the opposite sex. The total teams' aggregate time shall determine placings.
- 2.6** The men's and women's race shall be held on the first day of the Cross-Country Championships while the relay events shall be held on the second day.
- 2.7** **Specific Rules**
- 2.7.1** When on the trail, if one competitor catches up to another he calls "TRACK", where upon the one in front shall give way and let his pursuer pass.
- 2.7.2** The race shall incorporate one of the following starts:
- a) interval start
 - b) mass start
- 2.7.3** Points not specifically covered in these rules shall be referred to in the current edition of the "Cross Country Canada Rule Book".

I. OPERATING RULES

Section 14

SPECIFIC RULES BY SPORTS

CURLING

1. Rules

1.1 General rules applying to curling competition in the Conference are defined in Section 12 of the Operating Code.

2. Conference Championships

2.1 The rules of play shall be the Canadian Curling Association Rules of the Game, except as hereinafter set forth.

2.2 The ACAC Curling Regionals shall use a 2-day format.

2.3 The ACAC Interlock shall use a 3-day format.

2.4 Three events shall be held: Men's, Women's and Mixed.

2.5 Tournament Format

2.5.1 If there are four (4) or more teams in both regions, there shall be two (2) northern and two (2) southern regional tournaments prior to the ACAC Interlock.

2.5.2 If there are three or fewer teams in either region, the regions will amalgamate and play two interlocking tournaments followed by a Provincial Tournament. Upon completion of the two interlocks, the top four teams in each event will advance to the provincial tournament. The Provincial Championship shall be a round robin (3 games) followed by a play-off (1 vs. 4; 2 vs. 3). Winners would play for gold and silver medals and the losers would play for the bronze.

2.5.3 In order to be eligible to compete at the ACAC Interlock, a team must have competed at both regionals.

2.5.4 In the event teams are tied (number of wins) for a play-off position at the completion of the two regionals:

- (a) The record of the double round-robin of those teams involved in the tie shall be used to determine the ranking or position in the play-off draw, and failing that.
- (b) The skips of those teams involved in the tie shall draw lots to determine their team's position.
- (c) At no time shall any team tied for the final play-off position be eliminated other than by playing an extra series of full length games.

2.5.5 Determination of the bronze medal winner in championship play shall be by the completion of a full game.

2.6 A brief fifth end break shall occur in all games in ACAC competition. The ice shall be swept during the fifth end break. The maximum time allowed for the fifth end break is five minutes and consultation with the coach shall occur in the playing (ice) area.

3. **Team Rosters**

3.1 A team shall consist of four (4) players.

3.2 Each mixed team shall consist of two (2) male players and two (2) female players, and the male and female player must play in alternate positions.

3.3 Each team (men's and women's) must have four (4) players and a fifth alternate may be declared.

3.4 Members of a team which has qualified for the ACAC play-offs are to be the athletes who have represented that college. In the event of academic ineligibility, illness, accident or other extenuating circumstances, the college may ask for a ruling by the Commissioner for replacing that athlete.

4. **Substitutions**

4.1 In the event that prior to the start of the competition a player is unable to play because of illness, accident or other extenuating circumstances, then the player may be replaced by another player from that institution's roster.

4.2 In the event that after the start of the competition one or more players of a competing team are unable to continue play because of illness, accident or other extenuating circumstances, then a substitute or substitutes may be used.

4.3 Substitutes shall be selected by the skip and shall be an eligible player from that institution's roster, or at the skip's option, the substitute may be selected from a pool of up to six (6) players designated by the host committee and the skip may select whomever he/she desires. A different substitute from the pool may be selected for each game.

4.4 Substitutes must be of the same gender as the substituted player and may play any position on the team.

4.5 The head umpire shall be notified and involved in all situations where a substitute is required.

5. **Hosting and Umpiring**

5.1 The host institution shall make up the draw for the event, and shall forward same to all colleges at least five days in advance.

5.2 The head coach from the host college and the ACAC Curling Convenor shall act as “head umpire”.

5.3 Any team intentionally defaulting a game shall be drawn from the competition. If any team is withdrawn from the competition, it shall lose the defaulted game 10-0. An appeal committee comprised of all coaches shall make the determination of defaults.

6. Official All-Conference Curling Team

6.1 The Conference will annually recognize an All-Conference curling team in men’s, women’s and mixed events (12 awards in total).

6.2 An All-Conference Coach of the Year Award will be presented annually.

I. OPERATING RULES

Section 14

SPECIFIC RULES BY SPORTS

GOLF

1. Rules

1.1 General rules applying to Golf competition in the Conference are defined in Section 12 of the Operating Code.

1.2 All participants (men's team, men's individual, women's team, women's individual) must progress through their applicable Regional Championship Tournament. (Beginning in 2003-04).

2. Conference Championships

2.1 Tournament Format

2.1.1 The Conference team championship meets (men's team, men's individual, women's team, women's individual) shall consist of thirty-six (36) holes of medal play per team member with one round of eighteen (18) holes scheduled on each of the two consecutive days.

2.1.2 Each men's team shall consist of five (5) players with the best four scores counting each round. Additional players shall be allowed to play, pending tee time availability.

2.1.3 Each women's team shall consist of three (3) players with the best two scores counting each round. Additional players shall be allowed to play pending tee time availability.

2.1.4 Men's and women's individual championships shall be held in conjunction with the team championships.

2.2 RCGA and local rules shall govern play, and the local professional shall act as referee.

2.3 All first round matches shall be played in fourball, and no two competitors from any one institution shall play in the same fourball.

2.3.1 When colleges submit team registrations, to the host, a universal certified handicap or a "most likely average score" for each player must also be submitted. This information will be utilized by the Referee to determine competitive groupings for the round.

- 2.3.2** On the second day, threeball whenever possible will be grouped according to scores with no two competitors from any one institution in the same grouping.
- 2.3.3** Based on the result of Day One competition, colleges with the best four team scores will compete in the Championships men's flight to determine the team medallists. The remaining teams compete in the first flight to compete for team placings. All golfers in both flights will be eligible for individual awards.
- 2.3.4** The competition schedule shall feature a cross-over arrangement whenever possible in order to maximize speed of play and accommodate the tournament format.
- 2.4** A written list naming players on the team shall be submitted at least three (3) days prior to the tournament. If substitutions are to be made, the official in charge must be notified before the start of the tournament.
- 2.5** Best 4 of 5 scores to count each day, in the event of a tie, the 5th player's score on the 2nd day will break the ties. Then the 5th player on the 1st day, then the 5th player on the 2nd day last 9 holes, 2nd day 1st 9 holes, etc.
- For the three (3) women team: Best of 3 scores to count each day, in the event of a tie, the 3rd player's score on the 2nd day will break the tie. Then the 3rd player on the 1st day, then the 3rd player on the 2nd day last 9 holes, 2 days 1st 9 holes, etc.
- 2.6.** The individual Conference champion and other individual placing shall be determined in the event of a tie, the lowest score on day 2 wins. If still tied, low last 9 on the 2nd day, then low front 9 on the 2nd day, then low 18 holes on 1st day.
- 2.7** Electric carts or other means of conveyance, including the services of caddies, shall not be used by participants in the tournament except under special circumstances, and thus must be sanctioned by the coaches of the participating teams.
- 2.8** A designated coach per team shall be allowed to give advice to their team during play.
- 3. Hosting**
- 3.1** The host institution will provide, if possible, a minimum of two course marshals. More than two marshals would be an asset but not compulsory.
- 3.2** The course length for ACAC Championships shall be no less than 6000 yards for men and 5400 yards for women.

- 3.3** The host college should ensure that practice balls are complimentary for all participants prior to the start of each round.
- 3.4** The ACAC Golf Championship will be held on the final week in September with every attempt to include at least one day of a weekend.

 - 3.4.1** Hosting the ACAC Golf Championship may be scheduled on a Thurs/Fri, Fri/Sat, or Sat/Sun combination with priority given to Fri/Sat.
- 3.5** Location of site to be determined by May 1st.
- 3.6** The Host college is to make provisions of blocking off practice round tee times. There blocks of tee times will only be honoured up to 28 hours prior to the tournament.
- 3.7** The tee times for the ACAC Golf Championship Tournament shall begin prior to or at 10 a.m.

I. OPERATING RULES

Section 14

SPECIFIC RULES BY SPORTS

MEN'S HOCKEY

1. Rules

1.1 ACAC hockey shall be played under CAHA rules with modifications as follows:

- 1.1.1** The redline rule (centre line) shall be disregarded for two zone passing.
- 1.1.2** CAHA Rules for icing and NCAA Rules for on-side passes shall be used.
- 1.1.3** A game misconduct (interpreted by the ACAC as a game ejection) resulting from a minor penalty for hitting from behind shall not count towards a player's game misconduct accumulation (see 1.8.3.2).
- 1.1.4** A game misconduct penalty occurring in the last 10 minutes of the 3rd period or in an overtime period or immediately after the conclusion of a game shall automatically result in a one game suspension for the penalized player(s) and/or coach(es). Game misconduct penalties assessed in conjunction with a checking from behind minor penalty are exempt from this rule. For exhibition play, the suspension will be served in the team's next scheduled game (league, play-off or exhibition). For league play, suspensions will be served in league or play-off games only.
- 1.1.5** Each team shall be permitted one thirty second time out per game.
- 1.1.6** ACAC teams shall be permitted to have 20 players on their roster.
- 1.1.7** Face-Off
When the visiting team wishes to make a change, they will have 5 seconds from the normal stoppage of play to complete the change. It is the home team's responsibility to change lines immediately (no longer than 5 seconds) after the visiting team's line-up is on the ice. Once the referee drops his arm the linesman will drop the puck within 5 seconds or sooner if both centreman are ready.
- 1.1.8** Two-fight rule
 - 1.1.8.1** On the occurrence of their first fight, both players will receive a five-minute major.
 - 1.1.8.2** Instigator Rule
1st instigator penalty: 2 min. + 5 min. + 10 min. misconduct

2nd instigator penalty (same game): 2 min. + 5 min. + game misconduct + one game suspension

1.1.8.3 Multiple Fights – same stoppage of play

Second and subsequent fighting majors to any player or player on the same stoppage of play will result in a double game misconduct to those involved.

1.1.8.4 Cumulative Fights

After a player receives three fighting majors with an associated instigator minor, minor or match penalty, he is assessed a one (1) game suspension. The fourth and each additional incident will carry an automatic one (1) game suspension.

2. Time of Game

2.1 Starting time of all Conference games shall normally be 7:00 pm on weekdays, 2:00 pm or 7:00 pm on Saturdays, and 2:00 pm on Sundays, except as otherwise mutually agreed by the member institutions involved or as dictated by availability of ice.

2.2 A minimum 20 minute warm-up time shall be given prior to the scheduled starting time. The home team takes the ice first and leaves last; the visitors take the ice second and leave first. Officials will supervise the warm-up.

2.3 Overtime in play-off games will consist of 10 minutes of sudden victory followed by the resurfacing of the ice if no goal is scored. Teams will then play 20 minute periods thereafter until a winner is determined.

2.4 In regular season play, a 5-minute sudden victory, 4-on-4 OT period will be played in an attempt to break ties. Points are awarded as follows:

- tie after regulation time, one point to each team
- tie after OT, no additional points
- winner of OT, one additional point

3. Officials

3.1 As a general rule, three officials shall be used in all ACAC hockey contests. If, under circumstances beyond the ACAC's control, only two officials are available, the game shall proceed to be played.

3.2 Home teams shall be responsible for ensuring goal judges, scorekeeper, timekeeper are present.

3.3 The best available officials in the Conference who have refereed ACAC contests during the regular season will be assigned to ACAC play-off games. The selection of officials shall be done in consultation with the ACAC Hockey Convenor, Chair of the AAHA Officials Association and the local assignor.

4. **Official All-Conference Hockey Team and Individual Awards**
 - 4.1 An official All-Conference hockey team shall be selected according to the procedures outlined in Operating Code Article III, Section 8.
 - 4.2 Commencing with the 1994-95 season, the ACAC shall recognize the following individual awards administered by the hockey convenor at the conclusion of the play-offs: top scorer, most valuable player, rookie of the year and the top scholastic achiever.

5. **Play-off Structure**
 - 5.1 Play-offs shall consist of 2 best of 3 quarter-finals where #5 plays #4 and #6 plays #3. Winners will advance to a best 3 of 5 semi-final series against the #1 and #2 teams, with the winners from those series' meeting in a best of 5 final series.
 - 5.2 When the travel distance between the two competing colleges exceeds 300 km, all games in a best of 3 series will be played at the home arena of the higher placed team in the regular season standings. When the teams are located within the 300 km radius, the first and third (if necessary) game(s) of a best of three series will be played at the home arena of the higher placed team in the regular season standings. In a best of 5 series, the first, third and fifth game (if necessary) will be played at the home arena of the higher placed team in the regular season standings.

6. **Standings in League Play**
 - 6.1 Should a tie occur between two or more teams, standings shall be decided according to the following priorities:
 - 6.1.1 Most wins between or among the tied teams.
 - 6.1.2 In consideration of the games between or among the tied teams, regulation wins takes precedence over OT wins in deciding placements.
 - 6.1.3 A percentage score determined by the formula, goals for / goals for plus goals against, in games played between or among the tied teams. The highest percentage gains the highest position.
 - 6.1.4 Consideration of games played versus the highest placed team not in the tie, followed by the next highest placed team, etc.
 - 6.1.5 Consideration of goals scored and allowed versus the highest placed team not in the tie, followed by next highest placed team, etc.
 - 6.1.6 **NOTE: Where a multiple tie occurs and is only partially resolved the application of the tie breaking rules, the remaining ties shall be**

decided by returning to priority number 1 and working through the order again.

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7. Safety Standards

- 7.1** All goaltenders must wear a CSA approved helmet and face mask.
- 7.2** All other players shall wear CSA approved helmets.
- 7.3** It is recommended that ACAC players use some form of CSA approved facial protection.

8. Guidelines to be Used by the ACAC Commissioner

8.1 Match Penalty

- 8.1.1** A player who has received a match penalty shall be assessed a three game suspension.
- 8.1.2** At the discretion of the Commissioner, further or fewer penalties may be applied.

8.2 Gross Penalty

- 8.2.1** A player who has received a gross misconduct penalty shall be assessed a three-game suspension.
- 8.2.2** At the discretion of the Commissioner, further or fewer penalties may be applied.

8.3 Game Misconduct Penalty

CAHA rules shall be supplemented by the following:

A player shall receive a warning from the ACAC's Commissioner upon receiving a third game misconduct in a season. This is a courtesy gesture, implying that failure to receive this warning does not excuse a team or individual from enforcing a suspension in the correct game(s).

8.3.2 Any player receiving four or more game misconducts in a season shall be dealt with by the Commissioner as follows:

- 8.3.2.1** fourth game misconduct - one-game suspension
- 8.3.2.2** fifth game misconduct - one-game suspension
- 8.3.2.3** sixth and further game misconducts - dealt with by the ACAC Commissioner, Convenor and Executive Director.

- 8.3.3** A team official shall receive a warning from the Commissioner upon receiving his first game misconduct.
- 8.3.4** A team official receiving two or more game misconducts in a season shall be dealt with as follows:

 - 8.3.4.1** Second game misconduct - one game suspension
 - 8.3.4.2** Third game misconduct - three game suspension
 - 8.3.4.3** Fourth and further game misconducts - dealt with by ACAC Executive Committee, Commissioner and Executive Director.
- 8.3.5** A major and game misconduct penalty called as the result of an injury shall be subject to review by the Commissioner. The offending player may be subject to a suspension to be determined by the Commissioner.
- 8.4** Any team which permits a player/coach to participate in any ACAC game(s) for which they were required to serve a suspension shall automatically forfeit the game(s) in question. The forfeited game(s) shall be deemed acceptable in serving the suspension.
- 8.5** The Commissioner shall state the dates of the game misconduct suspensions.
- 8.6** If a coach or player is ejected from an exhibition game, he must sit out the next scheduled game. If a coach or player is ejected from a league game, he must sit out the next league game.
- 8.7** Suspensions shall carry on beyond the completion of the ACAC Playdowns (i.e. to the National Championships). Players returning to the ACAC who have not finished serving suspensions received the previous year shall do so at the start of the new season's league play.

 - 8.7.1** The Commissioner shall advise athletes and teams prior to the start of the season when a suspension from the previous year carries-over to the new season.
- 8.8** Teams must submit game sheets and referees' reports to the Commissioner and the ACAC office for all games played (including exhibition games) where a major, match or misconduct penalty is assessed. It shall be the responsibility of the host institution to ensure that this documentation is forwarded to the Commissioner within 24 hours of the game's conclusion (excluding weekends). A fine of \$25.00 shall be assessed to any institution which fails to comply with this requirement.

- 8.9** The two minute hitting from behind penalty will be interpreted for ACAC competition as a game ejection. This infraction will not count towards a player's game misconduct accumulation.
- 8.10** Coaches may submit videotapes to the ACAC Commissioner, along with a \$50.00 fee to receive his extraordinary ruling.
- 9. Sanctioning of Games of an International Nature**
- 9.1** Before planning to play an exhibition game against a foreign team, copies of all documents related to sanctions required for international competition shall be forwarded to the hockey convenor.
- 10. Special Rule for Goalkeepers**
- 10.1** On an emergency, one-time basis, such as for back up purposes when regular goalkeepers have been lost due to injury or for academic reasons, it shall be permissible to use a goaltender who is a full-time student at the ACAC member institution in question even though the athlete may be playing concurrently with another team. An appeal can be made to the Commissioner to waive the 4 day eligibility certificate submission deadline.
- 10.2** Providing that the emergency back-up goaltender plays fewer than 5 games, he/she will not be considered to have used a year of eligibility.
- 11. Roster**
- 11.1** A maximum of 20 players can be dressed for all ACAC games. There is no roster limitation for exhibition games.
- 12. Uniforms**
- 12.1** In league play prior to the Christmas break, the home team shall wear LIGHT coloured uniforms. For league play after Christmas, the home team shall wear DARK coloured uniforms.
- 12.2** For play-offs, the home team shall wear LIGHT coloured uniforms.

I. OPERATING RULES

Section 14

SPECIFIC RULES BY SPORTS

WOMEN'S HOCKEY

1. Rules

1.1 ACAC Women's hockey shall be played under CHA Female rules with modifications as follows:

1.1.1 The red line (centre line) shall be disregarded for two zone passing.

1.1.2 CHA Rules for icing and NCAA Rules for on-side passes shall be used.

1.1.3 A game misconduct (interpreted by the ACAC as a game ejection) resulting from a minor penalty for hitting from behind shall count towards a player's game misconduct accumulation (see 8.3.2).

1.1.4 A game misconduct penalty occurring in the last 10 minutes of the 3rd period or in an overtime period or immediately after the conclusion of a game shall automatically result in a one-game suspension for the penalized player(s) and/or coach(es).

For exhibition play, the suspension will be served in the team's next scheduled game (league, playoff or exhibition). For league play, suspensions will be served in league or playoff games only.

1.1.5 Each team shall be permitted one 30-second timeout per game.

1.1.6 ACAC teams shall be permitted to have a maximum of 20 players on their game sheet.

2. Time of Game

2.1 Starting time of all Conference games shall normally be 7 p.m. on weekdays, 2 p.m. or 7 p.m. on Saturdays, and 2 p.m. on Sundays, except as otherwise mutually agreed by the member institutions involved or as dictated by availability of ice.

2.2 A minimum of 10 minutes and maximum of 15 minutes of warm-up time shall be given prior to the scheduled starting time. There shall be no flood between the warm-up and the start of the game.

2.3 In regular season play, a 5 minute sudden victory, 4 on 4 OT period will be played in an attempt to break ties. Points are awarded as follows:

- tie after regulation time, one point to each team
- tie after OT, no additional points
- winner of OT, one additional point

2.4 Overtime in playoff games will consist of 10 minutes of sudden victory followed by the resurfacing of the ice if no goal is scored. Teams will then play 20-minute periods thereafter until a winner is determined.

3. Officials

3.1 The standard of officiating require that three on-ice officials be used in all ACAC women's hockey contests.

3.1 Home teams shall be responsible for ensuring a scorekeeper and timekeeper are present.

3.2 The best available officials in the Conference who have refereed ACAC women's contests during the regular season will be assigned to ACAC playoff games. The selection of officials shall be done in consultation with the ACAC Women's Hockey Convenor, Chair of the officials' association and the local assignor

3.3 The assignment of goal judges for ACAC Women's Hockey is **not** mandatory.

4. Official All-Conference Hockey Team

4.1 An official All-Conference hockey team shall be selected according to the procedures outlined in Operating Code Article III, Section 8.

5. Playoff Structure

5.1 The playoffs shall consist of 2 best-of-three semi-final series where #1 plays #4 and #2 plays #3. Winners shall advance to a best-of-five final series.

5.2 When the travel distance between the two competing colleges/universities exceeds 300 km., all games in a best-of-three series will be played at the home arena of 6th higher placed team in the regular-season standings. When the teams are located within the 300 km radius, the first, third and fifth game (if necessary) will be played at the home arena of the higher placed team in the regular season standings. The games shall be played on consecutive nights if possible.

6. Standings in League Play

6.1 Should a tie occur between two or more teams, standings shall be decided according to the following priorities:

6.1.1 Consideration of the games between or among the tied teams.

6.1.2 A percentage score determined by the formula, goals for/goals for plus goals against, in games played between or among the tied teams. The highest percentage gains the highest position.

6.1.3 Consideration of games played versus the highest placed team not in the tie, followed by the next highest placed team, etc.

- 6.1.4** Consideration of goals scored and allowed versus the highest placed team not in the tie, followed by the next highest team, etc.
- 6.1.5** NOTE: Where a multiple tie occurs and is only partially resolved by the application of the tie-breaking rules, the remaining ties shall be decided by returning to priority No.1 and working through the order again.

7. Safety Standards

- 7.1** All goaltenders must wear a CSA approved helmet and face mask.
- 7.2** All other players shall wear CSA approved helmets with full-face protection.
- 7.3** All players shall wear a neck protector.
- 7.4** It is recommended the student-athletes wear mouth guards.

8. Guidelines to be Used by the ACAC Commissioner

8.1 Match Penalty

- 8.1.1** A player who has received a match penalty shall be assessed a three-game suspension.
- 8.1.2** At the discretion of the Commissioner, further or fewer penalties may be applied.

8.2 Gross Penalty

- 8.2.1** A player who has received a gross misconduct penalty shall be assessed a three-game suspension.
- 8.2.2** At the discretion of the Commissioner, further or fewer penalties may be applied.

8.3 Game Misconduct Penalty

CHA rules shall be supplemented by the following:

- 8.3.1** A player shall receive a warning from the ACAC's Commissioner upon receiving a third game misconduct in a season. This is a courtesy gesture, implying that a failure to receive this warning does not excuse a team or individual from enforcing a suspension in the correct game(s).
- 8.3.2** Any player receiving four or more game misconducts in a season shall be dealt with by the Commissioner as follows:
 - 8.3.2.1** Fourth game misconduct – one-game suspension.
 - 8.3.2.2** Fifth game misconduct – one-game suspension.
 - 8.3.2.3** Sixth and further game misconducts - dealt with by the ACAC Women's Hockey Convenor, Commissioner and the Executive Director.
 - 8.3.2.4** A major and game misconduct penalty called as the result of an injury shall be subject to a review by the Commissioner, the offending player may be subject to a suspension to be determined by the Commissioner.

- 8.3.3** A team official shall receive a warning from the Commissioner upon receiving their first game misconduct.
- 8.3.4** A team official receiving two or more game misconducts in a season shall be dealt with as follows:
- 8.3.4.1** Second game misconduct – one-game suspension
- 8.3.4.2** Third game suspension – three-game suspension
- 8.3.4.3** Fourth and further game misconducts – dealt with by ACAC Executive Committee, Commissioner and Executive Director.
- 8.4** Any team, which permits a player/coach to participate in any ACAC game(s) for which they were required to serve a suspension, shall automatically forfeit the game(s) in question. The forfeited game(s) shall be deemed acceptable in serving the suspension.
- 8.5** The Commissioner shall state the dates of the game misconduct suspensions.
- 8.6** If a coach or player is ejected from an exhibition game, they must sit out the next scheduled game. If a coach or player is ejected from a league game, they must sit out the next league game.
- 8.7** Suspensions shall carry on beyond the completion of the ACAC playoffs. Players returning to the ACAC who have not finished serving suspensions received the previous year shall do so at the start of the new season's league play.
- 8.7.1** The Commissioner shall advise athletes and teams prior to the start of the season when a suspension from the previous year carries over to the new season.
- 8.8** Teams must submit game sheets and/or referees' reports to the Commissioner and the ACAC office for all games played (including exhibition games) where a major, match or misconduct penalty is assessed. It shall be the responsibility of the host institution to ensure that this documentation is forwarded to the Commissioner within 24 hours of the game's conclusion (excluding weekends). A fine of \$25.00 shall be assessed to any institution that fails to comply with this requirement.
- 8.9** The two-minute hitting from behind penalty shall be interpreted for the ACAC competition as a game ejection. This infraction will count towards a player's game misconduct accumulation.
- 8.10** Coaches may submit videotapes to the ACAC Commissioner, along with a \$50.00 fee to receive and extraordinary ruling.

9. Sanctioning of Games of an International Nature

9.1 Before planning to play an exhibition game against an international team, copies of all documents related to sanctions required for international competition shall be forwarded to the Women's Hockey Convenor.

10. Special Rule for Goalkeepers

10.1 On an emergency, one-time basis, such as for back-up purposes when regular goalkeepers have been lost due to injury or for academic reasons, it shall be permissible to use a goaltender who is a full-time student at the ACAC member institution in question even though the athlete may be playing concurrently with another team. An appeal can be made to the Commissioner to waive the 4-day eligibility certificate submission deadline to the full-time status requirement.

10.2 Providing that the emergency back-up goaltender plays fewer than five games, they will not be considered to have used a year of eligibility.

11. Roster

11.1 A maximum of 20 players can be dressed for all ACAC games. There is no roster limitation for exhibition games.

12. Uniforms

12.1 Prior to the Christmas break in league play, the home team shall wear light-coloured uniforms. Following the Christmas break, the home team shall wear dark-coloured uniforms.

12.2 For playoffs, the home team shall wear light-coloured uniforms.

I. OPERATING RULES

Section 14

SPECIFIC RULES BY SPORTS

CROSS COUNTRY SKIING

1. Rules

1.1 General rules applying to skiing competition in the Conference are defined in Section 12 of the Operating Code.

2. Schedule - Format

2.2 The ACAC schedule shall consist of three (3) races held; mid-January, mid-February, and early March. Accumulative results from these races will determine medal placings which will be awarded following the final race. A preliminary schedule will be presented at the ACAC Spring AGM and confirmed at the December Planning Meeting.

2.1 (a) The ACAC schedule shall consist of one Provincial Championship to be held in the last weekend of February or first weekend of March. Results in the Provincial Championship will be used as part of a separate Grand Prix series made of 3 races (including the Provincial Championship) to determine athlete rankings only. Medal placings will arise from performance at Provincials only. This is for 2003-04.

2.1.1 The race fees shall be paid by each participating institution.

2.2 Two separate events shall be held at each race:

2.2.1 A men's race of 10 kilometres.

2.2.2 A women's race of 5 kilometres.

2.2.3 A mixed relay event shall be held the day after the final race. Each participant will ski 5 kilometres with the first skier using classical style and the second and third skiers using freestyle technique.

2.3 The course shall be determined by the host institution with the type of terrain being one-third uphill, one-third downhill, and one-third on the flat.

2.4 The courses shall be marked with ribbons which shall clearly mark the course.

2.5 Size of Teams

2.5.2 A men's and women's team shall consist of the top five (5) placing skiers in each of the men's and women's races. If more than five (5)

skiers on a team place in a race, then skiers placing higher (6th place on a team or more) will be considered exhibition skiers and will be not be given an official ACAC placing. The placing of the total of the first three of each team will determine the aggregate score for the team. The team with the lowest aggregate score wins.

2.5.2 Any number of relay teams may be entered by a college any one of which may represent that college for its position in the official results of the relay race.

2.5.3 Should two or more competitors tie for any place, the points for the places concerned shall be aggregated and divided equally among the competitors so tying.

2.5.4 In case of a tie between the aggregate scores of the top three scoring skiers, the team whose third place skier finishes nearest to first place shall be the winning team.

2.5.5 A mixed relay team shall be comprised of three members with one being of the opposite sex. The total teams' aggregate time shall determine placings.

2.6 The men's and women's race shall be held on the first day of the Cross-Country Championships while the relay events shall be held on the second day.

2.7 **Specific Rules**

2.7.1 When on the trail, if one competitor catches up to another he calls "TRACK", where upon the one in front shall give way and let his pursuer pass.

2.7.2 The race shall incorporate one of the following starts:

- a) interval start
- b) mass start

2.7.3 Points not specifically covered in these rules shall be referred to in the current edition of the "Cross Country Canada Rule Book".

I. OPERATING RULES

Section 14

SPECIFIC RULES BY SPORTS

SOCCER

1. Rules

1.1 General rules applying to soccer competition in this conference are defined in Section 13 of this Operating Code. In 1986, men's soccer commenced operations as a league sport. League play for women commenced in 1993.

1.2 All rules "Laws of Game" from Federation International de Football Association (FIFA) will be adhered to except for:

1.2.1.1 Up to a maximum of eighteen (18) players may be dressed and listed on the game sheet for both home and visiting teams.

1.2.1.2 The Technical Bench Area Form is required to be mailed into the ACAC Office with the score sheet after each game.

1.2.2 Minimum of nine (9) players (per team) on field to start games.

1.2.3 Where the identity of a player declared on the scoresheet of an ACAC contest as wearing a given jersey number can be proven to be someone other than the person named, the offending team shall, if the winner, forfeit that game.

1.2.4 Three (3) points shall be awarded to the victorious team for a win and one (1) point to each team involved in a game which ends tied.

1.3 Home team players shall wear light coloured jerseys during the first game and dark coloured jerseys during the second game where consecutive games are played in two days.

1.4 Teams wearing dark coloured uniforms shall wear dark coloured socks and teams wearing light coloured uniforms shall wear light coloured socks.

1.5 If there is a uniform conflict, the home team is required to change colour.

2. Officials

2.1 All referees and linesmen shall be assigned by the Alberta Soccer Association. Referees shall be a minimum Level I, or national wherever possible.

2.2 A referee, 2 linespersons and a 4th official shall be appointed to all ACAC league and playoff games.

3. Duration of Games

- 3.1 All games consist of 45 minute halves.
- 3.2 There will be a maximum of 10 minute rest at half time.
- 3.3 There will be no overtime periods during league play.

4. Schedule/League Format

- 4.1 The demands of the ACAC soccer schedule shall be such that any given participating institution shall not be required to play more than 4 (four) games in a given week.
- 4.2 The men's soccer league shall be divided into two (2) divisions:

North: MACEWAN, CUCA, NAIT, TKUC, KC, GPRC
South: MHC, LCC, SAIT, MRC, RDC
- 4.3 The women's league shall be divided into 2 divisions:
North: MACEWAN, CUCA, NAIT, TKUC, KC, GPRC
South: LCC, MHC, MRC, SAIT, RDC
- 4.4 League play will consist of a 13 game interlock schedule whereby each team plays its divisional counterparts twice (home and home where possible) and each team from the other division once.
- 4.5 Scheduled matches on the same pitch for men and women shall alternate each year. Ie. 2003-04 women shall play first, men second. In 2004/05 men shall play first, women second.

5. Team Placements in their Respective Divisions at the Conclusion of League Play

- 5.1 Team with highest total amassed points - 1st place.
- 5.2 Team with 2nd highest amassed points - 2nd place.
- 5.3 Team with 3rd highest amassed points - 3rd place
- 5.4 Team with 4th highest amassed points - 4th place.
- 5.5 Team with 5th highest amassed points - 5th place.

6. Team Standings at Conclusion of League Play - Tie Breakers

- 6.1 The following formula shall be used to determine final standings if two or more teams are tied.

- 6.1.1 Results of matches between the tied teams:
- 6.1.2 Goal difference in games between the tied teams.
 - 6.1.2.1 **Goal Difference**
-by deducting goals against from goals for, the team with the better (higher) goal difference shall be awarded the higher standing.
- 6.1.3 Goal difference in all ACAC regular league games.
- 6.1.4 Most goals scored in regular league play.
- 6.1.5 Fewest goals conceded in regular season play.

7. Play-off Structure

7.1 Provincial Play-offs

The top two (2) Women's and Men's teams in both the North and South Divisions shall advance to the Provincial Play-offs. North #1 will play South #2 in one semi-final game and South #1 will play North #2 in the other semi-final. The winner of these games shall advance to the Provincial Finals.

7.1.1 The two losing teams in the Provincial semi-finals, if from different divisions, shall both receive the Bronze medal. If both the losing teams are from the same division, the highest ranked team entering the Provincial competition shall be awarded the Bronze medal. (South #1 and North #1 are the two highest ranked teams in the competition).

7.1.2 The winner of the Provincial final shall be declared ACAC Champions, be awarded the Gold medal and advance to the CCAA National Championships. The losing team shall be awarded the Silver medal.

7.2 Determination of Play-off Hosts

7.2.1 The sites for the Men's and Women's Provincial play-offs shall alternate between North and South Divisional play-off winners annually. Commencing in 2002/2003 the men will play in the South and the women in the North.

7.3 The Provincial Play-offs shall be held the fourth weekend of October.

7.3.1 In the event the Provincial play-offs are absolutely unplayable at the host location due to inclement winter weather on the scheduled date, an alternate location shall be selected for the following Monday or no later than Tuesday using the following prioritized locations:

- 1.) Same site
- 2.) Other team's site
- 3.) Neutral site

The location for the rescheduled game will be determined by the Convenor, Executive Director and the ACAC Vice-President. Should the final game not be played on or prior to the Tuesday, the Conference will appoint the ACAC representative to the CCAA National Championships. This decision shall be determined by the Convenor, Commissioner, Vice-President and Executive Director. This decision will take into account not only final standings but the discipline records of the coaches and teams under consideration.

7.3.2 Provincial semi-final play-off single knock out games will be played on Saturday commencing at 1200 hours for the first game, and 1400 hours for the second game. The order in which the Provincial semi-final games will be played will be determined by the Convenor, Vice-President and Executive Director. Economic considerations for travelling teams will have priority over requests from the host team.

7.3.3 The men's and women's finals for Provincial Play-offs will be played on Sunday commencing at 1200 hours.

7.4 If a Provincial play-off game is tied after regulation time, 15 minute "sudden victory" halves will be played (first goal wins game). If the score is still tied a shoot-out will occur.

7.4.1 If a shoot out is necessary, both teams will declare their shoot-out rosters. Both teams **MUST** have the same number of participants. Ie. If one team has players ejected due to red cards, the other team shall reduce their roster by the same number. (*as per FIFA rule.*)

8. Substitutions

8.1 Unlimited substitutions shall be permitted with a maximum of two (2) players substituted at a time during any stoppages, and with the referee's permission.

8.1.1 Substitutions shall occur at half line upon the referee's permission when the number of the player leaving the field is displayed. Substitutes shall enter the field only after the other player is off the field.

8.1.2 A goal keeper change at half time must be reported to the referee.

Acts of Misconduct

- 9.1 Yellow Card Offenses:** Will be recorded on the ACAC game sheet only. Any player accumulating three (3) or more yellow cards over the course of a season shall be dealt with by the Commissioner as follows:
- 9.1.1** Third yellow card - one game suspension
 - 9.1.2** Fifth yellow card - one game suspension
 - 9.1.3** Sixth yellow card - two game suspension
 - 9.1.4** Seventh and further yellow cards - dealt with by the ACAC Executive Committee, Commissioner and Executive Director
 - 9.1.5** Any player who has accumulated two or fewer yellow cards at the end of ACAC league play, will not carry them into the ACAC Provincial play-off round or the next ACAC league season. Any player who has accumulated more than two yellow cards at the end of ACAC league play will carry them into the ACAC Provincial play-off round.
 - 9.1.6** Any player who has accumulated two or fewer yellow cards in the ACAC play-offs will not carry them into the CCAA Nationals or the next ACAC league season.
 - 9.1.7** Any player who has accumulated two or fewer yellow cards in pre-season games prior to the start of the ACAC league play shall not carry them into the ACAC league play.
- 9.2 Red Card Offenses:** Will be recorded on the ACAC game sheet and reported on the Officials Game Report Form. The home team must provide the referee with several copies of this Officials Game Report Form prior to the start of the game.
- 9.2.1** Red Card Offenses resulting in a one game suspension:
 - 9.2.1.1** Two yellow cards in a game produces a red card which results in an ejection from the remainder of the game. These yellow cards are non-cumulative.
 - 9.2.1.2** A player will receive a red card for committing the following infractions: (Law XII - I.B.D. 13) Denying a goal scoring opportunity by intentionally impeding an opponent. (Law XII, I.B.D. 14) Denying a goal scoring opportunity by intentionally handling the ball, other than the goalkeeper, within the player's own penalty area. The offending player will be ejected for the remainder of the game plus the following game.

- 9.2.2** Red card offences resulting in an immediate game ejection plus a two (2) game suspension.

 - 9.2.2.1** violent conduct or serious foul play, or
 - 9.2.2.2** spitting at or threatening anyone other than a referee, or
 - 9.2.2.3** kicking or striking an opponent in a deliberate manner, or foul or abusive language directed at anyone, other than an official.

- 9.2.3** Red card offences resulting in an immediate game ejection plus a four (4) game suspension.

 - 9.2.3.1** fighting, or
 - 9.2.3.2** foul or abusive language, spitting, harassing, or threats directed at an official.

- 9.3** Intentional or abusive physical contact with any game official prior to, during, or after a game, as reported by the game officials, shall result in immediate suspension of the offending player from further competition until a decision has been made by the Commissioner.

- 9.4** If a coach/player is ejected from an exhibition match, he/she must sit out the next scheduled match.

- 9.5** If a coach/player is ejected from a league match, he/she must serve the suspension in the next scheduled league match.

- 9.6 Suspensions**

 - 9.6.1 Suspensions will be carried over into the post season where applicable.
 - 9.6.2 Coaches ejected from the game or serving suspensions will not be permitted to have any contact with their teams 20 minutes prior to a game and until the conclusion of the game. That is, he/she will not be allowed in the playing facility and any connected viewing area.
 - 9.6.3 Players serving suspensions or ejected can not be part of a team bench, warm-up or post game ceremonies.
 - 9.6.4 Suspension or ejection from an ACAC soccer match implies removal from the field and any connected viewing areas.
 - 9.6.5 Suspensions in ACAC play shall carry over into CCAA play.

- 9.6.6 ACAC players, coaches and those listed on the Technical Bench Area forms with unfinished ACAC suspensions shall serve the suspension at the start of the new ACAC season.
- 9.6.7 A list of players, coaches and those listed on the Technical Bench Area forms with unfinished suspensions shall be circulated by the Commissioner at the start of the new season. In ACAC league play, any team which plays an athlete carrying an unfinished suspension from the ACAC shall forfeit competition points earned in that game.
- 9.6.8 Suspensions levied from all organized soccer will be enforced by the ACAC.
- 9.6.9 Any team which permits a player/coach to participate in any ACAC game(s) for which they were required to serve a suspension shall automatically forfeit the game(s) in question. The forfeited game(s) shall be deemed acceptable in serving the suspension.

It shall be the host institution's responsibility to ensure that all game sheets and Soccer Game Misconduct reports are faxed to the Commissioner's office and the ACAC office before 12:00 noon on the next business day following league or exhibition games. A fine of \$25.00 per occurrence will be assessed to any institution which fails to comply with this requirement.

- 9.7 Acts of misconduct by registered team officers, as recorded on the game sheet by the official, shall be referred to the ACAC Commissioner.

10. Fields

- 10.1 Home team shall ensure that playing fields are adequately lined, including Technical Areas according to FIFA rules.
- 10.2 Home team shall provide four (4) corner flags and two (2) goal nets, two (2) centre flags and a scoreboard.
- 10.3 Home team shall provide and identify home and visitor benches for each team and ensure that there are areas separate and distinct between players and spectators.
 - 10.3.1 Seating for the 4th official shall be provided at centre field between the two team benches.
 - 10.3.2 The 'Technical Bench Area' shall be restricted to 24 persons.
- 10.4 Wherever possible, the ACAC banner shall be displayed at all soccer fields where ACAC soccer games are in progress.

11. Player Eligibility

- 11.1 Due to the early start of the ACAC soccer schedule, OC Article I, Section 5, Item 2.2 shall be waived and, instead, the main certificate of eligibility shall be sent to the Executive Director and other soccer institutions at least 1 day prior to a team's first scheduled ACAC contest.
- 11.2 It shall be permissible for an ACAC soccer participant to play simultaneously for a club team.
- 11.3 Colleges using semi professional or professional league players must provide documentation to the ACAC office confirming the amateur status of those players prior to their participation in ACAC play.

ACAC OPERATING CODE
Article I Section 14

- 11.4 Each college must provide documentation to the ACAC office confirming the release of all semi professional or professional league players prior to competing in the ACAC league.
- 12. **Coaches' Meeting**
 - 12.1 The meeting will be held in a central location on the next available Saturday following CCAA Nationals.
- 13. **Exhibition Games**
 - 13.1 Exhibition games shall be defined as those non-league games where an Alberta Soccer Association sanctioned referee is utilized.
 - 13.2 All ACAC exhibition games and tournaments must be sanctioned by the Alberta Soccer Association and all referees and linesmen used must be ASA sanctioned.

I. OPERATING RULES

Section 14

SPECIFIC RULES BY SPORTS

SWIMMING

1. In-Season Competition

- 1.1** Three (3) ACAC competitions will be held during the winter semester.
- 1.2** S/NC rules will govern all competitions except as designated in this constitution.
- 1.3** Events will follow the approved ACAC events list. Changes to the events list must be granted Conference Council approval prior to implementation. Exhibition events may be added by the meet host with prior notification.

2. Conference Championships

- 2.1** The ACAC Champion will be decided by the combined total points of the three meets.
- 2.2** Champions will be declared in the following categories:
- overall team champions
 - women's team champions
 - men's team champions
- An ACAC trophy will be presented to the Overall Team Champion whereas ACAC medals will be awarded to the top three (3) men's and women's teams (a maximum of 24 men's and 24 women's medals will be presented).
- 2.3** Records posted will be ACAC records.
- 2.3.1** Results of all ACAC exhibition swim meets, ACAC swim meets and other CCAA school meets will be eligible for the establishment of swim records.
- 2.4** The host school is responsible for supplying knowledgeable officials for the meet.
- 2.5** All competitions will take place in a 25 metre course.

3. Scoring

- 3.1** The top six (6) places in each event will score.

- 3.2** Scoring is as follows:

<u>Meet</u>	<u>Individual event</u>	<u>Relay</u>
#1 (25%)	7,5,4,3,2,1	14,10,8,6,4,2
#2 (25%)	7,5,4,3,2,1	14,10,8,6,4,2

#3 (50%) 14,10,8,6,4,2 28,20,16,12,8,4

3.3 Three (3) swimmers per school per event may score.

3.4 One (1) relay team per school may score.

3.5 Swimmers will be eligible to compete in ACAC Championship meets only if their name appears on an ACAC Eligibility Certificate received at the ACAC office at least four days prior to the meet. Late and/or deck entries will not be allowed to score for a team, and will only be allowed to compete in an event on an exhibition basis if space permits.

4. Event List

<u>Women</u>	<u>Event</u>	<u>Men</u>
1	4 x 50 Free Relay	2
3	200 IM	4
5	50 Fly	6
7	100 Back	8
9	400 Free	10
11	200 Breast	12
13	100 IM	14
15	200 Fly	16
17	100 Free	18
19/20	4 x 50 Mixed Medley Relay	19/20
	BREAK	
21	4 x 50 Medley Relay	22
23	200 Back	24
25	50 Breast	26
27	400 IM	28
29	100 Fly	30
31	200 Free	32
33	50 Back	34
35	100 Breast	36
37	50 Free	38
39/40	4 x 50 Mixed Free Relay	39/40

4.1 Each college must submit a list of its swimmers and a corresponding events list to the ACAC office at least four days prior to an ACAC championship meet.

5. Awards

5.1 Ribbons for 1st, 2nd, and 3rd in each event will be awarded. Ribbons should have attached:

- i) swimmer's name
- ii) event
- iii) time

- iv) date
- v) school

5.2 The ACAC Champions will be the team which accumulates the most combined team points in the three ACAC Championship Meets.

5.3 Similarly, ACAC men's and women's team champions will also be determined as the team accumulating the most points in the three ACAC Championship Meets.

6. Participation

6.1 Each swimmer may compete and score in a maximum of four (4) individual events and three (3) relay events.

6.2 Each swimmer will be allowed a minimum of seven (7) minutes between events at the ACAC Championships.

6.3 The size of the team shall not exceed 16 (a male or female team will have a maximum of eight (8) swimmers). Additional swimmers may compete (exhibition) but do not count/score in the standings. (This includes relay events. One exhibition swimmer on a relay team determines that the team is exhibition.) There shall be no minimum team size.

6.4 Club swimmers are permitted to compete simultaneously for an institutional swim team.

7. All Conference Team / Coach of the Year

7.1 The ACAC All Conference Team for Swimming will be made up of 12 swimmers and 1 Coach of the Year. The categories of athlete selection are as follows:

Six Men and Six Women

One of each (male and female) in the following categories:

- Sprint freestyle specialist (50, 100m free)
- Distance freestyle specialist (200, 400m free)
- Butterfly specialist
- Breaststroke specialist
- Backstroke specialist
- IM specialist

7.1.1 Swimmers will be selected based on the ACAC Swim Meet results of the season, with the convenor of swimming for the current year responsible for identifying the top three candidates in each category.

7.1.2 All-Conference Team selection will be voted on by the Selection panel (head coach from each participating college) following the completion of the final ACAC meet.

- 7.1.3** In the event of a tie within a category, relay and other event capabilities of the athletes in question will be taken into consideration. Final selection in these cases will be by ballot.
- 7.1.4** The decisions of the selection panel are final.
- 7.1.5** Selection of the Coach of the Year will be by secret ballot following the all-conference team selection.
- 7.2** Results of the voting and a biography of the “Coach of the Year” must be sent to the ACAC office on the Monday following the voting.

I. OPERATING RULES

Section 14

SPECIFIC RULES BY SPORTS VOLLEYBALL

1. Rules

- 1.1 General rules applying to volleyball competition in the Conference are defined in Section 13 of the Operating Code. Effective in the fall of 1976, volleyball commenced operation as a league sport.
- 1.2 Volleyball Canada rules shall apply with the following exceptions:
 - 1.2.2 In the event of back to back matches the clock will be set to 25 minutes for the time the court is cleared from the previous match.
 - 1.2.3 Ball warm-up is permitted during set intervals and time-outs in the free zone.
- 1.3 Each match will consist of a best of 5 games.
- 1.4 The international volleyball score sheet shall be the official score sheet for ACAC play.
- 1.5 One minute time-outs will be permitted.
- 1.6 Teams will be able to change their “libero” before the start of each game.
- 1.7 Team Composition for ACAC Competition
 - 1.7.1 Only players whose names appear on the ACAC eligibility form and which have been confirmed eligible by the ACAC are permitted to participate in ACAC competition.
 - 1.7.2 The maximum number of players permitted to dress, warm up and sit on the team bench is fourteen (14).
 - 1.7.3 A maximum of twelve (12) players are eligible to play in each Conference match. The 12 players selected must remain the same for the entire match.

2. Play-off Championship Tournament

2.1 Play-off Format

Commencing in the 2000-01 season, an eight-team playoff format will be introduced. The top six (6) teams from the Provincial Pool and the top two (2) teams from the North/South Division will be seeded into an 8-team elimination tournament. Provincial Pool teams shall be seeded 1st through 6th in order of finish. Teams placing 1st and 2nd in the North/South Division shall be seeded 7th and 8th.

- 2.2 Play-off Hosting**
Play-off tournaments will commence play on Friday and conclude Sunday.
- 2.3** Host institutions must feature the following:
- 2.3.1** wood floor
 - 2.3.2** net, posts, cables, antennae, etc. as per CVA rule book
 - 2.3.3** appropriate dress for minor officials, including flags for linespersons, as per CVA rule book.
 - 2.3.4** minimum ceiling height of approximately nine (9) metres.
 - 2.3.5** minimum sideline free zone of three (3) metres and endline free zone of nearly five (5) metres.
 - 2.3.6** a minimum of ten (10) warm up balls per team (regulation balls).
 - 2.3.7** individual chairs for benches (16 per team).
 - 2.3.8** availability of ice (for injuries) at each bench.
 - 2.3.9** four bench towels per match.
- 2.4** If the minimum standards cannot be met with adjacent courts in one gym, two gymnasias meeting these minimum standards must be utilized.
- 2.5** A protest committee, as per CVA/FIVB rules, must be formed for all play-off tournaments.
- 2.6** A coaches' meeting involving representatives from all play-off teams must be held prior to the start of play-offs. If necessary, this meeting can be held via conference call.

3. Standings in League Play

3.1 Should a tie of final position in the league standings occur, CVA tie-breaking procedures will be used, as follows:

- a) 1st option - matches between the tied teams
- b) 2nd option - games between the tied teams
- c) 3rd option - wins/losses in games within the pool
- d) 4th option - points versus other tied teams

4. Minimum Volleyball Standards

4.1 Minimum of 5 feet of unobstructed playing area shall surround each court utilized for play. (If two courts are side by side, there shall be at least 10 feet of unobstructed space between the two courts excluding centre posts).

4.2 Flexible wire cables along the top of all nets shall be utilized to ensure a constant height and strong support.

4.3 Net aerials and vertical side markers shall be utilized for all matches.

4.4 Two linesmen in addition to the Referee and Umpire are to be employed for all games.

4.5 The Baden 15-0 ball shall be the only ball sanctioned for ACAC play.

4.6 It is mandatory that all men's and women's teams employ a three ball system.

5. Official All Conference Volleyball Team

5.1 An official men's all-conference volleyball team and an official women's all-conference volleyball team shall be selected according to the procedures outlined in OC Article III, Section 9.

6. Officials

6.1 For league play, the referee and umpire shall be accredited at the provincial level as a minimum. Where possible, the referee should be accredited at the regional, national or international level.

The Alberta Volleyball Officials Association shall (be requested to) assign the best available officials for all ACAC play-off games. These officials shall be assigned by the Provincial Assignor (Regional Officials Chairman) rather than the local assignor.

6.2.1 It is recommended that where possible for play-offs, the assignment of the same first official refereeing two consecutive matches between the same teams be avoided.

6.2.2 Should the Regional Officials Chairman be a participating ACAC volleyball coach, the ROC will defer the role of assignor of officials at least one month prior to play-offs.

6.3 It is recommended that ACAC matches utilize local and provincial officials as linesmen and for scoring.

6.4 **Officials Evaluations**

6.4.1 Coaches have the option to complete and submit to the convenor within seven days of the conclusion of all matches, Officials Evaluation forms.

7. **Time of Games**

7.1 Starting times for league games shall be as follows (may be adjusted by mutual agreement only):

7.1.1 **For single games:**

7.1.1.1 evening game to begin at 7:00 pm.

7.1.1.2 afternoon game to begin at 1:00 pm.

7.1.2 **For doubleheaders:**

7.1.2.1 first evening game to begin at 6:30 pm.

7.1.2.2 first afternoon game to begin at 1:00 pm.

7.1.2.3 second game to commence 25 minutes after floor cleared following completion of first.

7.2 In a doubleheader situation, the women's match shall be played first.

7.3 Gymnasiums shall be scheduled for set-up one (1) hour before start time for all ACAC league games and for all ACAC play-off games.

8. **Schedule**

8.1 Effective as of the 1998-99 season, teams are divided into North and South Divisions playing intra-divisional opponents only during the first half of the regular season prior to the Christmas break.

8.2 During the break, a realignment will take place in which the top three teams from the North and South Divisions will form a Provincial Pool for second half play. The remaining teams will form a North/South Division for second half play.

8.2.1 All teams in the Provincial Pool and the North/South Division will start play in January with 0-0 records.

8.2.2 Play in the second half for both the Provincial Pool and the North/South Pool will be a double round robin. Teams will play each team in their respective pool two best of five matches in the second half.

8.2.3 Individual statistics will be carried over from the first half to the second half of the season.

9. Uniforms

9.1 Each Conference Volleyball Team shall have two sets of uniforms; one basically white and the other basically dark in colour. The home team shall wear white and the visiting team dark, excepting that:

9.1.1 The home team will wear white and the visitors dark on the first day, and:

9.1.2 The home team will wear dark and the visitors white on the second day.

10. Suspensions

10.1 If a coach or player is disqualified from an exhibition match, he/she must sit out the next scheduled match.

10.1.1 When a disqualification occurs in a volleyball game or match, the incident must be reported on the ACAC Officials Game Report form which must be faxed by the host institution to the Commissioner's office and the ACAC office within 24 hours.

10.2 If a coach or player is disqualified from a league match, he/she must sit out the next league match.

10.3 Suspensions will be carried over to the post-season where applicable.

10.4 For the purpose of determining suspensions, ACAC sanctioned pre-season tournaments shall be considered league play.

10.5 Suspension from an ACAC volleyball match implies removal from the gymnasium and any connected viewing areas.

II. OPERATING POLICIES

Section 1

CONFERENCE TRAVEL AND SUBSISTENCE ALLOWANCES

Personnel who are authorized to travel on the business of the Alberta Colleges Athletic Conference may claim the applicable rates and allowances shown below.

1. Accommodation Allowance

1.1 Commercial - actual accommodation costs with receipts. Employees should request the “government rate” when registering at hotel or motel while on ACAC business.

1.2 Private - no receipts required: \$13.15 per night

2. Meal Allowances

2.1 Breakfast

\$7.00 - an allowance or reimbursement for breakfast may be claimed only if the time of departure is earlier or the time of return is later than 7:30 am.

2.2 Lunch

\$8.00 - an allowance or reimbursement for luncheon may be claimed if the time of departure is earlier or the time of return is later than 1:00 pm.

2.3 Dinner

\$15.00 - an allowance or reimbursement for dinner may be claimed only if the time of departure is earlier or the time of return is later than 6:30 pm.

2.3.1 Claims for meals on a receipt basis, where the cost of the meal exceeds the meal allowance, may be made in those cases where:

2.3.1.1 the ACAC official is not in close proximity to an eating establishment which can provide a reasonable meal at a cost similar to the amount of the meal allowance, or

2.3.1.2 when it clearly disrupts ACAC business being conducted to move to an eating establishment that provides meals similar in cost to the amounts of the meal allowance.

2.4 Receipted meals which exceed the meal allowance should be reasonable and generally should not be significantly higher than the meal allowance for that meal. Receipted meals for less than the meal allowance may be claimed.

2.5 Meals claimed on a receipt basis must exclude any charge for alcoholic beverages.

2.6 **Meals Not Reimbursed**

A meal allowance may not be claimed for any meal which is provided to the ACAC official and does not require an expenditure by the ACAC official. For other meal claims during that day of travel status, the employee may claim the appropriate meal allowance or meal by receipt. The purpose of this provision is to ensure that claims for meal costs are not covered in the cost of the airfare, seminars or training programs, or covered by another organization with which the ACAC official is conducting business on behalf of the ACAC. Accordingly, any meals provided to an ACAC official for which an expenditure is not required or which is absorbed in another expense item, for example air fare, may not be claimed under the Subsistence and Travel Allowance Regulation.

3. **Per Diem Allowance**

3.1 The per diem allowance for personal expenses is \$4.30, or \$6.45 if the travel is done outside Canada.

4. **Gratuities**

4.1 The gratuity which may be claimed on a receipted meal shall be the actual amount of the gratuity up to 15% of the meal cost, **excluding the cost of alcoholic beverages.**

5. **Ground Transportation**

5.1 **Mileage**

5.1.1 An ACAC official who uses his/her own vehicle for travel on ACAC business shall be entitled to reimbursements according to the following scale: **\$.35 / Each Km**

(To convert miles to kilometres, multiply the number of miles by 1.609344 and round the result to the nearest kilometre.)

5.2 **Taxi Fares**

5.2.1 Claims for taxi fares under \$6.00 **do not require** a receipt. Claims for taxi fares of \$6.00 or more from point of departure to point of arrival **do require** a receipt.

5.3 **Automobile Business Insurance**

5.3.1 An ACAC official who is required by his insurance company or insurance agent to be insured for business use of his motor vehicle for travel on ACAC business shall be reimbursed for the full amount of the

applicable business premium up to a maximum of \$100.00 per year pro-rated if coverage applied to a lesser period of time.

5.4 Car Rental

5.4.1 An ACAC official who rents a car for travel on ACAC business shall be reimbursed for the full rental costs (including insurance) upon presentation of receipts.

6. Air Travel

6.1 An ACAC official who travels by air on ACAC business shall be reimbursed for the full cost of the air fare upon presentation of the original invoice issued by the airline or travel agent.

7. Medical Insurance and Medical Expense

7.1 An ACAC official who is required to travel outside Alberta or outside Canada on ACAC business may claim reimbursement of the cost of medical insurance that he has obtained to cover, during the period of ACAC business travel, all or part of the medical costs that are not covered by Alberta Health Care Insurance plan and the Blue Cross external medical benefits plan. ACAC officials are advised to enquire before travelling to ensure that they are fully covered for all medical expenses.

II. OPERATING RULES

Section 2

CONFERENCE AWARDS

- 1.** All individual and team conference awards shall be the responsibility of the Conference Council.
- 2.** Gold, Silver and Bronze Conference medals shall be awarded as outlined in Item 5 below.
- 3.** In sports where a Bronze medal play-off is not held, the Bronze medal shall be awarded to the league's highest place finisher of the losers of the semi-final series'.
- 4.** A certificate shall be awarded to those athletes and coaches achieving All-Conference recognition.
- 5.** ACAC medallions shall be awarded to individuals (players, coaches and support staff) on championship, runner-up and third place winning teams resulting from playdowns and/or tournaments in men's and women's basketball, hockey, soccer and men's and women's volleyball (Table "A") and for championship, runner-up and third place winning teams of championship tournaments in badminton, canoeing, cross country running, curling, golf, swimming and cross country skiing (Table "B").
 - 5.1** The ACAC's responsibility for providing gold, silver and bronze medallions shall be limited to the quantities specified herein.
 - 5.1.1** It shall be the Executive Director's responsibility to make available the appropriate number of medals for presentation to 1st, 2nd and 3rd place finishers except as specifically provided for in Art. 1 Sec. 12 of the Operating Code.
 - 5.1.2** No medals shall be awarded where the number of competing institutions in any given event of a tournament sport is less than four except as specifically provided for in Art. 1 Sec. 12 of this Operating Code.
 - 5.1.3** Member institutions requiring medallions in excess of the quantities specified shall order same from the Executive Director and pay \$5 each for them directly.
 - 5.2** It shall be the responsibility of the appropriate sport convenor to contact the current holder of a particular athletic trophy to make arrangements for its safe passage to the presentation site.

5.3 Table 'A' - Medals and trophies for Basketball, Hockey, Soccer, and Volleyball.

5.3.1 Basketball

5.3.1.1 Medallions

	Gold	Silver	Bronze	Maximum Provided
Men's Basketball	17	17	17	51
Women's Basketball	17	17	17	51
				102

5.3.1.2 Trophies Available

Men's Pre-Season Championship
 Men's Pre-Season Consolation
 Women's Pre-Season Championship
 ACAC Championship, Men's (Jack Kenyon)
 ACAC Championship, Women's (Wayne Lalor)

5.3.2 Hockey

5.3.2.1 Medallions

	Gold	Silver	Bronze	Maximum Provided
	27	27	27	81

5.3.2.2 Trophies Available

Pre-Season Tournament Championship
 ACAC Championship

5.3.3 Soccer

5.3.3.1 Medallions

	Gold	Silver	Bronze	Maximum Provided
Men's Soccer	22	22	22	66
Women's Soccer	22	22	22	66

5.3.4 Volleyball

5.3.4.1 Medallions

	Gold	Silver	Bronze	Maximum Provided
Men's Volleyball	17	17	17	51
Women's Volleyball	17	17	17	51
				102

5.3.4.2 Trophies Available

ACAC Championship, Men's (Garry Meadus)

ACAC Championship, Women's (Alan J. Buttle)

5.4 Table 'B' -Medals and trophies for Canoeing, Cross Country Running, Curling, Golf, Cross Country Skiing, Badminton, and Swimming.

5.4.1 Canoeing

5.4.1.1 Medallions

	Gold	Silver	Bronze	Maximum Provided
	18 1	18 1	18 1	57

5.4.1.2 Trophies Available

Men's Championship Trophy

Women's Championship Trophy

Mixed Championship Trophy

War Canoe Championship Trophy

5.4.2 Cross Country Running

5.4.2.1 Medallions

<u>Individual Awards</u>	Gold	Silver	Bronze	Maximum Provided
Men's Event	1	1	1	3
Women's Event	1	1	1	3

<u>Team Awards</u>	Gold	Silver	Bronze	Maximum Provided
Men's Event	6 1	6 1	6 1	21
Women's Event	6 1	6 1	6 1	21
				48

- 5.4.2.2 **Trophies Available**
 Men’s Championship
 Women’s Championship
 Cross-country Supremacy

5.4.3 **Curling**

5.4.3.1 **Medallions**

<u>Team Awards</u>	Gold	Silver	Bronze	Maximum Provided
Men’s Event	4 1	4 1	4 1	15
Women’s Event	4 1	4 1	4 1	15
Mixed Events	4 1	4 1	4 1	15
				45

- 5.4.3.2 **Trophies Available**
 Men’s Championship
 Women’s Championship
 Mixed Championship

5.4.4 **Golf**

5.4.4.1 **Medallions**

<u>Individual Awards</u>	Gold	Silver	Bronze	Maximum Provided
Men’s Event	1	1	1	3
Women’s Event	1	1	1	3
				6

<u>Team Awards</u>	Gold	Silver	Bronze	Maximum Provided
Men’s Event	5 1	5 1	5 1	
Women’s Event	3 1	3 1	3 1	30
				36

First flight team winners receive a plaque

- 5.4.4.2 **Trophies Available**
 Men’s Championship (Ken Tidsbury)
 Women’s Championship (Ron Lavery)

5.4.5 Cross Country Skiing

5.4.5.1 Medallions

<u>Individual Awards</u>	Gold	Silver	Bronze	Maximum Provided
Men's Event	1	1	1	3
Women's Event	1	1	1	3

<u>Team Awards</u>	Gold	Silver	Bronze	Maximum Provided
Team Supremacy	12 1	12 1	12 1	39
				45

5.4.5.2 Trophies Available

Men's Championship
 Women's Championship
 Mixed Championship
 Rookie of the Year (Female and Male)
 Combined Champions (Garry Gibson Trophy)

5.4.6 Badminton

5.4.6.1 Medallions

<u>Team Awards</u>	Gold	Silver	Bronze	Maximum Provided
Men's Event	5	5	5	
Women's Event	5 1	5 1	5 1	
				33

5.4.6.2 Trophies

1) Team Supremacy
MS MD
WS WD
XD

5.4.7 Swimming

5.4.7.1 Medallions

<u>Team Awards</u>	Gold	Silver	Bronze	Maximum Provided
Men's Event	8	8	8	
Women's Event	8 1	8 1	8 1	
				51

6. An ACAC Academic Athlete Award shall be presented to those student athletes who achieve an academic honours standing as defined by each particular institution.

- 6.1** The award shall apply to athletes in all sanctioned ACAC sports.
 - 6.2** Final grades for student athletes nominated for this award shall be submitted to the ACAC office by May 30.
 - 6.3** A certificate shall be issued to all Academic Award recipients.
- 7.** Certificates shall be issued to all recipients of the following awards:
- 7.1** “Athlete of the Week” honours shall be awarded to those athletes whose achievements in any given week during the regular season and play-offs warrants such recognition.
 - 7.2** “Athlete of the Year” honours shall be awarded to two athletes (one female and one male) after the conclusion of the ACAC competition season.
 - 7.3** A certificate (Ron Lavery Award) may be presented weekly in recognition of fair play behaviours.
- 8.** **Recognition Awards (Al Bohonus Awards)**
- 8.1** Framed “Recognition Award Certificates” shall be presented by the Conference to the following:
 - 8.1.1** Executive Committee members, having served at least one full term (2 years), upon voluntary retirement from the Executive.
 - 8.1.2** League Sport Convenors, having served at least two full years, upon voluntary retirement from the position.
 - 8.1.3** Corporate sponsors of the Conference or ACAC hosted events/activities.
 - 8.1.4** Special “friends” of the ACAC.
 - 8.1.5** Retiring head coaches who have served a minimum of 10 years.
 - 8.2** These 8 1/2” x 11” certificates will be surrounded by a 2” blue mat and a brushed aluminium frame.
 - 8.3** A standard 7” x 9” laser engraved (ACAC logo) plaque shall be presented by the Conference to individuals judged by the Executive to be worthy of special recognition.

9. Memorial Fund/Scholarship Fund/Charitable Fund Contributions

- 9.1** Where the Executive Committee deems it appropriate, the Conference will make a maximum contribution of \$100.00 towards a memorial fund, scholarship fund or charitable organization.
- 9.2** In the event where the fund to which the contribution is to be made conflicts with ACAC policy or guidelines as outlined herein, the contribution shall not be forthcoming.

10. Ron Lavery Fair Play Awards

- 10.1** Any team or individual competing in an ACAC sanctioned event, or an event sponsored by an ACAC member institution, judged to exhibit the ideals of fair play is eligible to receive an award certificate from the event hosts. The ACAC office will provide the certificates to the competition hosts who will select recipients according to the following criteria:
- 10.1.1** The recipient should demonstrate unquestionably the characteristics of fair play.
- 10.1.2** The award may be given to an individual athlete or team, a coach or an administrator.
- 10.1.3** The award should be presented for exemplary behaviour and need not be awarded if a worthy candidate cannot be clearly identified.
- 10.1.4** Behaviours exhibited before, during or after a competition should be given consideration. The award may be presented to an organization or administrator who has done something exemplary with respect to the encouragement of fair play.
- 10.1.5** The award should not necessarily be awarded to a champion since this would incorrectly imply that only champions are capable of adhering to the highest moral standard.
- 10.1.6** The risks involved in carrying out the act demonstrating fair play should be assessed. An individual who demonstrates fair play after the outcome of the contest is no longer in doubt is less meritorious than one who acts similarly when success is not a certainty.
- 10.2** Effective September, 1996, weekly ACAC Fair Play Award may be issued from the ACAC as directed by the Past President..
- 10.3** The hosts of ACAC Championship events are encouraged to select Fair Play Award recipients.

11. Player of the Game T-Shirts

The costs of the shirts over & above the college allotment shall be \$10 each.

12. Minor Officials of the Year Recognition Award

The ACAC office will provide an 8 ½ x 11 certificate based on nominations submitted by colleges. Nominations will be requested in March of each year.

13. Alberta Coaching and Officiating Recognition

Recommended the following process be used by the ACAC to nominate coaches for the Alberta Coaching and Officiating Recognition Awards.

1. Any coach who receives a CCAA Coach of the Year Award and/or CCAA Coaching excellence award is automatically nominated for the Alberta Coaching and Officiating Recognition Award. Colleges are responsible for completing the nomination form.
2. To be eligible in a non-CCAA sport, a nominee must have won two ACAC Coach of the Year awards.

Note: This does not restrict a college from nominating a coach of their own.

II. OPERATING POLICIES

Section 3

SUMMARY OF FINES AND DEPOSITS FOR OPERATING CODE VIOLATIONS

1. A member institution shall under certain circumstances be required to pay to the Conference certain sums of money in the form of fines and deposits. These circumstances are:
 - 1.1 A protest lodged subsequent to the conclusion of a contest based on alleged violation of the operating code or other rules of the Conference shall be accompanied by a \$50.00 deposit, refundable if the protest is upheld.
 - 1.2 The letter of appeal filed by an Athletic Director determined by the Commissioner to be in violation of the Operating Code or other rules of the Conference shall be accompanied by a \$50.00 deposit, refundable if the appeal is upheld.
 - 1.3 An institution reinstated following an absence due to manifest hardship shall be required to post a \$1000.00 bond which shall be refunded provided that all obligations have been met.
 - 1.4 Schedule changes (dates) occurring after league and tournament schedules have been approved by Conference Council shall result in a \$50.00 fine to the college initiating the change.
 - 1.5 Teams defaulting/forfeiting (failure to appear for, or complete a game) may be subject to a fine of up to \$500.00 and/or suspension in that sport for the balance of that year's schedule and/or the following year's schedule.
 - 1.6 There shall be a fine of \$25.00 per day for late eligibility forms, to a maximum of \$100.00.
 - 1.7 The penalty for failing to fulfill tournament sport commitments after the Fall Council meeting shall be a fine of \$100.00 (plus an equal share of the charged back expenses for that sport).
 - 1.8 Institutions entering into a tournament activity after commitments have been made shall be assessed a \$100.00 late entry penalty.
 - 1.9 Institutions which fail to fax game reports or game report summaries to the ACAC statistician and the ACAC office before 12:00 on the next business day following a game shall be assessed a fine of \$25.00 per occurrence.
 - 1.10 Overdue accounts resulting from unpaid invoices shall be assessed a 5% interest charge monthly.

- 1.11** A fine of \$25.00 per occurrence will be assessed to any college which fails to fax the required game report(s) and/or official's report forms to the Commissioner's office within the prescribed timelines when an incident of misconduct occurs.
- 1.12** A badminton host institution which fails to circulate a schedule/draw at least 30 days in advance of the tournament to all participating institutions will be subject to a late penalty of \$25/day to a maximum of \$100.00.
- 1.13** Gymnasium scheduling restriction requests that are submitted to the ACAC office after the spring AGM must be accompanied by a \$200.00 cheque.
- 1.14** Colleges not using the preferred ACAC accommodation supplier for all sanctioned ACAC competition shall be subject to a fine as determined by the ACAC Executive (Max. \$300.00).

2. Procedures

- 2.1** All fines and deposits shall be made payable to the ACAC and forwarded to the ACAC office.

II. OPERATING POLICIES

Section 4

PASSES

1. Through the Executive Director, the ACAC President shall provide to member institutions passes good for admission to all ACAC athletic contests. Such passes shall be mailed to Athletic Directors for distribution to meet institutional needs.
2. It shall be the responsibility of each member institution to establish its own internal policy regarding the issuing of passes applicable only to its own facilities.
 - 2.1 Passes should be distributed to coaches, assistant coaches, media, senior administrators, major sponsors, college athletic boards. (Note: Passes are not intended for student-athletes.)

II. OPERATING POLICIES

Section 5

HEPATITIS 'B' AND HIV TRANSMISSION PREVENTION

POLICIES AND PROCEDURES

1. Education

- 1.1 All athletes, coaches and college athletic medical personnel will be required to attend an educational seminar on the topic of Hepatitis 'B', HIV and AIDS prior to participating in the ACAC each season.
- 1.2 Education seminars will be conducted by health care professionals who are knowledgeable about Hepatitis 'B', HIV and AIDS. Every athlete and coach will receive a copy of the ACAC's Hepatitis 'B', HIV and AIDS information handout.

2. Prevention Policies

- 2.1 Prior to participation in an ACAC competition, any wounds, including abrasions or rashes, on athletes, coaches and officials must be examined by accredited medical personnel and all wounds must be securely covered.
- 2.2 If a bleeding injury occurs to any participant during the course of competition, the individual must be removed from the competition until the bleeding has been stopped. The wound will be cleansed with an antiseptic solution and securely covered before the individual can return.
- 2.3 Should blood appear on any part of a participant's uniform or protective equipment which is exposed to other participants, the uniform/equipment must be either changed or cleaned before participation can resume.
 - 2.3.1 The athlete may change into a uniform bearing a different number. The opposing coach and the officials scorers must be made aware of this change prior to the resumption of play.
 - 2.3.2 Athletes will be permitted to wear a practice t-shirt or singlet bearing the athlete's uniform number in the same dominant colour as the official team uniform.
- 2.4 All equipment or playing surfaces which come in contact with blood will be cleaned with a solution of one part household bleach and nine parts water. This solution will be freshly prepared before every ACAC competition.

3. Recommended Practices

- 3.1** Rubber or latex gloves should be worn by any personnel dealing with body fluids or open wounds. Gloves should be disposed and replaced after each individual is treated.

- 3.2** After treating a bloody wound or cleaning a blood stained surface, gloves should be removed and hands washed with soapy water before continuing.

- 3.3** Athletes involved in contact sports will be encouraged to wear protective equipment that may prevent bloody injuries during competition. (eg. mouth guards).

- 3.4** Instruments designed for piercing the skin should be sterile, used only once, and not shared.

- 3.5** Athletes are urged not to share personal items which may pierce the skin or mucous membranes (ie. razors, nail clippers, etc.).

II. OPERATING POLICIES

Section 6

HARASSMENT POLICY

The Alberta Colleges Athletic Conference is committed to the principal of equity and will actively participate in programs designed to achieve this status within the ACAC. It is the objective of the ACAC to provide a safe environment in which members may pursue their athletic and academic goals.

The ACAC does not tolerate any form of harassment and undertakes to protect all members from harassment by other members of its organization on the grounds laid down by the Canadian Human Rights Act. This will include officers and staff of the Conference and athletic personnel of member institutions such as athletic directors, other staff, coaches and sport therapists.

The ACAC policy is designed to protect all student athletes and members from any form of harassment which may occur in any of these circumstances.

ACAC Provincial Championships, Conference play (league/tournament competitions including exhibition);
activities sponsored by the ACAC including coaching clinics, seminars;
ACAC business activities: AGM's, Executive meetings, committees;
activities external to the ACAC where situations arising may effect relationships between members;
the ACAC office.

1. Definition of Harassment and Sexual Harassment

1.1 Harassment takes many forms but can be defined as behaviour, including comments and/or conduct, which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual and/or group or which creates an uncomfortable environment.

1.2 Sexual Harassment is:

1.2.1 any unwanted attention of a sexual nature directed at an individual or group by another individual or group who knows or ought reasonably to know that such attention is unwanted;

1.2.2 any implied or expressed promise of reward for complying with a sexually oriented request;

1.2.3 any implied or expressed threat of reprisal or actual reprisal for refusal to comply with a sexually oriented request;

1.2.4 any behaviour or remark of a sexual nature which creates or may be reasonably perceived to create a hostile environment.

- 1.3 The following are examples of actions which may be considered to be sexual harassment:
- 1.3.1 physical sexual abuse;
 - 1.3.2 written or verbal abuse of a sexual nature;
 - 1.3.3 sexually oriented comments;
 - 1.3.4 sexual graffiti;
 - 1.3.5 unwanted physical contact such as kissing, patting, pinching, touching;
 - 1.3.6 proposals of physical intimacy be they subtle hints or overt requests;
 - 1.3.7 sexual looks which include ogling, leering;
 - 1.3.8 display of pornographic or other sexually explicit, offensive or derogatory pictures, photographs, cartoons.

2. **Definition of Hostile Environment**

A hostile environment exists when an individual experiences any degree of discomfort as a result of being the target of unwanted actions.

3. **Definition of Reprisals**

ACAC members are entitled to a safe environment for participation in its activities. Accordingly, they are protected from actual or threatened reprisals. This may include, but is not restricted to:

- actual or threatened withdrawal of competition opportunities and/or related benefits
- actual or threatened dismissal or disciplinary action.

4. **Abuse of Professional Authority**

An individual who is entering a sexual relationship with a consenting adult who will be or is subject to that individual for evaluation or supervision should decline or terminate their relationship until after their supervisory role or evaluation role is complete or terminate this role. Even consenting relationships can inflict irreparable damage to the sporting environment. Such relationships are considered a breach of professional ethics even if initiated by the student athlete. Implicit in the idea of professionalism is the recognition of those in positions of authority where there is always an element of power.

5. **Institutional Responsibility**

Each member institution should ensure that there is in place within the institution an effective harassment policy.

6. Individual Member Responsibility

The ACAC Executive and committee members, staff and athletic department representatives of member institutions are responsible for assisting with the prevention and discouragement of harassment by:

- 6.1** adhering to the principles of this policy;
- 6.2** not behaving in a manner contrary to the policy
- 6.3** not allowing or condoning behaviour contrary to the policy;
- 6.4** taking all complaints of harassment seriously and assisting with the implementation of the investigation procedure;
- 6.5** educating students regarding their rights and responsibilities with respect to sexual harassment.

7. Procedure

Individual/group members of the ACAC who have been harassed are encouraged to advise the harasser that the actions are offensive, contrary to ACAC policy, and therefore not acceptable. If it is not possible to confront the harasser, or, should the harassment continue after the harasser has been advised of the inappropriate behaviour, the incident should be reported as follows:

7.1 Within ACAC Member Institution

The concern should be brought to the attention of the athletic director or senior member of the athletics department. The individual/group with the concern should be fully informed of the process to be followed to produce a resolution. The athletic director should ensure that the individual/group with the concern has all relevant documentation regarding the institution's policies and procedures, and, that the individual/group with the concern fully understands the available options.

7.2 ACAC Activities Outside Member Institutions

The concern will be brought to the attention of the ACAC Commissioner. The Commissioner will work with the individual/group with the concern, in absolute confidentiality, to determine the appropriate procedure to be followed to produce a resolution. This may include the following:

- 7.2.1** If the person against whom the concern is being directed is a student, staff member, or is otherwise associated with a member institution, the Commissioner will assist the individual/group with the concern in working within the policy structure of the institution.
- 7.2.2** If the concern is directed against a member of the ACAC staff or an ACAC representative, the Commissioner will initiate this process.

8. Informal Resolution

The Commissioner will meet with the individual/group with the concern to determine an acceptable resolution. This individual/group will be advised of:

8.1 The policy and procedures.

8.2 The information options, which may include:

8.2.1 writing a letter to the respondent asking that the harassment cease;

8.2.2 meeting with the respondent, with or without the Commissioner, to ask that the harassment cease;

8.2.3 examine avenues of redress outside the association.

8.3 If the individual/group with the concern wishes to pursue the matter internally, the following will occur:

8.3.1 The individual/group with the concern wishes to provide the Commissioner with a detailed written concern. A copy will be presented by the Commissioner to the respondent.

8.3.2 The respondent will be offered by the Commissioner an explanation of the policy and procedures, and an opportunity to discuss the nature of the concern.

8.4 Mediating may be requested by either party as part of the informal resolution process. The mediator, an individual acceptable to both parties, shall attempt to seek resolution of the problem by mutual agreement. Both parties must agree to cooperate with the mediation process.

8.5 The individual/group may at any time withdraw the concern. All records of the concern will be destroyed and the respondent so notified in writing. No further action will be taken on this concern.

8.6 Should the informal process not satisfy either party, either may file a formal complaint.

9. Formal Resolution

The formal resolution process will begin when:

9.1 The respondent does not reply to a formal complaint.

9.2 The informal resolution does not satisfy one or both parties and a request for formal resolution is filed.

- 9.3** Such a request shall be presented to the President, an unbiased review committee is struck by the President and the other party is informed. The committee shall be comprised of one male and one female member of the executive.
- 9.4** The committee shall:
- 9.4.1** Interview all parties to the complaint as soon as possible.
 - 9.4.2** Request information from both parties which may help locate supporting evidence or witnesses.
 - 9.4.3** Report findings and recommendations to the President.
- 9.5** The President upon receipt of the report will exonerate the respondent, impose an appropriate sanction, or provide a remedy/alternative for the complainant.
- 9.6** Sanctions may include, but are not limited to; dismissal (ACAC paid staff), suspension, public or private reprimand.
- 9.7** Should a complaint be found unjustified, or vindictive in nature, the President may provide a remedy/alternative for the respondent, or take appropriate disciplinary action against the complainant.

HAZING POLICY

The ACAC is committed to the dignity, well being and care of the student-athletes and others that comprise its membership. It is the objective of the ACAC to provide a safe environment in which members may pursue their athletic, academic and career goals.

The ACAC does not tolerate any form of hazing and undertakes to protect all members from hazing and initiation rites. This will include officers and staff of the Conference and athletic personnel of member institutions such as AD's other staff, coaches and sport therapists as well as all student athletes.

1. Definition of Hazing

- 1.1 Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants. Hazing can also be defined as any action or situation which intentionally or unintentionally endangers a student for admission into or affiliation with any student organization.

Such activities may include, **but are not limited to:**

- ◆ Keeping the date of initiation/pre-initiation secret
- ◆ Requiring new members (of teams) to use separate entrances to buildings/locker rooms/dressing rooms
- ◆ Paddling or striking in any manner
- ◆ Marking or branding
- ◆ Phone duty
- ◆ Treasure or scavenger hunts/road trips
- ◆ Requiring calisthenics such as sit-ups, runs, etc
- ◆ Requiring the carrying of items such as rocks, helmets, swords, books, paddles, etc.
- ◆ Preventing/restricting class attendance or sleep
- ◆ Requiring personal servitude
- ◆ Forcing members to eat/drink
- ◆ Work parties for 'rookies' only
- ◆ Staging any form of a line-up
- ◆ Preventing/restricting normal personal hygiene
- ◆ Causing indecent exposure
- ◆ Applying a substance to someone's body
- ◆ Physical harassment such as pushing, cursing, shouting, etc
- ◆ Requiring uncomfortable, ridiculous, or embarrassing dress (ie. diapers, helmets, etc.)
- ◆ Treating a person in a degrading fashion
- ◆ Requiring new members to practice periods of silence

2. Categorization of Activities as Hazing

2.1 Some activities are easily categorized as hazing. Others may not be so easily classified. To be sure, consider the following questions:

- 2.1.1
- ◆Is this activity an education experience?
 - ◆Does this activity promote or conform to the values of the ACAC?
 - ◆Will this activity increase the respect for the ACAC?
Do new and initiated members participate equally in this activity?
 - ◆Would you be willing to allow parents or administrative officials of the college/university to witness the activity?
 - ◆Would you be able to defend this activity in a court of law?
 - ◆Does the activity have value in and of itself?

2.2 A good rule to follow when deciding whether an activity is hazing is this:
If you have to ask if what you are doing is hazing, it probably is.

3. Institutional Responsibility

Each member institution shall ensure that there is in place within the institution an effective hazing policy.

4. Individual Member Responsibilities

The ACAC executive and committee members, staff and athletic department representatives of member institutions are responsible for assisting with the prevention and discouragement of hazing by:

- 4.1 adhering to the principles of this policy
- 4.2 not behaving in a manner contrary to this policy
- 4.3 not allowing or condoning behaviour contrary to this policy
- 4.4 taking all complaints of hazing seriously and assisting with the implementation of the investigative procedure
- 4.5 educating student-athletes regarding their rights and responsibilities with respect to hazing.

5. Enforcement

It shall be the specific responsibility of the AD of each member institution to see that this policy is communicated each year to all coaches, team personnel and student-athletes and to ensure that all adhere to this policy.

5.1 Violations of the Hazing Policy

Application of Article III, Section 1, Report and Investigation of Alleged Violation(s) of the Operating Code by student-athletes, coaches, athletic directors, managers and staff members will be the result of the violation of this hazing policy.

III. OPERATING PROCEDURES

Section 1

REPORT AND INVESTIGATION OF ALLEGED VIOLATION(S)
OF THE OPERATING CODE BY ATHLETES, COACHES
ATHLETIC DIRECTORS, MANAGERS AND STAFF MEMBERS

1. Report and Investigation of Violation

- 1.1** It is the duty of every coach, institutional staff member, or student to report to the Athletic Director of his institution any alleged, reputed, or indicated violation of the rules of the Conference.

Such a report should be written and include:

- 1.1.1** The nature of the incident or violation
- 1.1.2** Names of players, coaches, staff members or representatives of the institution involved, including the name of the accuser
- 1.1.3** The relevant facts and dates and places at which they are said to have taken place
- 1.1.4** Any available supporting evidence, and “leads” to other evidence
- 1.2** If the Athletic Director of the institution feels that the alleged, reputed, or indicated violation has possible or probable merit, he shall forward the complete report to the Commissioner, the ACAC President, and to the Athletic Director of the Institution concerning which complaint has been made.
- 1.3** The Commissioner shall then make a preliminary investigation which shall include consultation with the Representative of the institution involved. If, as a result of this preliminary investigation, the party alleged, reputed, or indicated to have violated any rule of the Conference admits that there has been a violation, the Commissioner may either (1) order the matter be referred to the Conference Executive Committee or make adjudication and determination.

If the party alleged, reputed, or indicated to have violated any provisions of the Operating Code or rules of the Conference admits no violation, the Commissioner will proceed to validate the report with the co-operation of the Executive Committee.

2. Violations and Penalties

2.1 Athletes

2.1.1 Violations

An athlete shall be in violation of the rules of the Conference if:

2.1.1.1 He violates any provision of the Operating Code or other rules of the Conference.

2.1.1.2 He falsifies any records bearing on his status as a student or participant in ACAC.

2.1.2 Penalties

An athlete held by the proper Conference authority to be in violation may, by such authority, be:

2.1.2.1 Privately reprimanded or publicly censured; and/or

2.1.2.2 Declared ineligible for a specified period; and/or

2.1.2.3 Declared permanently ineligible in any Conference institution; and/or

2.1.2.4 Subjected to any other reasonable penalty.

2.1.3 Notice to Student Athletes

The provisions of the Operating Code relative to infractions by student athletes and the corresponding punishments shall be furnished to all student athletes by each member institution.

2.2 Coaches, Managers, Directors, Other Staff Members or Representatives

2.2.1 Violations

A coach, manager, director, other staff member, or representative shall be in violation of the rules of the Conference if:

2.2.1.1 He violates any provision of the Operating Code or other rules of the Conference either with his knowledge, or under such circumstances that there exists a duty on his part to know about such violation.

2.2.1.2 He falsifies or permits the falsification of any records bearing on the status of any student.

2.2.1.3 He solicits the attendance at his institution of any prospective student with an offer of financial aid beyond that already allowed for in the Operating Code.

2.2.2 Penalties

A coach, manager, director, other staff member, or representative, determined by proper authority to be in violation of any of the acts contained in paragraph 2.2.1 supra may, by such authority, be:

- 2.2.2.1 Privately reprimanded or publicly censured; and/or
- 2.2.2.2 Prohibited from acting in any capacity involving ACAC athletics at any Conference institution for a stated period; and/or
- 2.2.2.3 Subjected to other reasonable penalty.

2.3 Member Institutions

2.3.1 Violations

A member institution shall be held in violation of the rules of the Conference if:

- 2.3.1.1 An Athletic Director, other representative or student of the institution is found to have violated any provision of the Constitution, Operating Code, or other rules of the Conference.

2.3.2 Penalties

An institution determined to be in violation by the proper authority may, by such authority, be:

- 2.3.2.1 Privately reprimanded or publicly censured; and/or
- 2.3.2.2 Have any of its athletic victories nullified, or games cancelled; and/or
- 2.3.2.3 Placed on probation with the effect of precluding it from being eligible for any Conference Championship honours, trophies; and/or
- 2.3.2.4 Suspended with the effect of cancelling all athletic contests with other Conference institutions in one or more sessions; and/or
- 2.3.2.5 Expelled from the Conference; and/or
- 2.3.2.6 Subjected to any other reasonable penalty.

To make these penalties effective, members of the Conference may be required by proper authority to sever athletic relations with any member found in violation.

3. Communication of Decisions Regarding Violations of Operating Code to Conference Council

- 3.1** A copy of the Commissioner's decision shall be provided to the student-athlete, coach, manager, director, other staff member or representative who was investigated and the President (or designate) of the Conference. A copy shall also be provided to the Athletic Director was the individual being investigated, the ACAC President may communicate the decision to the direct supervisor and the President of the member institution.

Three days following the above release, the decision shall be released to all Athletic Directors of the Conference membership and, if warranted, to the media.

III. OPERATING PROCEDURES

Section 2

MANIFEST HARDSHIP

1. A case regarded as one of manifest hardship shall be reported to the President, with a copy to the Commissioner, as promptly after the occurrence of the hardship as may be feasible. The case so reported must be supported by credible evidence and a written statement making it clear that the report is in fact made promptly as aforesaid.

The resolution of a case of manifest hardship shall be made by a majority vote of the members of the Conference Council, exclusive of the vote or votes of the member presenting the case.

2. If an institution declares manifest hardship, the institution shall still be required to pay the assessed fee for that sport.
3. For an institution to be reinstated following an absence due to manifest hardship, the Athletic Director shall apply for such with supporting documents which shall include a list of program commitments and a letter from the institution's President. The reinstatement shall be accomplished by a 3/4 favourable vote of the Council. A \$1,000.00 bond shall be posted for that year, and this bond will be refunded provided that all obligations have been met.

III. OPERATING PROCEDURES

Section 3

PROTEST PROCEDURES

1. Disposition of Protest

- 1.1 All protests shall be resolved by the Commissioner as set forth in 6.3.5.1.2 of the ACAC Bylaws.
- 1.2 In the absence of the Commissioner, all protests shall be resolved by a Protests Committee the membership of which shall be designated by the President of the ACAC.
- 1.3 Copies of all protest shall be sent to all Athletic Directors.

2. Time Frame For Protests

- 2.1 In the event that a game has been protested before, during or immediately following the contest, notice to this effect must appear on the game sheet and must be signed by the person authorized to lodge the protest and the senior official, where possible. The game shall be played under protest, to be resolved by the ACAC Commissioner at a later date.
- 2.2 A protest lodged subsequent to the conclusion of a contest, based on alleged violations of the Operating Code or other rules of the Conference shall be submitted in writing to the Commissioner and shall be regarded as a valid protest so long as it is received by the Commissioner no later than the fifth day following the day on which the contest occurred.
- 2.3 It shall be incumbent upon the Athletic Director of any member institution lodging a protest to contact the Commissioner;
 - a. Prior to 3:00 pm on the Monday, immediately following the week in which the protested contest occurred (contests protested as per 2.1).
 - b. On the same day during which the Letter of Protest is sent to the Commissioner (contests protested as per 2.2).

3. Fee

- 3.1 A protest lodged as per 2.2 above shall be accompanied by a deposit of \$50.00, refundable if the protest is upheld.

4. Contest Result Unchanged

- 4.1 The outcome of a contest under protest shall remain unchanged until such time as a decision by the Commissioner or the Protests Committee has been rendered.

5. Reporting the Determination of A Protest

5.1 The decision of the Commissioner or Protests Committee shall be immediately reported by phone to the institutional representative lodging the protest, and this shall be documented immediately by a following letter to said institutional representative, all Athletic Directors, and the Executive Director.

6. Revision of Records

6.1 It shall be the responsibility of the Executive Director to see that the official Conference records reflect any change necessitated by the determination of a protest.

III. OPERATING PROCEDURES

Section 4

APPEAL PROCEDURES

1. Right to Appeal

1.1 Any member of the ACAC who is affected by a decision of the Commissioner, Executive Committee or any body or individual who has been delegated authority to make decisions on behalf of the Council shall have the right to appeal that decision.

2. This policy shall not apply to matters relating to the rules of the game, which may not be appealed.

3. Members who wish to appeal a decision shall have 10 days from the date on which they received notice of the decision, to submit a written notice of their intention to appeal, along with detailed reasons for the appeal, along with \$50.00 (refundable if appeal is upheld), to the President of the Conference.

4. An appeal may only be heard if there are sufficient grounds for the appeal. Sufficient grounds include the respondent:

4.1 making a decision for which it did not have authority or jurisdiction as set out in governing documents;

4.2 failing to follow procedures as laid out in the Bylaws or Operating Code of the Conference;

4.3 making a decision that was influenced by bias;

4.4 failing to consider relevant information or taking into account irrelevant information in making the decision;

4.5 exercising its discretion for an improper purpose; and/or

4.6 making a decision which was unreasonable.

5. Within ten (10) working days of receiving notice of an appeal the President (or designate) shall appoint three persons to constitute an Appeals Committee, in accordance with the following:

5.1 The Appeals Committee shall be comprised of members in good standing of the Conference who shall have no significant relationship with the appellant, shall have had no involvement with the decision being appealed, and shall be free from actual or perceived bias or conflict.

- 5.2** At least one of the Appeals Committee members shall be from among the appellant's peers (for example, if the appellant is an athlete one committee member shall be an athlete; if the appellant is a coach one committee member shall be a coach, etc.).
 - 5.3** In appointing the Appeals Committee, consideration shall be given to the geographic location of the appellant, respondent and Committee members, in order to minimize the inconvenience and expense to all parties.
 - 5.4** The appellant shall be given an opportunity to recommend one of the Appeals Committee members provided the member satisfies criteria 5.1 and 5.3 above.
- 6.** Within 7 days of its appointment, the Appeals Committee shall review the notice of appeal and reasons for the appeal and shall decide whether or not there are sufficient grounds for an appeal. This decision is discretionary and may not be appealed.
- 7.** If the Appeals Committee is satisfied that there are not sufficient grounds for an appeal, it shall notify the appellant of this decision in writing, stating reasons. If the Appeals Committee is satisfied that there are sufficient grounds for an appeal, it shall conduct a Hearing.

 - 7.1** If a Hearing is to be conducted, the original penalty shall not be enforced until the Hearing is complete.
- 8.** If the Appeals Committee conducts a Hearing, it shall govern the Hearing by such procedures as it deems appropriate in the circumstances, provided that:

 - 8.1** The Hearing shall be held within 21 days of the Appeal Committee's appointment;
 - 8.2** The appellant and respondent shall be given 10 days written notice of the day, time and place of the Hearing;
 - 8.3** Appeals Committee members shall select from themselves a Chairperson;
 - 8.4** A quorum shall be all three Committee members;
 - 8.5** Decisions shall be by majority vote;
 - 8.6** Copies of any written documents which either the appellant or respondent wish to have the Committee consider shall be provided to all parties at least 2 days in advance of the Hearing;
 - 8.7** Both the appellant and respondent may be accompanied by a representative or advisor, including legal counsel;
 - 8.8** The Appeals Committee may request that any other individual participate and give evidence at the Hearing.

8.9 The procedure for the hearing shall be as follows:

8.9.1 *Introductions*

8.9.1.1 Formal introductions shall be the first activity directed by the Chairperson.

8.9.2 *Declaration of Committee Membership*

8.9.2.1 The Chairperson shall seek agreement by fax to the Committee members hearing and dealing with the appeal prior to the day of the hearing.

8.9.2.2 When an agreement is reached regarding the composition of the Appeals Committee, an agreement shall be signed and faxed to the Chairperson prior to the date of the hearing such that the Appeal Committee can proceed on the day of the hearing.

8.9.3 *Explanation of Procedure*

8.9.3.1 The Chairperson shall explain the procedure to be followed - the purpose of the hearing is to ensure that all the evidence needed to make the decision is brought forward.

8.9.4 *Oath/Affirmation*

8.9.4.1 The Chairperson shall ask the parties to give evidence under oath or affirmation.

8.9.5 *Appellant's Argument*

8.9.5.1 The appellant shall be asked to go first and explain their reasons for appeal.

8.9.5.2 To the greatest possible extent, all relevant reports and written materials shall be disclosed. If one party is representing a written submission to the Hearing, a copy must also be provided to the other party. The Appeals Committee must not consider evidence from one party in the absence of the other party and must not accept any written materials which are not shared.

8.9.6 *Respondent's Rebuttal*

8.9.6.1 The respondent shall be asked if he or she has any questions or comments to highlight or clarify points arising from the appellant's submission.

8.9.6.2 The rebuttal shall be directed through the Chairperson. The Appeals Committee members may also ask questions of the appellant at this point.

8.9.7 *Respondent's Argument*

8.9.7.1 When the Hearing is satisfied that the appellant has presented all her or his evidence, and that all questions have been answered, the Appeals Committee shall turn to the respondent for his or her submission.

8.9.8 *Appellant's Rebuttal*

8.9.8.1 The appellant is then given an opportunity for rebuttal (as in 8.9.6). The Committee members may also ask questions of the respondent.

8.9.9 *Other Information*

8.9.9.1 The Chairperson shall then ask both the appellant and the respondent if they have further comments.

8.9.10 *Closing Statements*

8.9.10.1 Both parties shall make a closing statement before the hearing is adjourned. The respondent shall go first, leaving the appellant to the last.

8.9.11 *Deliberation and Decision*

8.9.11.1 Once the hearing concludes, both parties shall be asked to leave the room while the Committee deliberates in private. If at all possible, the Appeals Committee shall give its decision immediately.

8.9.11.2 Every decision will be written and shall be accompanied by reasons.

8.9.12 *Written Records*

8.9.12.1 The Alberta Colleges Athletic Conference shall keep a record of all written decisions.

9. In order to keep costs to a reasonable level, the Appeals Committee may conduct the Hearing by means of a conference call or video conference.

10. Within three days of concluding the Hearing, the Appeals Committee shall issue its written decision, with reasons. The Appeals Committee may decide:

10.1 To void, vary or confirm the decision being appealed;

10.2 To make any decision it feels the respondent should have made;

10.3 To refer the matter back to the respondent for a new decision, correcting any errors that were made; and/or

10.4 To determine how costs of the appeal hearing shall be allocated.

10.4.1 Up to 50% of hearing costs may be the responsibility of the appellant.

A copy of this decision shall be provided to the appellant, the Athletic Director of the member institution involved, the respondent and the President (or designate) of the Conference. If the Athletic Director and the appellant are the same person, the ACAC President may communicate the decision to the President of the member institution.

Three days following the above release, the decision shall be released to all Athletic Directors of the Conference membership and, if warranted, to the media.

- 11.** If the circumstances of the dispute are such that this policy will not allow a timely appeal, the President (or designate) may direct that these timelines be shortened. Should this be the case, the appellant, respondent and members of the Appeals Committee will make every reasonable effort to comply with the revised timelines in order to conclude the appeal in a timely manner.
- 12.** If the circumstances of the dispute are such that an appeal cannot be concluded within the timelines of this policy, the President (or designate) may seek agreement from the appellant and respondent to extend the timelines.
- 13.** The appellant shall have the right to decline a Hearing in favour of a documentary review. Should this be the case, the Appeals Committee shall request both appellant and respondent to provide written submissions, upon which the Appeals Committee shall make its decision. The Appeals Committee may direct such timelines as it deems appropriate in the circumstances in order to conclude the appeal in a timely manner.
- 14.** The decision of the Appeals Committee shall be final and binding.

III. OPERATING PROCEDURES

Section 5

INTERPRETATION PROCEDURES AND COMMUNICATIONS WITH THE COMMISSIONER'S OFFICE

1. Interpretation Procedures

1.1 On the request of any Conference representative, the Commissioner shall, in writing, promptly interpret any rule or provision of the Operating Code and determine its application to a stated actual or threatened situation. Copies of such interpretations shall be sent to all institutions. It shall be the duty of all representatives of the institutions to seek such interpretations in cases in which they are in doubt.

1.1.1 The AD may submit videotape to the ACAC Commissioner to receive his extraordinary ruling. An infraction must have been called by the game official, a serious act of misconduct have occurred, or a major injury have resulted from the incident. The tape must be submitted within 3 working days and a \$50.00 non-refundable fee is to be paid.

1.2 Any circumstances not covered by the Operating Code may be appealed to the Executive Committee.

2. Communications between the Commissioner and Conference members shall normally occur under the following three circumstances.

2.1 Information Gathering - The Commissioner will initiate and communicate directly with the parties involved. When action is being directed to the Commissioner, the incident must be reported through the athletic director to the Commissioner. No coach is permitted to initiate any action directly to the Commissioner.

2.2 Dissemination of Information Concerning Decisions - Decision information is disseminated by a letter from the Commissioner to the institution or a phone call to the athletic director or his/her designate (if time necessitates), or directly to the coach if no other option exists.

2.3 Appeals of Decisions or Questioning of the Process - Reactions to decisions or appeals must be communicated by the athletic director to the Commissioner. A coach or any other team personnel is not permitted to communicate directly with the Commissioner at this stage.

III. OPERATING PROCEDURES

Section 6

DISPOSITION OF DISCIPLINARY CASES RESULTING FROM GAME ACTION

1. **Responsibility**

- 1.1 The disposition of all disciplinary cases shall be determined by the Commissioner, as set forth in 6.3.5.2.1 of the ACAC Bylaws.
- 1.2 In the absence of the Conference Commissioner, all disciplinary cases shall be resolved by a Discipline Committee the membership of which shall be designated by the President of the ACAC.
- 1.3 The President of the ACAC shall also determine the date and venue for the meeting of the Discipline Committee.

2. **Information**

- 2.1 Explicit information concerning the ejection of player(s) or coach(es) and/or serious rule infractions in any ACAC contest shall be recorded on the first (white) copy of the score sheet or, in the case of basketball, soccer, volleyball and hockey, on the Official's Game Report and signed by the senior game official.
- 2.2 This statement shall include:
 - 2.2.1 the nature of the offence(s)
 - 2.2.2 the specific rule under which the eviction(s) was/were based
 - 2.2.3 the time that the offence(s) occurred
 - 2.2.4 the jersey number and team of the player(s) involved

3. **Time Frame**

- 3.1 All disciplinary cases shall be resolved as soon as possible following the occurrence of the offence(s), and a copy of the ruling handed down shall be forwarded to the player(s) involved and a to all Athletic Directors.

III. OPERATING PROCEDURES

Section 7

PROCEDURES FOR SELECTION OF ATHLETES AND COACHES

FOR ALL-CONFERENCE AND ALL-CANADIAN AWARDS

MEN'S AND WOMEN'S BASKETBALL

1. All-Conference Awards

1.1 Athletes

- 1.1.1 Executive Director requests each Head Coach to rank order ten male or female athletes (as the case may be) from teams other than his/her own within the same division, irrespective of the position played.
- 1.1.2 Head Coaches return lists to Executive Director through their athletic director by the established deadline.
- 1.1.3 Executive Director carries out computations on a 10-9-8...2-1 basis to determine ACAC all-conference. The top five athletes in each division are appointed to the first ACAC All-Conference Team, while the next five athletes in each division are appointed to the second ACAC All-Conference Team.
- 1.1.4 Executive Director releases all-conference rosters on or about the first week of March, at the same time as the announcement of the Coach of the Year.

1.2 Tied Votes - Athletes

- 1.2.1 The tie-breaking procedure for ACAC All-Conference awards shall be to take the total number of votes cast for the tied athletes by the coaches involved. The athlete receiving the greater number of votes cast will be awarded the position. In the event that a tie still exists, the number of first place votes received by each athlete involved in the tie will be the determining factor.

1.3 Coaches

- 1.3.1 All head coaches will be considered as candidates for ACAC North and South Coach of the Year.

1.3.2 Prior to the start of the Conference play-offs, coaches will be asked to rank order a maximum of three opposition coaches within their own division whom they feel are most deserving of this honour.

1.3.3 Coaches will be required to return their rankings to the Executive Director by the established deadline. The ED carries out computations on a 3-2-1 point basis to determine the North and South division Coach of the Year award winners.

1.3.4 The North and South Division Coach of the Year Award winners are released on or about the first week of March, at the same time as the announcement of the All-Conference team.

1.4 Tied Votes - Coaches

1.4.1 The tie breaking procedure for ACAC Coach of the Year shall be to take the total number of votes cast for the tied coaches. The coach receiving the greater number of votes cast will be awarded the position. In the event that a tie still exists, the number of first place votes received by each coach involved in the tie will be the determining factor.

2. All-Canadian Awards

2.1 A coaches committee (4 members for each gender - 2 North, 2 South) shall select the ACAC nominations for CCAA All-Canadians (normally one from the south and one from the north) to be put forward to the CCAA. Three options are:

- A. Two All-Canadians - 1 North, 1 South
- B. one All-Canadian - North Or South
- C. three All Canadians - same as 'A' with the third selected by Coaches Committee

2.2 The Coaches' Committee shall also select the nominations for:

2.2.1 ACAC/CCAA Coach of the Year (1 female and 1 male)

2.2.2 CCAA Player of the Year (1 female and 1 male)

2.2.3 CCAA Coaching Excellence

NOTE: The two committees will be chaired by their respective convenors.

2.3 The respective convenors will send the names and profiles of the nominations to the ACAC and CCAA offices by the established deadline.

III. OPERATING PROCEDURES

Section 8

**PROCEDURES FOR SELECTION OF ATHLETES AND
COACHES FOR ALL-CONFERENCE (FIRST AND SECOND TERM)
& ALL CANADIAN AWARDS (THREE PER CONFERENCE)**

HOCKEY

1. All-Conference Awards

1.1 Athletes

1.1.1 On approximately February 1, coaches will be requested to rank order opposing players as follows:

Goalkeepers - 4
Defence - 6
Forward - 6
Centre - 4

1.1.2 Head coaches return this information to Executive Director approximately seven days after the Feb. 1 request date.

1.1.3 Executive Director carries out computations on the following basis:

Goalkeepers -4-3-2-1
Defence -6-5-4-3-2-1
Forward -6-5-4-3-2-1
Centre -4-3-2-1

1.1.4 Executive Director compiles All-Conference rosters on or about Feb. 10 and will release the rosters at the end of league play.

<u>Top Point Getters (1st team)</u>	<u>Next in Order (2nd Team)</u>
1 Goal	1 Goal
2 Defence	2 Defence
1 Centre	1 Centre
2 Forwards	2 Forwards

1.2 Tied Votes – Athletes

1.2.1 The tie breaking procedure for ACAC All-Conference awards shall be to take the total number of votes cast for each of the tied athletes by the coaches involved. The athletes receiving the greater number of votes cast will be awarded the position. In the event that a tie still exists, the number

of first place votes received by each athlete involved in the tie will be the determining factor.

1.3 Coaches

- 1.3.1** All Head Coaches will be considered as candidates for the ACAC Coach of the Year Award.
- 1.3.2** Coaches will be asked to rank order a maximum of three opposition coaches whom they feel are most deserving of this honour.
- 1.3.3** Coaches will be required to return their rankings to the Executive Director (ED) by the established timeline.
- 1.3.4** The ED carries out computations on a 3-2-1 point basis to determine the Coach of the Year award winner and releases this information at the same time as the announcement of the All-Conference team.
- 1.3.5** In the event of tied votes, a fax/phone vote will be undertaken by the ED to break the tie.

2. All-Canadian Awards

2.1 Athletes

This selection process will be carried out after the ACAC All-Conference team selection process (Player of the Year is the top point getter for All Canadian).

- 2.1.1** The ED requests each head coach to rank order three male/female athletes (as the case may be) from teams other than his/her own, irrespective of the position played.
- 2.1.2** Head coaches return this list to the ED by the established February deadline date.
- 2.1.3** ED carries our computations on a 3-2-1 basis to determine the top vote getters who are then appointed to the All Canadian team.
- 2.1.4** ED contacts the appropriate AD (s) for profile information on the athlete(s).
- 2.1.5** AD(s) return the profile information to ED by the established deadline.

2.2 Tied Votes

- 2.2.1** In the event of tied votes for CCAA All Canadian nominations, a telephone/fax survey of opposing coaches shall be undertaken by the ED.

2.3 Coaches

- 2.3.1** The top vote getter of ACAC Coach of the Year shall be nominated for CCAA Coach of the Year.
- 2.3.2** ED contacts the appropriate AD to have the CCAA coaches' bio form completed. This profile information is forwarded to the CCAA office by established deadline.

III. OPERATING PROCEDURES

Section 9

PROCEDURES FOR SELECTION OF ATHLETES AND COACHES

FOR ALL-CONFERENCE AND

ALL-CANADIAN AWARDS

MEN'S AND WOMEN'S VOLLEYBALL

1. All-Conference Awards

1.1 Athletes

1.1.1 The Executive Director shall request that each head coach from the Provincial and the N/S Pools forward to the ACAC office a list of their top 6 players (from their own team). The Executive Director will forward these lists to the respective Provincial and N/S Pool coaches. Only players from this list may be selected to the All-Conference team.

1.1.2 Head Coaches will rank-order the top six opposing players within their own pool by an established deadline.

1.1.3 The Executive Director carries out computations on a 6-5-4-3-2-1 basis to determine the All-Conference team. The top 6 players from the Provincial Pool and the top 2 players from the N/S pool will form the First Team. The next 6 players from the Provincial Pool and the next 2 players from the N/S Pool will form the Second Team.

1.1.4 The All-Conference teams will be released on the Monday/Tuesday prior to the playoffs.

1.2 Tied Votes - Athletes

1.2.1 The tie-breaking procedure for ACAC All-Conference awards shall be to take the total number of votes cast for each of the tied athletes by the coaches involved. The athlete receiving the greater number of votes cast will be awarded the position. In the event that a tie still exists, the number of first place votes received by each athlete involved in the tie will be the determining factor.

1.3 Coaches

- 1.3.1** All coaches will be considered candidates for ACAC Coach of the Year.
- 1.3.2** Prior to the start of the Conference play-offs, coaches will be asked to rank order a maximum of three opposition coaches whom they feel are most deserving of this honour our.
- 1.3.3** Coaches will be required to return their rankings to the Executive Director by the established deadline.
- 1.3.4** Executive Director carries out computations on a 3-2-1 point basis to determine the Coach of the Year Award winners (2), and releases this information at the same time as the announcement of the All-Conference Team.

2. CCAA Awards

- 2.1** The volleyball coaches will form 2 four member committees (one for each gender) to select the ACAC nominees for the CCAA awards (ie. Coach of the Year, All-Canadian Team and Player of the Year).
- 2.2** The Convenor will chair these committees with the remaining membership comprised of two coaches from the Provincial pool and one coach from the N/S pool.
- 2.3** Coaches from the highest ranked North and South teams in the Provincial pool as well as the coach from the first place team in the N/S Pool as of the 2nd weekend in February will automatically be appointed to the Committee.
- 2.4** Candidates for the All-Canadian team must be selected from amongst those athletes chosen for the All-Conference Team.

III. OPERATING PROCEDURES

Section 10

PROCEDURES FOR SELECTION OF ATHLETES AND COACHES

FOR ALL-CONFERENCE AND ALL-CANADIAN AWARDS

MEN'S AND WOMEN'S SOCCER

1. All-Conference Awards

1.1 Athletes

1.1.1 The Executive Director requests from each Head Coach a rank-ordering of his/her own athletes at each of the following positions:

- 2 forwards
- 2 midfielders
- 2 defenders
- 1 goalkeeper

1.1.2 Head coach will also rank order his/her own seven athletes from above in order of importance to their team. Number one being the most important.

1.1.3 Head coaches return this information to Executive Director by the established deadline. (Thursday before Thanksgiving)

1.1.4 The Executive Director will distribute these lists to all head coaches and appropriate divisions and will request that each head coach forward to the ACAC office a rank ordering of opposing athletes from their own division as follows:

- 3 forwards
- 4 midfielders
- 3 defenders
- 1 goalkeeper

1.1.5 Head Coach must return this information through their athletic director, to Executive Director by the established deadline. (third week of October)

1.1.6 The Executive Director will carry out computations on the following basis from nominations received from both divisions (male and female):

- Forward 3-2-1
- Midfielders 4-3-2-1
- Defenders 3-2-1
- Goalkeepers 1

The players with the highest ranking from both divisions in the positions shown will be 'The All-Conference Team' (ONE TEAM).

- 1.1.7** The Executive Director releases All-Conference roster on or about the last week of October.

1.2 **Tied Votes - Athletes**

- 1.2.1** The tie-breaking procedure for ACAC All-Conference awards shall be to take the total number of votes cast for each of the tied athletes by the coaches involved. The athlete receiving the greater number of votes cast will be awarded the position. In the event that a tie still exists, the number of first place votes received by each athlete involved in the tie will be the determining factor.

1.3 **Coaches**

- 1.3.1** All coaches will be considered candidates for ACAC Soccer Coach of the Year.
- 1.3.2** Coaches will be asked to rank order a maximum of three opposition coaches from their own division whom they feel are most deserving of this honour.
- 1.3.3** Coaches will be required to return their rankings to the Executive Director by the established deadline.
- 1.3.4** Executive Director carries out computations on a 3-2-1 point basis from nominations received from both divisions. The coach with the highest ranking from both divisions, will be the ACAC 'Coach of the Year'. This information will be released prior to the ACAC Provincial play-offs.

2. **All-Canadian Awards**

2.1 **Athletes**

- 2.1.1** Executive Director requests each Head Coach to rank-order three male or female athletes (as the case may be) from opposing teams from their own division, regardless of playing position.
- 2.1.2** Head Coaches return this information to Executive Director by the established deadline.
- 2.1.3** Executive Director carries out computations on a 3-2-1 basis from nominations received from both divisions to determine the top two (or one) male/female athlete(s), who shall be the ACAC's from each division nominee(s) for CCAA honours.
- 2.14** Executive Director forwards requests for profile information to the appropriate Athletic Director(s).

2.1.5 Athletic Director(s) return profiles to Executive Director by the established deadline.

2.2 **Tied Votes**

2.2.1 In the event of tied votes for CCAA All-Canadian nominations, a telephone/fax survey of opposing coaches shall be undertaken by the Executive Director.

2.3 **Coaches/Player of the Year nominees**

CCAA Coach of the Year Award and CCAA Player of the Year

2.3.1 The coach selected as the ACAC Coach of the Year will be nominated for the CCAA Coach of the Year Award.

2.3.2 The athlete who receives the highest point total in computations to determine the ACAC's All-Canadian Team nominees, will be nominated for the CCAA Player of the Year Award.

III. OPERATING PROCEDURES

Section 11

POSTPONEMENT/CANCELLATION OF A SCHEDULED ACAC GAME

1. The following procedure shall be followed in the event that a scheduled ACAC game must be postponed/cancelled due to unforeseen circumstances:
 - 1.1 Either the home or visiting Athletic Director may discuss postponement/cancellation with the sport Convenor, and if possible, the ACAC Vice-President and the Executive Director.

The final decision regarding postponement or cancellation is left to the Convenor with the ACAC Vice-President and then the Executive Director authorized as alternates if the convenor is not available.
 - 1.2 Having made the decision to postpone/cancel, the home Athletic Director shall so advise the Executive Director.
 - 1.3 The Executive Director shall immediately convey the decision to postpone/cancel to the Athletic Directors involved.
 - 1.4 Rescheduling of the postponed game shall be as mutually decided by the Convenor, the ACAC Vice-President and the Executive Director.
 - 1.5 The Executive Director shall advise the other participating institution of the new competition date.

III. OPERATING PROCEDURES

Section 12

POSTPONEMENT OR CANCELLATION OF ACAC TOURNAMENTS AND MEETS

1. The following procedure shall be followed in the event that a sanctioned ACAC tournament or meet must be postponed or cancelled due to unforeseen circumstances:
 - 1.1 The home Athletic Director shall discuss the postponement or cancellation with the Convenor (if different from the Host), the ACAC Vice-President and the Executive Director. The final decision is left to the Convenor with the ACAC Vice-President and then the Executive Director authorized as alternates if the Convenor is not available.
 - 1.2 Having reached the decision to postpone/cancel, the host Athletic Director shall so advise the Executive Director.
 - 1.3 The Executive Director shall immediately convey the decision to postpone/cancel to the Athletic Directors of the participating colleges.
 - 1.4 Rescheduling of the postponed tournament or meet shall be as mutually decided by the Convenor, the ACAC Vice-President and the Executive Director.
 - 1.5 The Executive Director shall advise the participating Athletic Directors of the new competition date.

III. OPERATING PROCEDURES

Section 13

FORMAT FOR SENDING GAME INFO TO STATISTICIAN

1. Hockey

1.1 Immediately following the game, host AD shall phone score(s) to the designated ACAC Statistician. The statistician, in turn, will relay this and other scores to the CP Wire Service, Edmonton and the ACAC Website.

1.2 Prior to 12 noon on the first weekday following the game, via Fax, the host AD shall provide the statistician and the ACAC office with:

1.2.1 all scoring information on the game score sheet:

Team
Player (Christian Name and Surname)
Goals
Assists

All players who participated in the scoring shall be included.

1.2.2 names of participating Goalkeepers, ie.-

Team
Name (Christian Name and Surname)
Minutes played
Goals against

1.2.3 By the end of the first weekday following the game, the host AD shall forward original copy of scoresheet to the league statistician.

2. Basketball

2.1 Immediately following the game, the host AD shall phone the score(s) to the designated ACAC statistician. The statistician, in turn, will relay this and other scores to the CP Wire Service, Edmonton and the ACAC Website.

2.2 Prior to 12 noon on the first weekday following the game, via Fax, the host AD shall provide the statistician and the ACAC office with a copy of the scoresheet and the statistics sheet.

2.3 By the end of the first weekday following the game, the host AD shall forward original copy of scoresheet and summary sheet to the statistician.

3. Volleyball

3.1 Immediately following the game, the host AD shall phone score(s) to the designated ACAC statistician. The statistician, in turn, will relay this and other scores to the CP Wire Service, Edmonton and the ACAC Website.

- 3.2** Prior to 12:00 noon on the first weekday following the game, via Fax, the host AD shall provide the statistician and the ACAC office with:
- 3.2.1** Copies of the Volleyball Statistical Summary report indicating the names of all players who had kills, stuff blocks, and service aces as recorded on the statistical summary sheet.
- 3.3** By the end of the first weekday following the game, the host AD shall forward original copy of statistical summary sheet to the statistician. The original scoresheet shall be mailed to the ACAC office.
- 4. Soccer**
- 4.1** Immediately following the game, the host AD shall phone the score(s) to the designated ACAC statistician. The statistician, in turn, will relay this and other scores to the CP Wire Service, Edmonton and the ACAC Website.
- 4.2** Prior to 12 noon on the first business day following the game, via Fax, the host AD shall provide the statistician and the ACAC office with a copy of the soccer game report.
- 4.3** By the end of the first business day following the game, the host AD shall mail the original copy of soccer game report to the statistician.
- 5. Penalties for Late Game Reports**
- 5.1** Institutions failing to fax game reports or game report summaries to the ACAC statistician and the ACAC office before 12:00 noon on the next business day following a game, shall be assessed a fine of \$25 per occurrence.

III. OPERATING PROCEDURES

Section 14

PROCEDURES FOR ACCESSING

THE PROFESSIONAL DEVELOPMENT FUND

1. **Purpose of the Fund**

1.1 The ACAC's professional development fund shall serve the following purposes:

1.1.1 To assist interested ADs in financing their participation at Conferences or seminars of a nature such that said participation will result in real benefit to the ACAC.

1.1.2 To pay fees, or partial fees, of resource professionals required for ACAC professional development events.

2. **Eligibility**

2.1 In respect to 1.1.1 above, candidates shall be Athletic Directors or Executive Members at ACAC membership institutions.

3. **Selection Procedures**

3.1 Selection of candidates shall be done by a committee comprised of the ACAC President, Vice-President and Treasurer.

4. **Application Procedures**

4.1 Application forms may be obtained from the ACAC office.

4.2 All applications for funding shall be submitted to the ACAC, on the prescribed form, at least six weeks prior to the professional development event for which the financial assistance is being requested.

4.3 The amount for which the application shall be eligible is the cost of the registration fee, or a portion thereof, and shall be by way of reimbursement.

5. **Post-Conference Procedures**

5.1 Participants shall be required to provide the Conference with an evaluation of the event attended. Said evaluation shall be submitted to the ACAC President within three weeks of the event in question.

5.2 The participant's claim for reimbursement of the registration fee shall be submitted on the ACAC's standard "Request For Payment" form.

IV. OPERATING GUIDELINES

Section 1

RESPONSIBILITIES OF THE HOST ATHLETIC DIRECTOR **FOR ACAC TOURNAMENTS**

1. Athletic Directors serving as host for ACAC tournaments shall have the following responsibilities:
 - 1.1 Where the host Athletic Director is not also the Convenor, the host AD* shall forward the proposed tournament format to the Convenor for approval.
 - 1.2 Shall obtain via questionnaire one month prior to the event final, participation commitments from those member institutions which made tentative commitments at the Spring AGM;
 - 1.3 Where cancellation of the event is necessary due to unforeseeable circumstances, the procedure described in Article III, Section 11, #1 shall be implemented.
 - 1.4 Shall arrange for all required major and minor officials;
 - 1.5 Shall provide all necessary score and summary sheets;
 - 1.6 Shall contact the previous winner(s) of the team trophies available for the sport in question to assure that they are available for presentation at the conclusion of the current tournament (see also Operating Code, Article II, Section 2);
 - 1.7 Shall arrange for all individual awards and team trophies to be suitably presented at the close of the tournament;
 - 1.8 Shall arrange for appropriate facilities and equipment;
 - 1.9 Shall provide participating institutions with a list of appropriate hotels/motels for accommodation purposes;
 - 1.10 Shall arrange for a hospitality room for visiting Athletic Directors, coaches and dignitaries;
 - 1.11 Shall provide a portable or fixed bulletin board, convenient to the tournament site, for the posting of tournament results, announcements and other relevant information;
 - 1.12 Shall arrange for pre and post-tournament publicity;

- 1.13** Shall arrange for tournament special events such as luncheons, banquets or pubs, where applicable.

- 1.14** Shall administer the selection of a fair play award recipient.
*or designate, if the AD is not available.

IV. OPERATING GUIDELINES

Section 2

RESPONSIBILITIES OF CONVENORS FOR ACAC TOURNAMENT SPORTS

1. Convenors of ACAC tournament sports shall have the following responsibilities:
 - 1.1 Where the Convenor is not also the host Athletic Director, the Convenor shall:
 - 1.1.1 Where possible assist in the organization and administration of the Tournament;
 - 1.1.2 Establish the Tournament format in consultation with the host Athletic Director.
 - 1.2 Shall chair a Coaches' meeting during the course of the Tournament and distribute the minutes of said meeting to all member institutions;
 - 1.3 Shall present a report at the Spring AGM which shall include recommendations for revisions to the Operating Code and observations of unusual occurrences, incidents and administrative problems encountered during the past year in the sport in question;
 - 1.4 Where the event originally scheduled has been cancelled due to unforeseeable circumstances, the convenor shall participate in the determination of the new competition date (see Operating Code Article III, Section II, #1).
 - 1.5 Shall interpret ACAC sport specific rules and policies when requested to do so by a coach or athletic director.
 - 1.6 Shall arrange, in consultation with the host and P.S.O., for the appointment of appropriate officials (where necessary) for ACAC tournament events.
 - 1.7 Shall arrange for the transportation and delivery of trophies to the championship host site.
 - 1.8 In conjunction with the tournament host, shall establish the tournament draw and play-off format and ensure that all tournament preparations are in place.
 - 1.9 Shall arbitrate any disputes which may arise during the ACAC tournament event.
 - 1.10 Shall represent or appoint a designate to represent the Conference at tournament championship meetings, banquets, functions, etc.

- 1.11** Shall participate in the awards ceremony following the final championship match of the tournament.
- 1.12** Shall act as Conference liaison with P.S.O.'s and represent the ACAC at P.S.O. annual general meetings as designated by the Conference.
- 1.13** Shall initiate and/or assist in ACAC developmental activities for this sport.

IV. OPERATING GUIDELINES

Section 3

RESPONSIBILITIES OF CONVENORS

OF LEAGUE SPORTS

1. Convenors of team sports shall have the following responsibilities:
 - 1.1 Shall chair at least two coaches' meetings during the period of September 15 to March 15, and distribute the minutes of this meeting to all member institutions;
 - 1.2 Shall present a report at the Spring AGM which shall include recommendations for revisions to the Operating Code and observations of unusual occurrences, incidents and administrative problems encountered during the past year;
 - 1.3 Shall perform such special functions from time to time as may be requested by the President;
 - 1.4 Where the contest originally scheduled has been cancelled due to unforeseeable circumstances, the convenor shall participate in the determination of the new competition date (see Operating Code Article III, Section II, #1).
 - 1.5 Shall arrange, in consultation with the P.S.O., for the appointment of appropriate officials for league and play-off contests.
 - 1.6 Shall coordinate an evaluation process for league game officials and make recommendations for future assignments.
 - 1.7 Shall arrange for the transportation and delivery of trophies to the Championship host site.
 - 1.8 Shall contact ACAC play-off hosts to ensure that schedules are set and all preparations are in place.
 - 1.9 Shall represent the Conference at ACAC Sport Championship meetings, banquets, functions, etc.
 - 1.10 Shall participate in the awards ceremony following the ACAC Championship match.
 - 1.11 Shall act as the Conference liaison with P.S.O.'s and represent the ACAC at P.S.O. general meetings.
 - 1.12 Shall initiate and/or assist in ACAC developmental activities for the sport.

IV. OPERATING GUIDELINES

Section 4

RESPONSIBILITIES OF INSTITUTIONS

PARTICIPATING IN ACAC TOURNAMENTS

1. Member institutions participating in ACAC tournaments shall have the following responsibilities:
 - 1.1 Shall forward confirmation of entry at least one month in advance of the event via the questionnaire received from the host Athletic Director;
 - 1.2 Shall attend the coaches' meeting (coach and/or Athletic Director) at the time and date specified by the host AD and/or Convenor;
 - 1.3 Shall provide the host AD with the eligibility certificate(s) upon arrival.
2. **Athletic Department Publications**
 - 2.1 Use of the ACAC logo on all athletic department promotional materials is required.
 - 2.2 Use of the Alberta Sport, Recreation, Parks and Wildlife Foundation logo on athletic department publications is encouraged by the Conference.
 - 2.3 Any use of the ACAC logo for publications and/or promotional purposes by those other than members or their representatives must receive approval from the ACAC Executive Committee.

IV. OPERATING GUIDELINES

Section 5

RESPONSIBILITIES OF INSTITUTIONS

PARTICIPATING IN ACAC LEAGUE SPORTS

1. Basketball Standards

1.1 Each host institution shall provide:

1.1.1 a strategy room for each team

1.1.2 a chalk board in the room

1.1.3 a qualified timer

1.1.4 a qualified scorer

1.1.5 a qualified 30 second shot timer

1.1.6 a qualified statistician

1.1.7 a minimum of 6 practice balls

1.1.8 an announcer (optional)

1.1.9 game program noting team rosters and ACAC sponsors

2. Hockey Standards

2.1 Each host institution shall provide:

2.1.1 a qualified timer

2.1.2 a qualified scorer

2.1.3 two qualified goal judges (men's hockey only)

2.1.4 an announcer

2.1.5 game program noting team rosters and ACAC sponsors

2.1.6 warm-up pucks

2.1.7 equipment storage

3. Volleyball Standards

- 3.1** Each host institution shall provide:
- 3.1.1** a strategy room for each team
 - 3.1.2** a chalk board in the room
 - 3.1.3** a qualified scorer and statistician
 - 3.1.4** qualified linespersons
 - 3.1.5** three ball crew
 - 3.1.6** practice balls
 - 3.1.7** an announcer (optional)
 - 3.1.8** game program noting team rosters and ACAC sponsors

4. General Standards

- 4.1** Each host institution shall provide benches for both teams.
- 4.2** Institutions participating in all sports must have an established procedure for handling medical emergencies which must include transportation to further medical attention if necessary. It is recommended that a medical doctor be present at each hockey contest.

5. Athletic Department Publications

- 5.1** Use of the ACAC and CCAA logos on all athletic department promotional materials is required.
- 5.2** Use of the Alberta Sport, Recreation, Parks and Wildlife Foundation logo on athletic department publications is encouraged by the Conference.
- 5.3** Any use of the ACAC logo for publications or promotional purposes by those other than members or their representatives must receive approval from the ACAC Executive Committee.
- 5.4** Use of ACAC sponsor logos on all college athletic department promotional materials is encouraged.