

PANHANDLE CONFERENCE POLICIES

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SECTION 1 GENERAL ORGANIZATION

Policy 1 Duties of Panhandle Conference Chair

- A. Serve a two-year term beginning in even-numbered years.
- B. Conduct the business of the Panhandle Conference as established by the policies found in the Council for Athletic Affairs (CAA) handbook and the Panhandle Conference handbook.
- C. Set the date for and conduct two Panhandle Conference meetings in accordance with Section 1, Policy 3 of the Panhandle Conference handbook.
- D. Keep conference policies updated and a copy on file with the CAA Chair, FCSAA Commissioners and the FCSAA Executive Director.
- E. Provide information and education to the Panhandle Conference Sport Chairs on their duties and responsibilities; and monitor their performance and adherence to CAA and Panhandle Conference policies.
- F. Serve as a member of the CAA Executive Board and attend all meetings.
- G. Keep abreast of all CAA and state issues as they relate to athletics and keep the membership informed.
- H. Conduct the election of a Panhandle Conference Chair-Elect in even-numbered years.
- I. Submit the Panhandle Conference's Section 16 Report to the CAA Chair by September 15.
- J. Fulfill other responsibilities as assigned by the CAA Chair, FCSAA Executive Committee or the FCSAA President.

Policy 2 Duties of Panhandle Conference Chair-Elect

- A. Serve a two-year term beginning in even-numbered years to be immediately followed by a two-year term as Panhandle Conference Chair.
- B. Represent the Panhandle Conference Chair, in his/her absence, at all appropriate conference, state and CAA Executive Board meetings.
- C. Assist the Panhandle Conference Chair in conducting Panhandle Conference meetings, and, in the Chair's absence, conduct the meetings.
- D. Keep abreast of all CAA and state issues as they relate to athletics.
- E. Fulfill other responsibilities as assigned by the Panhandle Conference Chair.

Policy 3 Duties of Panhandle Conference Sport Chairs

- A. The Panhandle Conference Sport Chairs shall serve two-year terms beginning in even-numbered years with no restriction on the number of terms to be served.
- B. Know the policies in the CAA handbook and Panhandle Conference handbook pertaining to the committee and sport involved.
- C. Conduct all sport committee meetings and elections.
- D. Forward all CAA handbook recommendations to the State Sport Chair; and all Panhandle Conference handbook recommendations to the Panhandle Conference Chair.
- E. File official written reports on all meetings and activities to the Panhandle Conference Chair.
- F. Serve on the state sport committee and represent the Panhandle Conference at the state tournament of the respective sport.
- G. Coordinate the sport's all-conference balloting and selection of the sport's Panhandle Conference Scholar-Athlete of the Year.

Policy 4 Conference Meetings

- A. There will be two conference meetings per academic year to be held within two weeks after the Council for Athletic Affairs meetings.
- B. These meetings are for all athletics directors and coaches with Presidents invited to attend.
- C. The meetings are to be held at neutral sites at the discretion of the Panhandle Conference Chair.

Policy 5 Sport Meetings

- A. Men's Basketball-One fall meeting will be held in conjunction with the General Panhandle Conference meeting.
- B. Women's Basketball- One fall meeting will be held in conjunction with the general Panhandle Conference. A spring meeting will be held after the FCSAA women's basketball

meeting at the FCSAA State/Region VIII tournament. Minutes from the meeting are to be sent to all conference women's basketball coaches and to all Conference Athletic Directors.

- C. Baseball- One meeting at the conclusion of the season, one summer meeting and two fall meetings will be held each year. One fall meeting will coincide with the All Sports Conference meeting held in September. The other fall meeting to be held prior to the end of the fall semester
- D. Softball-One Summer meeting (June) and one fall meeting will be held each year. The fall meeting will coincide with the All Sport conference meeting held in September.
- E. Volleyball- One Summer meeting (May) and one fall meeting will be held each year. The fall meeting will coincide with the All Sport conference meeting held in September.

SECTION 2 APPROVING OF CONFERENCE POLICIES

Policy 1 General Conference Policies

- A. Must have the approval of majority of conference athletics directors for approval.
- B. General conference policy changes are to be circulated to each conference president.

Policy 2 Individual Sport Policies

- A. Individual sport policies must have a majority vote of the conference coaches and of the conference athletics directors for approval.
- B. Individual sport policy changes are to be circulated to each conference president.

SECTION 3 SCHEDULING AGREEMENT

Policy 1 Scheduling Events

- A. The FCSAA Scheduling Agreement must be used between colleges when scheduling games and/or matches.

Policy 2 Disputes of Scheduling Agreement

- A. All scheduling agreement violations and disputes shall be referred to the Panhandle Conference Chair for resolution. Decisions of the Conference Chair may be appealed to the CAA Executive Board through the CAA Chair.

Policy 3 Scheduling Agreement with Non-Panhandle Conference Opponents

- A. The home team is responsible for initiating the scheduling agreement for single non-Panhandle Conference games/matches between FCSAA opponents. For home-and-home games/matches, it is the responsibility of the first home team to initiate the scheduling agreement.

Policy 4 Panhandle Conference Scheduling Agreement

- A. The Panhandle Conference Chair shall initiate a scheduling agreement for each sport's Panhandle Conference composite schedule. Each sports chair will submit a conference schedule to the Conference Chair, who will review the schedule for accuracy and circulate to all athletics directors for approval and signature.

Policy 5 Changes to Panhandle Conference Scheduling Agreement

- A. Once the Panhandle Conference scheduling agreement is approved, schools must follow Panhandle Conference policies to change dates and/or times of conference games/matches.

SECTION 4 CONFERENCE ACADEMIC AWARDS

Policy 1 Panhandle Conference All-Academic Teams

- A. Panhandle Conference All-Academic team awards are made to students in all college activities, both sanctioned and not sanctioned by FCSAA.
- B. The purpose of these awards is to recognize the academic achievements of students participating in college activities at our Panhandle Conference member colleges.
- C. Students meeting the following criteria will be selected to the All-Academic Team:
 - a. The student must have met all eligibility requirements for participation.

- b. The student must have been an active member of the team for the duration of the season.
- c. The student must have taken a minimum of eighteen (18) semester hours in the current academic year and must have a cumulative GPA of at least 3.00 or higher under one of the following:
 - i. Accumulation of all credits over multiple academic years, or
 - ii. Accumulation of credits for the current academic year
 - iii. **NOTE:** Remedial credits may or may not be counted, but if counted all attempts must be included in determining GPA.
- d. Each Panhandle Conference Athletic Director will submit a list of nominees to the Panhandle Conference Chair by June 15. The Conference Chair will generate the official list and provide a completed list by sport to each college.

Policy 2 Conference Academic Scholar-Athlete

- A. The Panhandle Conference will select one (1) Male and one (1) Female as the Panhandle Conference Scholar-Athlete of the Year recipient.
- B. Nominees for Panhandle Conference Scholar-Athlete of the Year must be the sport's scholar-athlete of the year recipient or non-sanctioned nominee (Cheerleading, Cross Country).
- C. Each sport shall select a student-athlete as the sport's scholar-athlete of the year recipient.
- D. Conference Sport Chairs will nominate each respective sports winner for consideration for the overall Panhandle Conference Scholar-Athlete of the Year award, to be selected by the Athletic Directors at the Spring Conference Meeting.
- E. The student-athlete must meet the following criteria:
 - a. The student-athlete must be a member of the team and be listed on the current year's eligibility form.
 - b. The student-athlete must be a second season participant.
 - c. The student-athlete must have taken a minimum of thirty-six (36) semester hours and must have a cumulative grade point average of at least a 3.3 on a 4.0 scale.

- d. **NOTE:** Remedial credits may or may not be counted, but if counted all attempts must be included in determining GPA.
- F. Nominations must be accompanied by a letter of recommendation from the Athletic Director and official transcripts from his/her institution.
- G. Citizenship, community service, and athletic prowess will be a factor in the selection process.
- H. The Male Panhandle Conference Scholar-Athlete of the Year recipient will be named the Dale O'Daniel Panhandle Conference Male Scholar-Athlete of the Year. The Female Panhandle Conference Scholar-Athlete of the Year recipient will be named the Mickey Englett Panhandle Conference Scholar-Athlete of the Year.

SECTION 5 ALLEGATIONS

- A. Any allegation by a conference member against another conference member must be made from athletic director to athletic director and have the approval of the conference member's president before any allegations are made higher than the conference level. This procedure has been agreed upon by the conference presidents.

SECTION 6 CONFERENCE GAME BALLS

- A. All games/matches hosted by Panhandle Conference members are to be played with FCSAA sanctioned balls. Refer to CAA policies for sport game balls.

SECTION 7 ALL-CONFERENCE TEAMS

Policy 1 Balloting

- A. It is the responsibility of each sport chair to conduct balloting for all-conference teams under CAA policy. After the balloting is completed, the sport chair is to send the final results to the Conference Chair, each conference member's director of athletics and specific sport coach, the CAA State sport Chair and the FCSAA Administrative Coordinator.

Policy 2 Balloting Results

- A. Results of conference balloting, by individual members, is to be sent to each conference member's director of athletics and specific sport coach.

Policy 3 Specific Sport Procedures

A. Men's Basketball

- a. A first-team comprised of up to twelve (12) players shall be selected and ranked one through twelve. A second-team comprised of up to twelve (12) players shall also be selected.
- b. The conference sports representative will conduct the selection process by official ballot listing all nominations. Voting will consist of the first choice receiving twelve (12) points and the twelfth player receiving one (1) point.
- c. Coaches cannot vote for their own players.
- d. The player receiving the highest total points will be Conference Player of the Year.
- e. The top freshman vote-getter during the All-Conference voting will receive the Freshman of the Year Award.
- f. The top transfer vote-getter, if applicable, in the All-Conference voting will receive the Newcomer of the Year Award.

B. Women's Basketball

- a. The All-Conference team will consist of twelve players
- b. The conference sports representative will conduct the selection process by official ballot listing all nominations. Voting will consist of the first choice receiving twelve (12) points and the twelfth player receiving one (1) point.
- c. Coaches cannot vote for their own players.
- d. The ballot will be invalid unless all 12 places have designated players.
- e. The player receiving the highest total points will be Conference Player of the Year.
- f. The top freshman vote getter during the All-Conference voting will receive the Freshman of the Year Award.

C. Baseball

- a. All Conference First team (5 inf, 4 of, 2 c, 1 dh, 3P)
- b. Selection not by position.
- c. Each coach in the conference may nominate players from their own team and must provide statistics on each player nominated.
- d. Coaches will vote for five infielders, four outfielders, two catchers, one designated hitter and three pitchers out of those nominated. Unanimous selections

make it. In the event of a tie, (three guys for two places) coaches will vote for only two.

- e. All Conference second team procedures are same as first team with the exception of number of players selected (i.e., six infielders or five of etc.).
- f. Conference Player of the Year Award will be given as the “Ellis Dungan MVP Award.”
- g. Conference Scholar/Athlete Award will be given as the “Buddy Kisner Scholar/Athlete Award.”
 - i. The criteria will be the same as the FCSAA Scholar/Athlete award for Baseball, the “Bill Tuten Award.”
 - ii. The nominating procedures will be the same. The nominations are due to the Conference Chair at the Panhandle Conference meeting.

D. Softball

- a. Coaches will select both first and second All-Conference Teams. The first-team will consist of 17 players.
- b. Selection will be by position: 5 Infielders, 2 Catchers, 4 Outfielders, 4 Pitchers, 2 At-Large.
- c. The conference sports chair shall handle the balloting process.
- d. Each head coach in the conference may nominate players from their teams and must provide statistics offensively and defensively on each player nominated. This will be done on the nomination form provided by the conference chair. All nominations, along with conference and overall statistics, will be placed on a ballot by the conference sports chair and distributed to all coaches. Nominees must be on the ballot prior to the start of the meeting.
- e. Each coach then:
 - i. Ranks the top 10 infielders in order of choice. Ten points will be given to the number one choice, nine points to the number two choice, etc. The top five are first-team all-conference and the next five are second-team.
 - ii. Ranks the top 8 outfielders and pitchers, respectively, with the same criteria as the infielders. Eight points going to the number one choice, seven points to the number two choice, etc. Top four are first-team.
 - iii. Ranks the top 4 catchers and at large players, respectively, with the same

criteria. Four points going to the number one choice, three points to the number two choice, etc., Top two are first-team.

- iv. Coaches may not vote for their own players and must submit a complete ballot.
- f. All-conference voting will take place Tuesday, April 23, 2013, at 10:30 a.m. at Chipola College. The conference sports chair shall notify the state softball chair by the all-conference cutoff date. Selections should include statistics for the 17 representatives.
- g. Conference coaches shall vote for a Coach of the Year, a Player of the Year and a Pitcher of the Year.
- h. First-team all-conference players will be eligible to be selected for the all-state/all-region teams.
- i. Members of the first- and second-team will receive certificates provided by the FCSAA.
- j. Student-athletes will be recognized for the Conference Fastpitch Softball Academic Award. The student-athlete must have a minimum of a 3.0 GPA and have completed 24 credit hours, unless the student has attended only one semester during the academic year (spring), earning a minimum of a 3.0 GPA with 12 credited hours.

E. Volleyball

- a. Coaches will select both first and second All-Conference Teams. The first team will consist of 6 players.
- b. Selection will be by coach's choice.
- c. Each coach in the conference may nominate players from their teams and must provide statistics on each player nominated. This will be done on the nomination form provided by the conference chair. All nominations, along with conference and overall state statistics, will be placed on a ballot by the conference chair and distributed to all coaches.
- d. Each coach then ranks the top 12 players in order of choice. 12 points will be given to the number one choice, 11 points to the number two choice, etc.

- e. The top six players with the highest number of points will be the first team All-Conference. The second six players, with the next highest number of points will be the second team All-conference. If a second team position is unfilled following the initial vote, the chair will conduct a telephone vote among the coaches of the remaining nominees to fill the vacancy.
- f. Votes by phone should be followed up by a written vote to the conference chair. The conference chair shall notify the state volleyball chair by the All-conference cutoff date. Selections should include statistics for the top players.
- g. First team All-Conference players will be eligible to be selected for the All-State/All-Region Teams.
- h. Each conference school Athletic Director will receive an invoice from the conference chair for \$25.00. These funds will go towards the purchase of a Conference Champion Trophy.

SECTION 8 ALL-STATE AND ALL-REGION TEAMS

Policy 1 Men's Basketball

- A. Top three in all-conference balloting will be submitted from the conference. Ties must be broken.

Policy 2 Women's Basketball

- A. Top four in all-conference balloting will be submitted from the conference. Ties must be broken.

Policy 3 Baseball

- A. First Team-All Conference players will be eligible to be selected for All-State, All-Region Teams.

Policy 4 Softball

- A. First-team All-Conference players will be eligible to be selected for the All-State/All-Region Teams.

Policy 5 Volleyball

- A. First team All-Conference players will be eligible to be selected for the All-State/All-

Region Teams.

SECTION 9 CONFERENCE COACH OF THE YEAR

Policy 1 Men's Basketball

- A. This award will be given to the coach of the conference championship team.
- B. To be called the "Eddie Barnes Coach of the Year Award."

Policy 2 Women's Basketball

- A. This award will be given to the coach of the conference championship team.

Policy 3 Baseball

- A. To be called the "Bill Hamilton Coach of the Year Award."
- B. Winner is not automatic, but by majority vote. In the event of ties (ex.2-2-7, 2-2-1-1, 3-2-2) vote again. Tie between two coaches = Co-Coach-of-the-Year.
- C. Notifying all media outlets for All-Conference team and Coach of the Year will be handled on an individual basis.

Policy 4 Softball

- A. Conference coaches shall vote for a Coach of the Year, a Player of the Year and a Pitcher of the Year; with pitcher being eligible for Player of the Year honors.

Policy 5 Volleyball

- A. This award will be given to the coach of the conference championship team.

SECTION 10 CONFERENCE CHAMPIONSHIP TROPHIES

SECTION 11 GENERAL SPORTS POLICIES – MEN'S BASKETBALL

Policy 1 Conference Play

- A. All conference games will be played on Tuesday/Wednesday or Saturday. No games can be changed without the unanimous approval of all Panhandle Conference Athletic Directors and the Conference Chair.
- B. Starting and ending dates for conference play and conference playoff dates will vary each year. Check the conference minutes to determine these dates.

C. Officials' pay will be \$375 per game for both non-conference and Panhandle Conference games.

D. The coordinator of officials will be paid a \$500.00 assigning fee by each school.

Policy 2 General Rules

A. Game time for all conference double headers is 5:30 p.m. for the women's game and 7:30 p.m. for the men's game.

B. No dunking in warm-ups or at halftime.

C. A cooler will be provided on the bench for the visiting team by the home team.

D. Home team will provide the visiting team with six or more FCSAA sanctioned basketballs.

E. FCSAA cards, coaches' cards, and/or athletic director's passes will serve as free admission to away conference games. Cheerleaders of the visiting team will get in free.

F. All teams will provide their own towels.

G. Visiting teams are required to provide their own training supplies when requesting host team's assistance with taping, etc.

H. A check in "X" for substitutions will be placed at each scorer's table.

I. During all Panhandle Conference games, including playoff games, a one-minute media timeout will be administered at the first dead ball under the 12:00 and 6:00 mark of each half. Media timeouts are in addition to each team's regular allotment of timeouts.

Policy 3 Video Exchange

A. There will be no correspondence of video tapes sent between coaches and officials. All video tape copies to officials must be sent out by Supervisor of Officials.

B. There will be no game tapes of conference members sent to other schools for scouting purposes.

C. At any point during the season, one school may request up to two films at any time during the season from each conference school. The request must be fulfilled within three (3) business days.

SECTION 12 GENERAL SPORTS POLICIES – WOMEN'S BASKETBALL

Policy 1 Conference Scheduling

- A. If five (5) or more teams of the conferences colleges participate in women's basketball, a rotating schedule will be used with teams playing three (3) times each year prior to the men at 5:30 p.m. This will give the conference two (2) or three (3) automatic qualifiers for tournament play.
- B. All conference games will be played on Tuesday/Wednesday or Saturday. No games can be changed without the unanimous approval of all Panhandle Conference Athletic Directors and the Conference Chair.

Policy 2 Conference Officials Coordinator

- A. The conference will select a coordinator to assign officials for all home games played. The coordinator will be paid \$500 from each school.

Policy 3 Conference Officials

- A. The conference will use three-person crews for all games with each official being paid \$125. All officials rated at the conference jamboree will officiate during the fall schedule. The official's coordinator will use the rating cards from coaches as well as their own rating to schedule the best officials for conference play.

Policy 4 Clock Operators/Shot Clock Operators/Scorekeeper

- A. Each college must provide qualified adults for these positions.

Policy 5 Towels-Drinks

- A. Teams will provide their own towels. The host team is responsible for providing drinks or water on the bench.

Policy 6 Pep Bands

- A. Pep bands cannot sit behind the visiting team nor play during live-ball situations.

Policy 7 Basketballs

- A. Home team will provide the visiting team with six or more FCSAA sanctioned basketballs.

Policy 8 Jamboree

- A. There will be a conference jamboree each year to start the basketball season. Each conference school will attend. The site will be selected each year at the conference

meeting.

SECTION 13 GENERAL SPORTS POLICIES – BASEBALL

Policy 1 Fall Baseball

- A. Fall practice will begin on the last Monday of August.
- B. Fall All-Star Game Coaches will be determined by Head Coach from the previous year's Conference Champion.

Policy 2 Conference Scheduling

- A. Conference game times to be determined by home team.

Policy 3 Rain Outs-Suspended Games

- A. Interrupted games will be resumed at the point of interruption unless 4 ½ innings have been completed with the home team winning.
- B. Suspended games – (Trip already made or game in progress or not)
 - a. The visiting team will be extended the option of returning on the next available date to resume play, pending availability of transportation, OR play suspended game as part of doubleheader on next trip to the site. If suspension occurs on last trip of year to the site in question, then game will be made up at the next meeting between the teams.
- C. Make-up games will be the same number of innings as originally scheduled.
- D. For teams traveling overnight game will be made up as part of double-header at that site if teams are scheduled to play there again. If not returning to that site again, it will be made up next time they meet.
- E. Cancelled games - (games called with no team travel) games will be played on next available date as per a-d below.
 - a. Weekend Series: Would play Sunday first, then Monday if neither would play Thursday.
 - b. Weekday Series: Would play Thursday first, then Friday if no conference game previously scheduled, then Sunday if no conference game previously scheduled then Monday.

- c. Overnight Opponents: Use double-header scheme -see above.
- d. In the event of a Break Week: Available days in which to reschedule would exceed number of games by one with earliest day given first priority (i.e. one game to make up you get first two days -Monday first then Tuesday. Two games to make up would give you three days, Monday first, then Tuesday, then Wednesday).
- F. Rainouts/Suspended games in the last series between teams will not be made up unless it has a bearing on a team going to the state tournament.
- G. Playing games in advance of the scheduled play date.
 - a. In the event of extenuating circumstances or impending weather all conference coaches participating on the play date must be in unanimous agreement to allow the scheduled conference game to be played before the scheduled play date.
Note: The Sports Chair will be responsible for notifying the Conference Chair of the schedule change immediately following the approval from the participating coaches.

Policy 4 Protest Procedures

- A. Protest must be handled at site.
- B. Rule book must be present -no book, no protest.
- C. Protest allowed on "Rules" only, "no judgments".
- D. Umpire coordinator will ensure that all conference umpires will be approachable and act in a professional manner.
- E. Final judgment belongs to umpires -their decision is final.

Policy 5 Umpires

- A. Conference will use conference umpires.
- B. Fees to be voted on every three years
- C. Conference umpire selection to be done by member coaches and Conference Coordinator.
- D. Official recommendation list to be provided by umpire coordinator and voted on by coaches.

- E. Conference umpire coordinator will evaluate each umpire at least once.

Policy 6 State Umpire Selection

- A. Each coach and Conference Umpire Coordinator will rank his top three and vote.
- B. We will assign 5-3-1 point system.
- C. Coaches and Conference Umpire Coordinator will have rankings to conference chair by end of fall meeting for tabulation.
- D. Conference Chair will forward Choice #1, Choice#2, etc. to umpire coordinator.
- E. State umpires can work two years consecutively.

Policy 7 Mercy Rule

- A. Conference games will be played under the “mercy rule” of 10 runs after 5 innings and 8 runs after 7 innings.

SECTION 14 GENERAL SPORTS POLICIES – SOFTBALL

Policy 1 Rules

- A. Panhandle Conference games will be played by the current NJCAA, NCAA, and FCSAA rules and policies.
- B. Each playing date will be a doubleheader, consisting of 2 seven inning games with the NCAA run rule and international tie breaking rule in effect.
 - a. Eight runs after 4.5 or 5 innings
 - b. After nine complete innings, the international tie-breaking rule takes effect with the exception of any facility where lights are not available, in which case it will take effect after seven complete innings.
- C. The home team will take infield warm up 25 minutes before game time. Infield warm up will not exceed 10 minutes.

Policy 2 Umpires

- A. Officials must be registered with the NCAA/ASA and on the conference list of approved officials. It is each conference coach’s responsibility to forward the names of their home officials to the Conference Chairperson prior to the start of spring season play.
- B. Conference Officials List

- a. Officials must be listed on the Conference Officials List to call conference games.
- b. Names for the list must be submitted to the Conference chair by Nov. 1st and the conference chair will then submit the list to the appropriate official's coordinators.
- c. There must be two or more votes to remove an official from the conference list.
- d. A coach can remove an umpire from their home list at their discretion.
- e. Only additions can be made to the list after the Nov. 1st deadline for the upcoming season.
- f. The officials list will be reviewed each year.
- g. Conference colleges will not compensate officials for conference games if they are not on the approved conference list.

Policy 3 Rainouts

- A. The home team will call the Coach/Athletic Director's office of the conference opponent if the weather is obviously not going to allow play for any game before they depart their campus.
- B. Teams will reschedule rained out games at the original site at the next open designated date. Coaches must adhere to all rain dates scheduled. If teams have scheduled non-conference games and/or tournaments on these rain dates, precedence is conference play. If there is a mutually agreed upon date before the designated rain date the game may be made up at the agreed upon date.
- C. If there is a no-show, the conference team in fault will forfeit both games.
- D. Rain out games or unplayed games that do not affect the playoff standings needed to qualify for State may or may not be played. The game(s) will be played unless both coaches agree not to play.
- E. In the event that a team spends travel money to participate in a conference double header and for some reason the double header cannot be completed, then the game/games will be made up at the end of the season as an "if necessary" situation, or earlier if both teams agree to financially undertake another trip.
- F. Conference games must be played to their entirety to count.
- G. Playing games in advance of the scheduled play date.

- a. In the event of extenuating circumstances or impending weather all conference coaches participating on the play date must be in unanimous agreement to allow the scheduled conference game to be played before the scheduled play date.
Note: The Sports Chair will be responsible for notifying the Conference Chair of the schedule change immediately following the approval from the participating coaches.

Policy 4 Uniforms

- A. All home games, the home team will wear light uniforms (i.e. white) and the visiting team will wear dark uniforms (i.e. black) for conference play.

Policy 5 Spring Schedule

- A. The Panhandle Conference is on a permanent rotating schedule. Each April the chairperson will simply rotate each team on the master schedule and produce the new schedule. Along with the automatic rotation, home and away games will be switched.
- B. Each team will play the other conference teams one date at home and one date away. The conference scheduling agreement will be distributed by the Panhandle Conference Chair.
- C. Playing times:

<u>Monday – Friday</u>		<u>Saturday & Sunday</u>
CC	4:00/6:00 p.m.	<i>1 & 3 p.m.</i>
GCCC	4:00/6:00 p.m.	
NWFS	4:00/6:00 p.m.	
PJC	4:00/6:00 p.m.	
TCC	4:00/6:00 p.m. (Eastern Time)	

- D. Each conference school is responsible for reporting after each game date to the state scoreboard.

Policy 6 Game Ball

- A. The official softball to be used by the Panhandle Conference for regular season play will be the State adopted ball.

SECTION 15 GENERAL SPORTS POLICIES – VOLLEYBALL

Policy 1 Rules

- A. Panhandle Conference games will be played by the current NJCAA, NCAA, and FCSAA rules and policies.
- B. Each playing date will be the respective coaches. There shall be an odd number of matches to prevent ties.
- C. The home team will be decided by the coaches involved, if the coaches cannot agree, the Athletic Directors will determine by a coin toss.

Policy 2 Officials

- A. The Panhandle Conference will use only NCAA registered officials. It is the responsibility of the home team to provide two NCAA registered officials and the judge for each match.

Policy 3 Inclement Weather

- A. The home team will call the Coach/ Athletic Director's office of the conference opponent if the weather is obviously not going to allow play/travel for any game before they depart their campus.
- B. Teams will reschedule rained out games at the original site at the next open designated date. NCAA rained out procedures will apply. If coaches fail to agree on make-up dates they will be decided by the Athletic Directors.

Policy 4 Uniforms

- A. In all matches the home team will wear like uniforms and the visiting team will wear like uniforms for conference play.

SECTION 16 – FCSAA STATES/NJCAA DISTRICT TOURNAMENTS

Policy 1 Annual Tournament

- A. There shall be an annual FCSAA State/NJCAA District Tournament in all sports sanctioned by the FCSAA.
 - a. NOTE 1: When there is more than one district in a particular sport, the winner of each district must play one game for the State Championship.
 - b. NOTE 2: In a year when Region 8 qualifies a second team for the NJCAA Men and Women's Division I Basketball Tournament due to zone rotation, the two teams shall be the Region 8 Champion and Runners-up.

Policy 2 Site Selection

- A. The sport committee shall follow the procedures outlined in the Policies and Procedures for Athletics for securing bids and site selection.

- B. The tournament events committee will be established to review criteria, prepare bids, and determine validity of recommendations from the specific sports committees. The committee will be comprised of: Each respective sport chair, appropriate Men's or Women's commissioner, the CAA Chair, the CAA chair-elect and the FCSAA Executive Director.

Policy 3 Qualifying for Tournament

- A. Each conference shall have the responsibility of determining which teams qualify for the tournament. Each conference must have their teams qualified no later than seven (7) days prior to the start of the tournament, except for softball in which each conference must have their teams qualified no later than ten (10) days prior to the start of the tournament.

Policy 4 Method of Selecting Tournament Representatives

A. Men's Basketball

- a. Two participating teams from each of the four conferences
- b. If there is a two way tie for first place, the teams will be co-champions. The team that won two or more of the conference games played between the two teams will represent the conference as the number one team. The other team will represent the conference as the number two team.
- c. If there is a tie for second place, the two teams will play at the nearest division member's neutral court, based on total mileage for both teams.
- d. In the event of a three-way tie for first place, the teams will be tri-champions and the following will apply:
 - i. First Place – three-way tie with only two (2) teams qualifying for post-season play, the following will apply:
 1. The team with the best conference record involving play between the three teams will receive a bye. The two teams not receiving a bye will meet in a play-off.
 2. If the three teams tied have identical records in conference play involving games against each other, the Conference Chair will conduct a drawing in the presence of the College President to determine which two teams play. The first team drawn will receive a bye and the other two teams meet in a play-off.
 3. This game will be played at the bye team's gym.
 4. The second night of the play-off, the bye team will play the loser of

the previous night, at a neutral site. The winner of this game advances to the state tournament as the number one or number two seed, depending on head to head competition with the winner of the first game of the play-off.

- e. In the event of a three-way tie for second place, the following will apply:
 - i. Same as above, except all games will be played at a neutral site.
 - ii. Same as above.
 - iii. The second night of the play-off, the bye team will play the winner of the previous night at the nearest division members neutral court, based on total mileage for both teams. The winner will represent the Panhandle as the second place team.
- f. A four-way tie for first place will be drawn by the fifth place college's president to determine the pairings. The games will be played on Tuesday night following the regular season at the fifth-place college. The two winners advance as 1st and 2nd place based on the two winner's head to head competition during the conference season.
- g. A four-way tie for second place will be drawn by the first Team President to determine pairings. The games will be played Monday. The winners will play Tuesday at a neutral site. The winner will advance as a 2nd place qualifier.
- h. A five-way tie will be a blind draw to determine who plays.
 - i. There will be a play-in game and the single elimination until there are two winners.

B. Women's Basketball

- a. Participating teams are determined through the CAA-approved rotation system
 - i. First Place- two-way tie for first place when two (2) teams qualify for post-season play:
 - 1. The teams are co-champions and the team that won two or more of the conference games played between the two teams will represent the conference as the number one team. The other team will represent the conference as the number two team.
 - ii. First Place-three-way tie with only two (2) teams qualifying for post-season play, the following will apply:

1. The team with the best conference record involving play between the three teams will receive a bye. The two teams not receiving a bye will meet in a play-off.
 2. If the three teams tied have identical records in conference play involving games against each other, the Conference Chair will conduct a drawing in the presence of the College President to determine which two teams play. The first team drawn will receive a bye and the other two teams meet in a play-off.
 3. This game will be played at the bye team's gym.
 4. The second night of the play-off, the bye team will play the loser of the previous night, at a neutral site. The winner of this game advances to the state tournament as the number one or number two seed, depending on head to head competition with the winner of the first game of the play-off.
- iii. First Place- three-way tie for first place when three (3) teams qualify for post- season play:
1. The teams are tri-champions.
 2. Seeding for post-season play will be head- to-head between the three teams to determine the number one seed then head-to-head with the remaining two teams to determine the number two and number three seeds. If head-to-head cannot determine the original seed, the Conference Chair will conduct a drawing in the presence of the College President to determine seeding as all three (3) teams enter post- season.
 3. Second Place- second place tie with only two (2) teams qualifying for post-season play.
 4. The two teams will play at the nearest division member's neutral court, based on total mileage for both teams.
- iv. Second Place- second place three-way tie with only two (2) teams qualifying for post-season play:
1. The team with the best conference record involving play between the three teams will receive a bye. The two teams not receiving a bye will

meet in a play-off.

2. If the three teams tied have identical records in conference play involving games against each other, the Conference Chair will conduct a drawing in the presence of the College President to determine which two teams play. The first team drawn will receive a bye and the other two teams meet in a play-off.
 3. This game will be played at the bye team's gym.
 4. The second night of the play-off, the bye team will play the winner of the previous night at the gym of the first night's play-off loser. The winner of this game advances to the state tournament as the number two seed.
- v. Second place- three-way tie with three (3) teams qualifying for post-season play:
1. The team with the best conference record involving play between the three teams will receive a bye. The two teams not receiving a bye will meet in a play-off.
 2. If the three teams tied have identical records in conference play involving games against each other, Conference Chair will conduct a drawing in the presence of the College President to determine which two teams play. The first team drawn will receive a bye and the other two teams meet in a play- off.
 3. This game will be played at the bye team's gym with the winner advancing to post-season play.
 4. The second night of the play-off, the bye team will play the loser of the previous night, at a neutral site. The winner of this game advances to the state tournament as the number two or number three seed, depending on head to head competition with the winner of the first game of the play-off.
- vi. Third Place – Two teams tie with three (3) teams qualifying for post-season play:
1. The two teams will play at the nearest conference member's neutral court, based on total mileage for both teams. The winner of this game

will advance to the state tournament as the number three seed from the conference.

vii. Third Place-Three teams tie with three (3) teams qualifying for post-season play:

1. The team with the best conference record involving play between the three teams will receive a bye. The two teams not receiving a bye will meet in a play-off.
2. If the three teams tied have identical records in conference play involving games against each other, the Conference Chair will conduct a drawing in the presence of the College President to determine which two teams play. The first team drawn will receive a bye and the other two teams meet in a play-off.
3. This game will be played at the bye team's gym.
4. The second night of the play-off, the bye team will play the winner of the previous night at the gym of the first night's play-off loser. The winner of this game advances to the state tournament as the number one seed. The remaining two teams will look at head-to-head competition in conference play and the team with the best head-to-head record will advance to the state tournament as the number two seed.

C. Baseball

- a. Two participating teams from each of the four conferences.
 - i. Two teams tied for first place:
 1. Teams will be recognized as Co-Champions.
 2. Head to head record determines first and second seed for FCSAA Tournament.
 3. If head to head is tied, will move to record vs. third-place team, then fourth place team, etc., to determine top seed.
 - ii. Two teams tied for second place:
 1. Head to head record will determine second and third place seedings for the tournament.
 2. If head to head is tied will move to record vs. first place team then

fourth then fifth place.

- iii. Two teams tied for third place:
 - 1. Head to head record determines third place seed for state playoff game.
 - 2. If head to head is tied, use record vs. first-place team, second-place then fifth-place team.
 - 3. If still tied, use fewest runs allowed vs. head to head.
 - 4. Coin toss.
- iv. Three teams tied for first place:
 - 1. Head to head within the three teams then record vs. fourth place team then record vs. fifth place team
 - 2. If still tied use fewest runs allowed vs. head to head.
 - 3. Coin toss.
- v. Three teams tied for second or third place:
 - 1. Head to head within the three teams then record vs. first place team then record vs fifth place team.
 - 2. If still tied use fewest runs allowed vs. head to head
 - 3. Coin Toss

D. Softball

- a. Each conference in District 8A (Atlantic) and 8B (Gulf) shall have the responsibility of determining which teams qualify for each eight-team tournament.
- b. Four participating teams from the Panhandle Conference
- c. The top four conference teams with the four best conference records will automatically qualify for the state tournament, with the winner receiving the Mary Bailey Panhandle Conference Champions trophy.
- d. In the event there is a tie for any of the top four places the following procedure will determine the seeding for the state tournament:
 - i. Head to head competition between the tied teams.
 - ii. Runs allowed in conference play between the tied teams.
 - iii. Runs allowed in all conference play.
 - iv. Coin Toss
- e. The following procedure will be used in the event there are two or more teams tied

for the fourth playoff spot:

- i. The top four teams will represent the Panhandle Conference at the state tournament.
- ii. If two teams are tied for the final playoff spot they will compete in a best two out of three series. Two games (a doubleheader) on the first playoff date with an “if game” on the second playoff date.
- iii. If three teams are tied for the final playoff spot, the odd team on a coin flip will draw the bye and a double elimination tournament will be drawn.
 1. Brackets will be drawn according to NCAA double elimination tournament.
- f. In the event there is a tie for the conference championship, refer to item 4.

E. Volleyball

- a. Four teams will qualify for the District 8A (Atlantic) and 8B (Gulf) Tournaments.
- b. One participating team from the Panhandle Conference
- c. The conference team with the best overall conference record will automatically qualify for the state tournament.

Policy 5 Playoff Game(s) Logistics

A. Basketball (men’s and women’s)

a. Responsibilities of the host site

- i. Provide access to the facility
- ii. Provide basketballs
- iii. Administer the gate and keep all ticket sales
- iv. Provide game administration staff (i.e., official scorer, clock operator, shot clock operator, PA announcer, statistician [if applicable])

b. Responsibility of the participating teams

- i. Split the cost of game officials

c. Miscellaneous

i. Game time(s)

1. Single game: 6:30 p.m. local time
2. Doubleheader: 5:30/7:30 p.m. local time

- a. Includes a one-game tie-breaker for both the men and women scheduled for the same site. In this scenario, the women’s

game will be played at 5:30 p.m. local time.

- ii. The team who owns the head-to-head tie-breaker will be designated as the home team and wear the light-colored uniform.

B. Softball

- a. Game(s) will be played at a mutually agreed upon site.
- b. Game(s) will start on the specified playoff date.
 - i. Note: Games on Sunday and Monday with Tuesday being the rain date.
- c. Umpires will be agreed upon by participating coaches.
 - i. Participating coaches will have a choice of umpires from the conference list.
 - ii. Each participating coach may scratch one umpire.
- d. Flip for home team each game.
 - i. Home team will be the official scorebook.
- e. Responsibilities of the host site
 - i. Provide access to the facility
 - ii. Provide water in the dugouts
- f. Responsibilities of the participating teams
 - i. Each team will supply an official game ball
 - ii. Split the cost of umpires

Policy 6 *Withdrawing from postseason play*

- A. A school, who qualifies for postseason play, per Section 16, Policy 4, is expected to fulfill its commitment. However, a school may request withdrawing from postseason play under the following extenuating circumstances:
 - a. Documented circumstances that will result in forfeiture of a postseason game(s):
 - i. Lack of minimum number of eligible student-athletes required for participation due to injury, discipline or academic/athletics violations
 - ii. Academic or athletic violations discovered since initially qualifying for the postseason
 - b. Natural disaster that affects a team's ability to prepare, travel and participate in the postseason
- B. A written request from the athletic director, and approved by the college president, must be submitted to the conference chair no later than five (5) days from the start date of the postseason tournament.

- C. Upon receipt of the request, the conference chair will contact the CAA Chair, respective commissioner and state sport chair.
- D. Within 24 hours of receipt of the request to withdraw, the conference chair will conduct a vote of the athletic directors whose school is not making the request. A majority vote is required for the request to be approved. If the request is not approved, the school will participate in the postseason, as scheduled.
- E. If a school qualifies for the postseason and is allowed to withdraw prior to the start of the tournament, the next team in the conference standings will be given the opportunity to participate, but is under no obligation to do so. If the postseason berth is not filled, it shall be declared vacant for bracketing purpose.