



**MID-CENTRAL COLLEGE
CONFERENCE**

POLICIES
2009-2010

MCC Policies

ARTICLE I - NAME

The name of this Company shall be Mid-Central College Conference, LLC. ("Conference" or "MCC")

ARTICLE II - PURPOSE

It is the purpose and function of this Conference to promote intercollegiate athletics in a well-rounded athletic program, maintain high ideals, and promote sportsmanship and a friendly understanding among member colleges. The Conference, therefore, encourages the member schools to stress the supporting role of athletics in the total education process and keep athletics in proper perspective.

ARTICLE III - GOVERNMENT

Section 1. The Conference shall be governed by the Articles of Organization of Mid-Central College Conference, LLC, the Operating Agreement for Mid-Central College Conference, LLC ("Operating Agreement") and these Policies, as adopted.

Section 2. These Policies may be amended, or new policies adopted, by a majority vote of the Administrative Committee at a regular or special meeting, provided the following provisions have been fulfilled. All proposed changes to the Policies, or proposed new policies, must be presented in writing to the Administrative Committee for review. The Administrative Committee shall vote on all proposed policy amendments at the same or immediately following meeting. Any policy effecting the fundamental nature of the Conference, as outlined in Section 5.2 of the Operating Agreement, shall be sent in writing to the Chair of the Council of Presidents for the Council of Presidents' consideration.

ARTICLE IV - MEMBERSHIP

Section 1. Membership shall include the following colleges: Bethel College, Goshen College, Grace College, Huntington University, Indiana Wesleyan University, Marian University, Spring Arbor University, Taylor University and University of Saint Francis.

Section 2. Membership in this Conference requires participation in at least six (6) of the sponsored sports. In the men's division the minimum participation is three (3) sports with basketball and baseball required of all member colleges. In the women's division the minimum participation is three (3) sports with basketball and volleyball required of all member colleges.

Section 3. Membership in good standing in this Conference is rendered to every college which abides by the spirit and stipulations of the Operating Agreement and these Policies. Membership can be placed in jeopardy when any member college is determined, by the Conference Commissioner, to be in violation of the provisions stated in the Operating Agreement or these Policies.

Section 4. Colleges confirmed to be in violation may be penalized by being placed into one of the following categories. For most offenses these categories will begin with probation and proceed in sequence. When violations of a more severe or flagrant nature occur, the Conference may locate the violator in an advanced category.

Probation - Under observation. This probation also requires that such members must, within 90 days of the beginning of the probation, justify in writing its inability to comply with the Policies and present a plan and time-table for correction. Should no response be forthcoming in said ninety (90) days the Administrative Committee shall, at its next regular meeting, vote on whether or not the offending school be placed under restriction.

Restriction - Under observation. During the period of this penalty such member college will be ineligible to win any Conference championship and ineligible to represent the MCC in any post-season play. Individual athletes will be eligible for appropriate Conference awards. No college may continue in this category for more than one calendar year (exception: See Section 5). In the event that during this year a violating college fails to take any concrete steps to correct the violation, it will automatically be suspended from the Conference at the completion of the current academic year.

Suspension - Under suspension. For continuing non-compliance with these Policies or for severe violations, the Administrative Committee may apply this penalty wherein a college may be ruled to be not in good standing. Such a member will be suspended from all MCC competition and membership terminated.

Section 5. No member college may be placed on probation, restriction, or suspension without due process. Due process **must** include the following two stages and may include the third.

Hearing - The Commissioner will act as the hearing officer of the Conference. All charges regarding violation of Conference rules, policies or procedures, except those delegated to the Faculty Athletic Representative Committee (See Section 6 below) will be submitted in writing to the Commissioner within one (1) week of the discovery of the alleged violation. A copy of the charges will be sent to the FAR of the offending school and the FARs of the other member colleges at least one (1) week prior to the hearing on the matter. The Commissioner will investigate the charges, deliberate upon the merits of the case, and take any appropriate action which is consistent with the provisions of these Policies (See Section 3).

Appeal - The offending college will be granted thirty (30) days in which to file an appeal of any decision by the Commissioner. The appeal should be addressed to the Administrative Committee. All appeals should be delivered in writing to the Chair or acting chair of the Administrative Committee and should be designed to demonstrate in what manner the Commissioner erred in his or her decision, detailing all of the evidence submitted in the case and the appealing party's statement of the rule, policy or procedure it believes the Commissioner violated. The Administrative Committee shall review the written record and return its decision within thirty (30) days. No re-hearing or review of the facts will be had unless requested by the Administrative Committee. The Administrative Committee may confirm, amend, or reverse the original decision. Any decision to amend or reverse the Commissioner's decision must achieve a two-thirds majority vote of the Committee members present and no vote shall be taken until a quorum is obtained. Failure to achieve a two-thirds majority vote will result in a confirmation of the Commissioner's decision.

Hearing by the COP - The chair or acting chair of the Administrative Committee shall notify the COP in writing of the decision in the matter. For matters of fundamental policy, as outlined in Section 5.2 of the Operating Agreement, any member of the COP may request the COP to review the decision of the Administrative Committee. The COP may request the Administrative Committee to submit all documentation on the matter to the Chair of the COP for its review. The COP may, in its sole and unfettered discretion, hear the matter. Nevertheless, any such hearing by the COP must be had within sixty (60) days of the decision of the Administrative Committee. The decision of the COP will then be final.

Section 6 All charges regarding athlete eligibility, violation of Conference rules or policies regarding academics and all issues regarding financial aid shall be heard by the Faculty Athletic Representative Committee. No member college may be placed on probation, restriction, or suspension without due process. Due process must include the following two stages and may include the third.

Hearing - All such charges shall be submitted to the Chair of the FARC within one (1) week of the discovery of the alleged infraction. A copy of the charges shall be sent to the Faculty Athletic Representative of the school in which the alleged violation occurred and the FARs of the other member colleges, one (1) week prior to the FARC meeting. The FARC shall give due consideration to each case, shall make whatever investigation it deems necessary, and shall take appropriate action as quickly as possible. Appeal of all decisions of the FARC shall be to the Conference Commissioner within thirty (30) days of the decision.

Appeal - The Commissioner shall hear all appeals from decisions of the FARC. Said appeals shall be in writing, detailing all of the evidence submitted in the case and the appealing party's statement of the rule or policy he or she believes the FARC violated. The appeal should be submitted to the Commissioner within thirty (30) days of the FARC's decision. The Commissioner shall review the written record and return his or her decision within thirty (30) days. No re-hearing or review of the facts will be had unless requested by the Commissioner.

Hearing by the COP - The Commissioner shall notify the chair or acting chair of the COP in writing of his or her decision in the matter. For matters of fundamental policy, as outlined in Section 5.2 of the Operating Agreement, any member of the COP may request the COP to review the decision of the Commissioner. The COP may request the Commissioner to submit all documentation on the matter to the chair or acting chair of the COP for its review. The COP may, in its sole and unfettered discretion, hear the matter. Nevertheless, any such hearing by the COP must be had within sixty (60) days of the decision of the Administrative Committee. The decision of the COP will then be final.

Section 7. Any college which, in any year, fails to participate in the minimum required sports will automatically be placed on probation. The probation will begin at the beginning of the violation and continue for one (1) year. Within ninety (90) days the offending college must present in writing to the Commissioner justification for the non-compliance and a plan and time-table for bringing its athletic program back into compliance. The Commissioner will be charged with the responsibility of monitoring the situation. In the event that non-compliance continues into a third year, the college in violation will automatically be placed under restriction for one (1) year. If non-compliance continues and no concrete corrective measures are forthcoming, such college will automatically be suspended or allowed to withdraw from the MCC at the completion of the current academic year. If during the third year the Commissioner can be satisfied that the college in question is making a good-faith effort and the correction is forthcoming, the Committee may permit, by majority vote, the offending college to continue under restriction for one (1) additional year. Under no circumstances may a member continue in violation of this provision for more than four (4) years. Appeal of any decision by the Commissioner pursuant to this Section (Section 7), shall be made in accordance with Section 5 above.

Section 8. When electing a new member college to the Mid-Central College Conference, said election shall be by secret ballot of the Council of Presidents. Each member school shall have one vote. Election to the Conference shall not be accomplished if more than two (2) dissenting votes are registered.

Section 9. Mid-Central College Conference—New Member Application

The following items should be included in Written Application Form (these materials will serve as the formal application);

Item

1. Name of Institution and Location.
2. Enrollment (3 years prior, current year, and projected for the upcoming year).
3. Public or Private Institution.
4. Sport(s) Sponsorship with projection for new sports/deletion of sports.
5. Overview of athletic facilities.
6. Financial Aid Report (NAIA Financial Report sufficient).
7. General information about the Institution (mission statement, affiliation, etc.)
8. National/Regional Accreditation Status.
9. Application should be signed by the Director of Athletics and the college/university President

Section 10. Any MCC college considering withdrawal from the Conference will give the Council of Presidents notice of their intentions prior to September 1st of the year preceding withdrawal.

ARTICLE V - REPRESENTATIVES

In transacting business with a college or university, the officers of the Conference shall recognize only an official Faculty Representative of the respective institution as certified by the representative institution. This official may be either the Athletic Director or Faculty Athletic Representative, or an alternate as designated by the institution.

ARTICLE VI - MEETINGS

In order to conform to the purpose of these Policies, as stated in Article II, there shall be at least one (1) meeting per year of the Council of Presidents. Meetings will be called and conducted in accordance with Article IV of the MCC Operating Agreement. In addition, there shall be at least one (1) meeting per year of the Administrative Council and the full Conference. The date of this meeting will be the Monday after Labor Day.

ARTICLE VII - OFFICERS

Section 1. The officers of the Conference will be the chair and a vice chair of the COP, the chair and vice chair of the Administrative Committee and the Conference Commissioner. The new officers will succeed to office immediately upon election. All officers of the Conference (other than the Commissioner) must be properly appointed Presidents (or their equivalent), or Athletic Directors, in colleges or universities holding memberships in the MCC. At such a time as a vacancy occurs in these offices the parliamentary procedure shall be: in case of the chair, the vice-chair shall succeed to the chair; in the office of the vice-chair, a special election of the relevant Council or Committee shall be held at the next meeting after the office is vacated, with nominations from the floor. A ballot election shall require a majority vote.

A Commissioner's position was created during the 2007-2008 academic year and filled in the Spring of 2008. For all practical purposes the Commissioner will now be the Chief Executive Officer of the Mid-Central College Conference. The Commissioner will fulfill

the role previously designated as President with an expanded role in governing the Conference. Funds for the conference will be administered from the Commissioner's or Conference office as a treasurer will be designated. Additional information will be added in the future detailing the administration of the conference.

Section 2. A Sports Information Director will be appointed to handle Conference publicity. An honorarium will be provided.

Section 3. There shall be an Administrative Committee consisting of the Athletic Directors from each school in the Conference. The chair and vice-chair of the Administrative Committee shall be elected by the members of the Administrative Committee for two (2) year alternating terms. The chair shall be elected at the Fall meeting in even numbered-years; the secretary shall be elected at the Fall meeting in odd-numbered years. The Conference Commissioner shall be an ex-officio member of the Administrative Committee without voting privileges, *except* to break a tie. The Administrative Committee reports directly to the Commissioner.

The duties of the Administrative Committee shall be oversee all functions with regard to Competition, Scheduling, Safety and Sport Administration, as well as to act as a clearing house for all matters of business not delegated to the Council of Presidents, Commissioner or Faculty Athletic Representative Committee

Section 4. There shall be a Faculty Athletic Representative Committee (FARC) consisting of one Faculty Athletic Representative from each member. The chair and secretary of the FARC shall be elected by the members of the FARC for two (2) year alternating terms. The chair shall be elected at the Fall meeting in even-numbered years, shall preside at all FARC meetings. The secretary shall be elected at the Fall meeting in odd-numbered years and shall take the minutes of all meetings. The FARC reports directly to the Commissioner.

The duties of the FARC shall be to oversee all functions regarding Student Athletic Eligibility, Academics and Financial Aid. The FARC may also adopt policies and procedures regarding its own internal operations. All charges regarding athlete eligibility, violation of Conference rules or policies regarding academics and all issues regarding financial aid shall be heard by the FARC.

There shall be a sub-committee of the FARC known as the Student Athlete Eligibility Sub-committee (SAEC) consisting of at least three members of the FARC. All members of the (SAEC) shall be appointed by the Chair of the FARC. The Chair of the FARC shall also be the Chair of the SAEC. The SAEC shall perform whatever functions of the FARC that the FARC chooses to assign to it.

Section 5. Membership of the Council of Presidents consists of the CEO of each member institution.

The Council elects a chair and a vice chair. The chair and the vice-chair serve two-year terms, with the vice chair serving as chair-elect. These officials will bring business items to the entire Council as deemed necessary. The chair will be encouraged to attend all Conference meetings during his or her tenure as chair.

The Council of Presidents meets at least annually, in the fall, following the annual meeting of the full Conference.

For the transaction of business, a two-thirds majority of the voting members shall constitute a quorum.

The Council of Presidents will give final approval to matters of fundamental policy such as financial aid, national affiliation, membership, budget approval, employment and supervision of the Conference Commissioner, approval of the conference strategic plan and other matters affecting basic nature, purpose, and direction of the Conference. The Council is the final authority on all Conference matters. However, much of the day-to-day business of the Conference will be delegated to the Conference Commissioner, Administrative Committee Faculty Athletic Representatives Committee, and respective sport groups.

While it is understood that the intercollegiate athletic program at each member institution is the full responsibility of its Chief Administrative Officer, it is imperative that the Council of Presidents and the entire Conference constituency work together toward promoting the student-athlete philosophy of the National Association of Intercollegiate Athletics. Therefore, each Chief Administrative Officer will establish within his or her respective institution a liaison whereby regular reports of Conference activities are received and discussed.

ARTICLE VIII - DUES

The dues of each member institution shall be as the Conference designates, payable annually on the first day of September or may be paid at the Fall meeting. The dues for each member institution are \$7,500.00 or as modified from time to time.

ARTICLE IX - SPORTS

The MCC sport Procedures Manual will serve as the official handbook to be followed in all Conference competition. Changes in the Procedures Manual must be submitted in writing to the Administrative Committee for approval. In the men's division the MCC sponsors seven (7) sports: Baseball, Basketball, Cross Country, Golf, Soccer, Tennis, and Track and Field. In the women's division the MCC sponsors seven (7) sports: Basketball, Cross Country, Soccer, Softball, Tennis, Track and Field, and Volleyball.

ARTICLE X - ELIGIBILITY

- Section 1. The National Association of Intercollegiate Athletics (NAIA) shall govern this Conference for the purpose of eligibility.
- Section 2. The eligibility rules apply to junior varsity as well as varsity players.
- Section 3. Any student-athlete who transfers from an MCC school shall be declared ineligible for one academic year to participate at any other MCC school in any sport sponsored by the MCC. If the student completes a terminal program before transferring or stays out of school for one (1) academic year, the previous statement does not apply. If the student is not an athlete, nor were they recruited as an athlete, then the above statement does not apply. The A.D. will be responsible to verify in writing, the student's current status and provide a release if deemed appropriate.

ARTICLE XI - CHAMPIONSHIPS

- Section 1. Individual championships shall be recognized for all sports which are officially sponsored by

the Conference under Article IX of these Policies. In order to have a Conference champion in any sport, a majority of member colleges or universities must compete in that sport.

- Section 2. Championships in those sports are determined through MCC championship events.
- Section 3. Awards - A trophy shall be awarded to the school whose team wins the championship of each of the sports sponsored by the Conference.
- Section 4. There shall be an over-all sports trophy awarded annually to the school whose teams compiled the greatest number of points in all sports. Points shall be awarded in each sport and accumulated according to the following formula: 9,8,7,6,5,4,3,2,1 (e.g. first place - nine (9) points, second place - eight (8) points, third place - seven (7) points, etc.).
- Section 5. In case of a tie for first place in the individual sports or in the all-sports-standing, a trophy shall be awarded to each of the co-championship schools.
- Section 6. Trophies for conference championships shall be the responsibility of the conference Commissioner.

ARTICLE XII - FINANCIAL AID

- Section 1. In the interest of competitive balance, MCC member colleges subscribe to a financial aid policy which defines and delimits the amount of athletic aid which can be granted to any single athlete and any single sport.

The total athletic, financial aid that may be given to any student - athlete in one (1) academic year is tuition, mandatory fees, books and supplies (determined by the institutional committee on student aid), and room and board based upon the room and board allowance listed in the official institutional publication for in-state students. The term "tuition" is herein defined as the stated and published tuition costs of each member college. The term "fees" is defined as the stated and published full-time academic fees. The term "books and supplies" is defined as the standard budget allowance used by the institution's financial aid office.

The model below is the accepted method for determining the tuition portion of athletic financial aid awards.

$$\text{TUITION} = \frac{\text{total hours required to graduate} \times \text{cost per cr. hr. for full-time load}}{4 \text{ (years)}}$$

- Section 2. The Mid-Central College Conference financial aid policy is funded at 55% of the NAIA Countable Aid Policy for all sports with the exception of men and women's tennis, men & women's track & field, and men & women's cross country which is funded at 75% and then men and women's basketball which is funded at 100% of the D-II level .
- Section 3. A copy of the NAIA "Institutional Financial Aid Report for Independent Institutions" and the accompanying "Worksheet" for the prior academic year are to be submitted to the Administrative Committee Chair by no later than two weeks prior to each year's Fall meeting.

Section 4. Failing to comply with the MCC financial aid limits in any sport will result in: a) first offense - probation, b) second offense - 10% reduction in aid in the sport where the violation occurred, and c) third offense - 10% reduction in financial aid for all sports.

ARTICLE XIII - UNSPORTSMANLIKE CONDUCT

Section 1. **Member Responsibility.** It shall be the responsibility of each Member to ensure that all individuals employed by or directly associated with the athletic program of that Member, including its student-athletes, conduct themselves in a sportsmanlike manner when representing the Member, especially at intercollegiate athletic contests. Additionally, member institutions will require and demand the highest standards from all supporters (bands, cheerleaders, spirit groups, student bodies, mascots, and spectators).

Section 2. In an attempt to continue positive communications within the MCC, it is the responsibility of the individual claiming that an unsportsmanlike act has occurred to work directly with the other individual (Head Coach, AD, or President) to resolve the matter in an appropriate way. If the issue cannot be resolved between the two parties, the individual claiming the unsportsmanlike act should inform the AD of their institution (if the AD is not already involved). In a like manner the AD's from both institutions will attempt to resolve the matter. If this does not resolve the matter, one or both AD's should inform the Commissioner. The Commissioner will then notify the member institution's Presidents before carrying out the adjudication of the matter.

Section 3. **Enforcement.** Unsportsmanlike conduct shall subject the individual to disciplinary action to be determined by the Commissioner. The Member with which the offending individual is associated may also be subject to disciplinary action if it is found that the Member's actions or failure to act substantially contributed to the individual's misconduct.

Acts of unsportsmanlike conduct shall be determined by the Commissioner and include, but are not limited to, the following:

1. Striking, attempting to strike or otherwise physically abusing an official, coach, student-athlete, cheerleader, mascot or other person in attendance at an athletic event. This includes throwing objects at an individual or onto the playing surface.
2. Intentionally inciting an official, opposing coach or player, or other person in attendance to violent or abusive action;
3. Using obscene gestures or profane or unduly provocative language or action towards an official, opposing coach or player, or other person in attendance;
4. Disrespectful cheers focusing on an official's, opposing coach's or player's race, religion, sexual orientation, or physical characteristics, or any "cheer" which is vulgar or obscene;
5. Defacing, destruction or theft of property associated with an athletic event, including property of the opposing team or contest official;
6. Engaging in negative recruiting by making statements to a prospective student-athlete, parent(s) of the student-athlete, coach, or other persons interested in the prospective student-athlete, which statements are unduly derogatory of another Member, its

personnel, or its athletic program;

7. Publicly criticizing any game official, Conference personnel, another Member or its personnel.
8. Any violation of local law, federal laws, or generally recognized standards of good conduct by any individuals.

Section 4. Disciplinary Action. A person who commits an act of unsportsmanlike conduct shall be subject to such disciplinary action deemed appropriate by the Commissioner including, but not limited to:

1. A private reprimand with a copy to the Member's President and Director of Athletics;
2. A public reprimand; which means that a written copy of the reprimand will go to the President and Director of Athletics of every member of the Conference.
3. A suspension of one or more games of the next possible contest or contests particularly in the event of a flagrant violation or multiple offenses.

Suspension. As used in this Section (Section 4) - Item 3, "Suspension" shall be defined as follows:

- a. In the case of a student-athlete, suspension means that he or she may not participate in the prescribed number of contest(s), but may practice.
- b. In the case of a coach, suspension means that he or she may not be present in the playing area (including the locker room) for the designated number of contests, but may conduct practice sessions.

Contests. As used in this Section (Section 4) - Item 3, "Next Possible Contest" shall mean the next possible succeeding contest or contests as determined by the Commissioner given the facts of the case and completion of any appeal as referenced in Article IV - Section 5 – Appeal of these Policies, provided herein whether such contest is a regular season or post-season contest. At the end of the appeal process the case could be taken to the Council of Presidents if they so requested.

- a. In the case of a suspended student-athlete, such suspension shall, if insufficient contests remain in a given year, carry over to the next season. If the student-athlete has no eligibility remaining, he or she is disqualified for athletic-related awards of recognition from his or her institution or recognition or awards from the Conference.
- b. In the case of a suspended coach, such suspension shall, if insufficient contests remain in a given year, carry over to the next season. A new coach shall not suffer any remaining penalty of a former coach.

**ARTICLE XIV - COACHES AND PLAYERS
CODE OF ETHICS**

In order that the overall objectives of the MCC Constitution be fostered, encouraged, and attained, the following code of ethics has been adopted:

1. It is the duty of coaches to be in control of their players at all times in order to prevent any unsportsmanlike act toward opponents, officials, or spectators.
2. Coaches are expected to comply wholeheartedly with the intent and spirit of the rules. The deliberate teaching of players to violate the rules is indefensible.
3. Coaches should teach their players to respect the dignity of the game, officials, opponents and the institutions which they represent.
4. Coaches should confine their discussion with game officials to the interpretations of the rules and not challenge officials' decisions involving judgment.
5. Whereas friendly banter between players is not to be prohibited: cursing, obscene language, malicious or personal remarks to opponents or spectators should not be tolerated at any time. Rather, the players should spend their energies toward encouraging their teammates to better efforts.
6. Coaches should emphasize the fact that their assistants, managers, and other bench personnel must confine their remarks to their own teammates and not "ride" the opposing players.
7. Coaches, themselves, should refrain from any personal action that might arouse players or spectators to unsportsmanlike behavior.
8. Coaches should expect from the officials a courteous and dignified attitude toward players and themselves.
9. Coaches should seek help from school administrators in controlling unruly students and spectators.
10. A coach or faculty member should be present at all MCC athletic events so that the highest standards of sportsmanship and conduct are maintained.

Champions of Character

The NAIA, of which the MCC is an affiliated conference, is committed to the Champions of Character program. The core values of this program are: *respect, responsibility, integrity, sportsmanship, and servant-leadership*. May these values be central to the operation and reputation of the Mid-Central College Conference.