



2016-17 Gameday Management/ Television Manual



INTRODUCTION

The 2016 CAA Football Game Management Manual is published to ensure that all aspects of CAA Football games are conducted in an environment which enhances good sportsmanship, satisfactory playing conditions and a safe environment for all participants and spectators.

It is the responsibility of the Director of Athletics or a designated representative to assure compliance of NCAA and CAA Football rules and policies governing the sport, as well as adherence to the Conference's Code of Conduct.

Any non-compliance or improper conduct must be reported to the Conference office.

These policies will be reviewed annually by the Directors of Athletics.

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GAMEDAY MANAGEMENT

1. Amenities

1.01 The host institution shall provide the following on the sidelines for the visiting team, during the contest and practice day prior to game:

- a. Kicking net
- b. Ice
- c. Water

1.02 The host institution shall also be responsible for assisting in the transporting of the visiting team's equipment from the locker room to the field.

1.03 The host institution shall facilitate the purchase of additional refreshments (including post-game box lunches) at cost for the visiting team.

2. Bands

2.01 Visiting team bands are to be accommodated from the visiting team ticket allotment. Tickets for the band may be considered as "comp" admissions from this allotment. Visitors are to inform each host institution if their band will attend a game four weeks prior to the contest. If this request is made less than four weeks in advance, the host institution shall attempt to accommodate the visiting band, with the understanding that there may be seating restrictions due to limited availability.

2.02 Every effort shall be made to permit the visiting team band to perform at halftime. If both bands perform, the home band shall perform for eight minutes and the visitors for six.

2.03 Home team band shall not be seated behind the visiting team's restraining area.

3. Cheerleaders

3.01 Cheerleaders from the visiting team shall be admitted via gate list. The host institution is to provide an appropriate area on sidelines for the squad during the game.

4. Conference Logo

4.01 The CAA Football logo shall be prominently displayed via signage/flags/banners provided by the conference office.

4.02 Location of banners shall be at the discretion of the institution, but the area must be highly visible and in camera-view for all contests.

5. Crowd Control

5.01 Host institutions shall discourage spectators, bands and cheerleaders from participating in any unsportsmanlike behavior, including the display of inappropriate signage, the throwing of any item (i.e. snowballs) and the use of stadium horns or radios. It shall be the responsibility of the host institution to enforce these rules. The Commissioner shall have the authority to issue a violation of the conference's Code of Conduct, with appropriate penalties, against the host institution for failure to enforce (or make best effort) appropriate crowd control procedures.

6. Video Board Policies

6.01 Use of stadium video boards are intended to positively enhance the game experience for our fans by replaying outstanding and exciting plays. The use of video replays, or other promotional elements, that potentially reflect negatively on student-athletes, coaches, officials or influence poor crowd behavior shall not be permitted. Stadium video boards are an important element of effective game management and good sportsmanship and should always be used in a positive manner.

7. Electronic Media Time Out Format

7.01 Televised Games: A pregame timing format and commercial timeout policy for each broadcast partner will be distributed prior to the season. The host institution is responsible for posting the format and timeout policy in both locker rooms and other necessary locations.

7.02 Non-Televised Games: Time out format is listed below:

Commercial Breaks (two per quarter – see below) - 1:30

- After scoring plays (e.g. field goal OR touchdown & extra point)
- Charged Team Timeouts
- Change of possession - provided in the referee's judgment the stoppage does not affect the momentum of the game

End of First and Third Quarters - 2:15

The first electronic media timeout (two in each quarter) will come after each team has had one possession unless the initial possession takes more than 5 minutes. In this case, the first timeout will be allowed without each team having a possession.

7.03 A Red-Hat will be in communication with the in-game producer (webstream production, press box video board, etc.) and the officials on the field. The conference's Coordinator of Officials must be used to assign the aforementioned Red-Hat personnel. The host institution will be responsible for payment of the individual serving in the Red-Hat role.

7.04 Overtime Games: Electronic media breaks are only allowed between extra periods (first and second, second and third, etc.) per NCAA rules. Length of those breaks will remain as listed above (1:30).

8. Field Phones (Telecommunications)

8.01 All teams must travel with a wireless set of phones during away games.

8.02 Each team is responsible for its own equipment. The HOME institution IS NOT REQUIRED to set up a wired back-up system for the visiting team. There shall be no reliance by the visiting team on the home team for any field phone communication.

9. Field Microphones (Telecommunications)

9.01 The home team shall provide a stadium microphone system to be used by the referee at all home games.

9.02 A home team designee shall provide a wireless transmitter with a waist clip to be worn by the referee.

9.03 The transmitter will have a microphone attached which will be plugged into the transmitter at one end and a clip to attach the microphone to the shirt collar of the referee.

9.04 The system should also consist of an "on/off" switch either on the transmitter or attached separately to the transmitter to be controlled by the referee.

9.05 The team designee must deliver the system to the referee in the locker room 2 hours prior to the start of the game. The designee shall insure that the batteries are fully charged and meet the referee 20 minutes prior to the game on the field to test the system.

10. Game Officials

10.01 All game officials will be assigned by the conference's Coordinator of Officials. The host institution is responsible for the payment of officials and may elect to utilize the Pay OGFE program administered by the conference office. If not, payment must occur on or within seven days of the contest. An additional expense allowance of \$50 per official shall be provided for any kickoffs at 4:00 p.m. or later.

10.02 The host institution is to arrange for video equipment the evening before the game for use by game officials. Site to utilize equipment (i.e. campus or hotel) is to be determined by the Supervisor and host institution.

10.03 Game officials are responsible for securing their own hotel accommodations.

10.04 The game officials' dressing room shall include the following:

1. Towels (20)
2. Soap
3. Ice
4. Beverages (24)
5. Game programs (10)

11. Locker Room

11.01 The host institution shall ensure that the visiting team's locker room is secure and shall provide the visiting team access to that area at least two hours prior to game time, at the start of halftime and immediately following the game. This access can be provided by personnel from the host institution or by providing a member of the visiting team's travel party (i.e. team manager) with a key to the locker room.

11.02 The visiting team locker room shall include the following for a travel party of 80.

1. Towels
2. Soap
3. Ice
4. Six cases of isotonic beverages or sodas.
5. Chalk or whiteboard
6. Chalk or markers

12. Medical

12.01 The host institution is required to have an ambulance and medical doctor at all games. Training facilities shall be available during practice and both before and following the game. A taping table shall be made available in or adjacent to the visiting team's locker room.

13. Passes

13.01 The following must be provided by the host institution:

Press box passes:

- Two to visiting Director of Athletics

Parking passes:

- Up to six for official visiting team transportation
- Two for clock operators if assigned by the Coordinator of Officials
- Seven for game officials
- One for the Officials' Technical Advisor

14. Practice

14.01 The visiting team shall have a one hour work-out on Friday. If possible, this practice should be conducted on the game field. Time shall be agreed upon a minimum of 10 days prior to the game.

15. Sideline Apparel

15.01 The Conference office will provide each institution with the following CAA Football branded apparel, which must be worn by the sideline personnel every game. Aforementioned apparel includes:

- CAA Football vests and hats
- CAA Football ball boy/chain crew/TOC vests

16. Squad Size

16.01 Visitors: 65 (This may be exceeded for one game per year, through notification to the conference office in advance.) [Revised: 6/3/13]

Home: At the discretion of the institution

17. Starting time

The preferred kickoff times is in the noon-2:00pm window, however, the home team, at its sole discretion, may establish the kickoff time for its contests. Consideration shall be given to the availability of television and lighting. Unless dictated by the conference television package, the visiting team may request reimbursement from the home team for actual and necessary expenses not to exceed \$5,000 due to kickoffs at or after 3:45 p.m. that are not part of the conference television package.

18. Visiting Team Travel

18.01 If traveling by air, the visiting team must be in the home team city/locale at least 12 hours prior to the scheduled kickoff.

19. Visiting Team Tickets

- a. The visiting team shall be allocated 1,000 tickets (300 complimentary) in the best possible location after home ticket requirements are met. [Note: Also see visiting band – Section 2].
- b. There must be a “buffer” between the visiting team tickets and the home student section(s).
- c. The visiting ticket manager should have on-going contact with the host ticket manager regarding the potential use of the visiting team ticket allotment.
- d. No later than the Friday before game week (8 days prior to the game) the visiting team ticket manager should make the final determination of its ticket needs and should return any unused tickets to the host.
- e. Returned tickets must be received by the host no later than the Monday of game week (5 days prior to the game). Any tickets that are not returned in this manner shall be considered purchased by the visiting team.

20. Uniforms

20.01 All uniforms must conform to NCAA rules which will be strictly enforced. The conference logo (patch or embroidered) is to be worn on the front of the jersey in a visible location.

Home team: Dark jerseys

Visitors: White jerseys

20.02 The conference-provided FCS helmet decal must be placed on the lower back portion of every student-athlete's helmet in both conference and nonconference games.

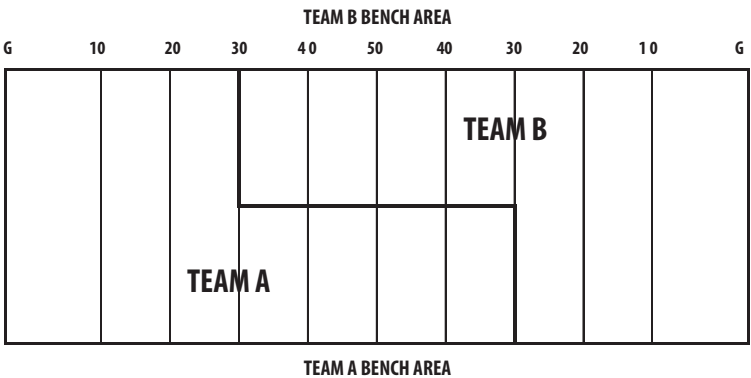
21. Warm-up

21.01 The pre-game warm-up areas are to be L-shaped until 45 minutes remain on the count-down clock, with the home team deciding which end zone each team will use.

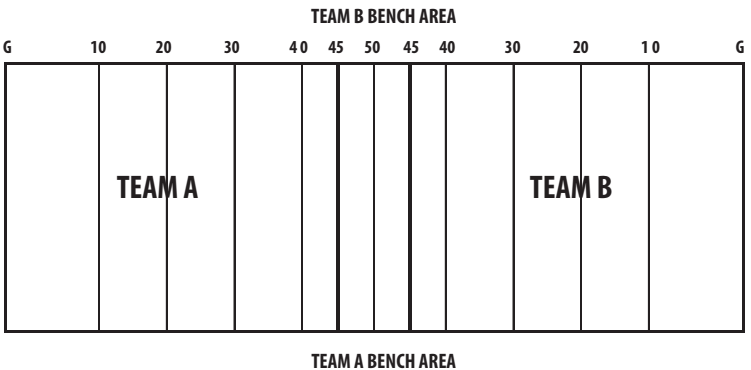
21.02 After the countdown clock reaches 45 minutes the pre-game warm-up areas will change giving each team use of half the field with a 10-yard buffer zone from each 45-yardline.

21.03 In both pre-game and post-game, teams and individuals are not to gather at midfield or on any field logos or conduct a demonstration of disrespectful behavior. The head coaches assume full responsibility for the sportsmanlike behavior of their teams at all times.

PRE-GAME WARM UP AREA
(until clock countdown reads 45:00)



PRE-GAME WARM UP AREA
(after clock countdown reads 45:00)



22. Press Box/Radio Technology

22.01 Complimentary Internet access (preferably wireless) must be provided in the working press box for all conference and nonconference games.

22.02 A complimentary voice ISDN line, with two associated SPID numbers, is to be provided in the visiting "flagship" radio station's broadcast location. It is recommended that the ISDN not include a long-distance provider, thus eliminating any outbound calls.

22.03 Two complimentary phone lines may also be provided in addition to aforementioned ISDN lines.

23. Postgame Interviews

23.01 Student-athletes are required to dress appropriately for postgame interviews.

24. Guidelines in Event of Serious Injury

24.01 Player safety should be emphasized by coaches, players and officials to ensure illegal acts that endanger players not be part of the game.

24.02 Players and coaches must go and remain in the bench area.

24.03 Players are not allowed to roll an injured player over.

24.04 Players should not assist a teammate who is lying on the field, i.e. removing the helmet or chin strap or attempting to assist breathing by elevating the waist.

24.05 Players are not allowed to pull an injured teammate or opponent from a pile-up.

SUSPENDED, POSTPONED OR CANCELLED GAME POLICY

1. Inclement Weather / Force Majeure

1.01 When word reaches the Referee that a lightning or tornado warning is in effect for the immediate area or that an unforeseeable event / incident has occurred (force majeure), the Referee will immediately stop the game and inform both coaches that the game is being suspended.

1.02 The Referee will inform the home team, and the Umpire will inform the visiting team, that ALL team personnel will go immediately to their respective dressing rooms. This includes players, coaches, trainers, managers, cheerleaders, mascots, bands and any other persons who are the responsibility of the institutions participating the game.

1.03 The Public Address announcer shall make an announcement that will inform the fans that the game is being suspended, and provide them with other pertinent information and instructions.

1.04 All personnel, including game officials, coaches, players, athletics directors, game management personnel and Conference office staff, are required to use best efforts to see that each Conference game is played to its conclusion. The Conference recognizes, however, that emergencies may arise which make a game's completion impossible or inadvisable. Such circumstances may include, but are not limited to, severely inclement weather, natural or man-made disaster, power failure and spectator interference.

1.05 Games should be suspended, canceled or postponed (see below-noted definitions) when circumstances exist such that commencement or continuation of play would pose a threat to the safety of game participants.

2. Definitions

2.01 Suspend. To suspend a game is to temporarily halt play for a period of time.

2.02 Cancel. To cancel a game is to nullify it either before or after it begins and to make no provision for rescheduling it or for including its score or other performance statistics in Conference records.

2.03 Postpone. To postpone a game is to defer its starting time to a later date.

3. Guidelines / Special Instructions

3.01 If a game is postponed prior to kickoff for any reason, the Athletic Directors from the two participating institutions, in consultation with the Commissioner and other Conference office personnel, shall attempt to reschedule the game at a mutually agreed upon date and time. If the Athletic Directors cannot mutually agree on a future date and time for the game to be played, the Commissioner will intervene and attempt to mediate the matter. If the Commissioner ultimately determines there is not a feasible or practical date and time on which the game can be rescheduled, he will declare the game a canceled game.

3.02 If a game is suspended for any reason after play has begun, it should be resumed as soon as conditions are deemed safe by the Referee in consultation with the home team game management personnel.

3.03 A suspended game shall not be resumed after midnight local time or after the game has been suspended for three (3) consecutive hours. If a game is suspended for three (3) consecutive hours, the Athletic Directors from each of the participating institutions (in consultation with the Commissioner and / or his designee, provided the Commissioner and / or his designee are available) can mutually agree to extend the time of the suspension, but in no case can the game resume after midnight local time.

3.04 If a game is suspended, the home institution will make every reasonable effort to accommodate a visiting team's request for additional indoor space. This additional indoor space would be over and above the space already provided in the visiting team locker room.

3.05 If a game is suspended, the home institution will provide reasonable sustenance (e.g., fruit, pizza, soft pretzels, electrolyte beverages) to the visiting institution to assure that student-athletes from both institutions are properly nourished and hydrated if and when the game resumes.

3.06 Prior to a suspended game being resumed, each institution shall be allotted fifteen (15) minutes to warm-up.

3.07 If a game is suspended after play has begun, cannot be resumed, and three quarters of play have been completed, the game shall be declared a completed contest and the institution with the most points shall be declared the winner. If the game is tied, the game will be declared a completed contest and noted as a tie in each institution's record. There are no circumstances that would permit the game to be completed the next day or at any date in the future.

3.08 If a game is suspended after play has begun, cannot be resumed, and less than three quarters of play have been completed, the game shall be declared canceled. In this case the game would not be reflected in the record of either institution and the performance statistics for the portion of the game that was played would be nullified. There are no circumstances that would permit the game to be completed the next day or at any later date.

INSTANT REPLAY

1. Purpose and Philosophy

1.01 Instant replay is a process whereby video review is used to confirm, reverse or let stand certain on-field decisions made by game officials.

1.02 The instant replay process operates under the fundamental assumption that the ruling on the field is correct. The replay official may reverse a ruling if and only if the video evidence convinces him beyond all doubt that the ruling was incorrect. Without such indisputable video evidence, the replay official must allow the ruling to stand.

2. Participation

2.01 Any member institution may use instant replay, but there is no requirement to do so. If instant replay is used, it must be used in full compliance with this rule.

2.01 For any game, if the home team is using instant replay, the visiting team does not have the option of declining its use for that game. If the home team is not using instant replay, it is not required to honor a request by the visiting team that it be used.

3. Personnel, Equipment and Location

3.01 Instant replay personnel shall consist of the number of persons needed to operate the replay equipment within the necessary time constraints. There shall be a minimum of three persons to ensure that all plays are reviewed in an efficient and timely manner. Such persons are normally referred to as replay official, communicator and technician. Additional personnel may be used as needed.

3.02 The type of equipment used to carry out necessary instant replay duties shall be determined by the conference office.

3.03 All equipment used reviewing a play during the replay process and the personnel using that equipment shall be located in a separate, secure location in the press box. This room shall not be available or accessible to any person not directly involved in instant replay. Additional telephonic equipment needed to allow an instant replay personnel to communicate with the game referee when a game has been stopped for a play review shall be located on a sideline near the field of play and preferably outside a team area. Such equipment shall provide the game referee and the replay official a secure and private means of communication.

TELEVISION

HOST INSTITUTION RESPONSIBILITIES

1. Announce Position

1.01 Six positions must be reserved at midfield for the following: play-by-play announcer, color analyst, spotter, talent statistician, stage manager, audio assist. Coverage from inclement weather shall be provided along with a heat source if needed.

1.02 The individual serving in the official stats role for television must be seated in front of a stats monitor.

2. Camera Locations

2.01 Cameras will be set up in, below or above the Press Box at the 50 yard line. Up and low cameras will be set up at or near each 30-yard line. Additionally, hard cameras will be setup on scaffolding or on a lift behind each goal post in both end zones, opposite to each scoreboard. This position is dedicated solely to television.

2.02 A hand-held camera will be used on the sidelines with a cable run setup at each 25-yard line.

2.03 If it is determined that additional support to ensure proper production standards (i.e. scaffolding, lifts, carts, generator, etc.) is needed for the cameras or a temporary announce position, **it is the responsibility of the host institution to provide it.**

3. Credentials

3.01 The producer must be provided with 35 press credentials and up to 15 parking passes by the Friday before gameday. Additional passes must be agreed upon between host institution and television producer. Credentials and passes can either be delivered to the producer at Friday's practices or to the production hotel that night.

4. Crew Call

4.01 Unless otherwise informed, the crew will arrive six hours prior to the kickoff.

5. Format

5.01 A pregame timing format and commercial timeout policy for each broadcast partner will be distributed prior to the season. The host institution is responsible for posting the format and timeout policy in both locker rooms and other necessary locations.

6. Headshots

6.01 Each institution will be required to shoot the coaching staff and players. A contrasting back-drop must be used. It is strongly preferred that headshots be shot using a digital camera and labeled with name and uniform number or title.

6.02 In addition to the starting lineups in the televised game, the headshots will be used to promote players and rookies of the week. Therefore, it is important that headshots are received from every team and conform to the specifications required by the conference office.

7. Interviews

7.01 The football communications contact must comply when asked to arrange interviews with key personnel either the day before the game, gameday, pregame, halftime and/or post-game.

8. Personnel Needed

8.01 Unless otherwise informed, the host institution is responsible for securing the following personnel:

- 1 - Talent statistician
- 1 - Official statistician
- 1 - Spotter
- 4 - Utility people

8.02 It is important that the statisticians have prior experience working with television.

8.03 The utility people need to be on-site two hours before the game while the spotter and statisticians need to be onsite one hour before kick off. Upon their arrival, they need to go to the production truck to meet with the producer, who will review their positions and give them paperwork to complete. **Each worker will be asked to present two forms of identification (ie. social security card, passport, drivers license, etc.).**

9. Phone Lines

9.01 Four television-dedicated phone lines must be installed (three for production and one for the transmission truck) near the location of the production and uplink trucks. The phone lines must have long distance capability.

9.02 Internet access to production truck should be hard-wired with applicable access and login information.

10. Power Requirements

10.01 An electrician must be on-site to provide power for the production truck 7 hours prior to the telecast. The responsibility of providing an electrician remains with the home institution.

10.02 The production truck requires the following power:
Three phase/208 volts/200 amps.

10.03 The uplink truck requires:
Single phase/208 volts/100 amps.

10.04 The power hook-up should be no more than 200' from the trucks. If power requirements cannot be met, a portable generator meeting the needs of power for the production and uplink will be utilized and space must be reserved. **All components of the power supply requirements are the fiscal responsibility of the host institution.**

11. Production and Uplink Trucks

11.01 The production truck may park at the facility on Friday. Parking should be reserved for the truck beforehand in order to avoid any unforeseen problems. The uplink truck will arrive no later than 4 ½ hours before kickoff.

11.02 Approximate working dimensions for the production truck are: 64' L x 20' H x 22' W. Approximate working dimensions for the uplink truck are: 38' L x 20' H x 20' W. Approximate working dimensions for a generator (if deemed necessary by the production crew) are: 38' L x 15' H x 20' W.

12. Set Day

12.01 A set day may be required in preparation for the telecast. The football communications contact and facility contact will be notified in advance of the timing.

13. School Promos

13.01 Every institution must provide the conference with its 30-second institutional promo digitally prior to the beginning of the season or as updated versions are created.

14. Restrooms

14.01 Restroom or portable toilet should be located in close proximity to the production truck.

2016 SCHEDULE

Thursday, Sept. 1

Delaware State at Delaware

Maine at Connecticut

North Dakota at Stony Brook

William & Mary at NC State

Friday, Sept. 2

UAlbany at Buffalo

Saturday, Sept. 3

Villanova at Pittsburgh

Gardner-Webb at Elon

Richmond at Virginia

Morehead State at James Madison

Rhode Island at Kansas

Towson at South Florida

New Hampshire at San Diego State

Saturday, Sept. 10

*UAlbany at Rhode Island

Stony Brook at Temple

Central Conn. State at James Madison

Delaware at Lafayette

Elon at Charlotte

Norfolk State at Richmond

St. Francis at Towson

William & Mary at Hampton

Lehigh at Villanova

Maine at Toledo

Holy Cross at New Hampshire

Friday, Sept. 16

Rhode Island at Harvard

Saturday, Sept. 17

*Richmond at Stony Brook

*Towson at Villanova

Holy Cross at UAlbany

Delaware at Wake Forest

Fayetteville State at Elon

James Madison at North Carolina

New Hampshire at Dartmouth

Norfolk State at William & Mary

Saturday, Sept. 24

*Elon at William & Mary

*James Madison at Maine

*New Hampshire at Rhode Island

St. Francis at UAlbany

Colgate at Richmond

Sacred Heart at Stony Brook

Villanova at Lafayette

Saturday, Oct. 1

*Delaware at James Madison

*Villanova at Elon

*William & Mary at New Hampshire

*Towson at Richmond

Bryant at Maine

Brown at Rhode Island

Saturday, Oct. 8

*Richmond at UAlbany

*Maine at Delaware

*New Hampshire at Elon

*William & Mary at James Madison

*Rhode Island at Villanova

*Stony Brook at Towson

Saturday, Oct. 15

*UAlbany at Maine

*Delaware at William & Mary

*James Madison at New Hampshire

*Rhode Island at Stony Brook

*Villanova at Richmond

Towson at Dartmouth

Saturday, Oct. 22

*UAlbany at Villanova

*Stony Brook at Delaware

*Richmond at Elon

*Maine at Rhode Island

*New Hampshire at Towson

Saturday, Oct. 29

*Elon at UAlbany

*Towson at Delaware

*Rhode Island at James Madison

*Maine at William & Mary

*Stony Brook at New Hampshire

Saturday, Nov. 5

*Delaware at UAlbany

*Elon at Towson

*James Madison at Richmond

*Villanova at Maine

*William & Mary at Stony Brook

Saturday, Nov. 12

*UAlbany at New Hampshire

*Delaware at Richmond

*Rhode Island at Elon

*James Madison at Villanova

*Maine at Stony Brook

*William & Mary at Towson

Saturday, Nov. 19

*Stony Brook at UAlbany

*Villanova at Delaware

*Elon at James Madison

*New Hampshire at Maine

*Towson at Rhode Island

*Richmond at William & Mary

** - CAA Football Game*



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