



2016-17

CAA FOOTBALL

**Conference
Handbook**

CAA FOOTBALL
ADMINISTRATIVE REGULATIONS

ARTICLE I

SCHEDULING

- 1.01 The Commissioner's staff shall schedule all Conference games, which shall take precedence over non-Conference games with the exception of games against Bowl Subdivision opponents scheduled prior to September 1 preceding the upcoming season (September 1, 2015 for the 2016 season). After September 1, any changes can occur with the mutual agreements of all institutions impacted by the schedule.
- 1.02 CAA Football shall abide by the NCAA football playing rules and no games shall be protested under the playing rules.

ARTICLE II

TELEVISION

- 2.01 The Conference may enter into certain agreements with third parties for the Telecast and other electronic video broadcasts (as defined below) of intercollegiate sporting Events (as defined below) involving the Institutions.
- 2.02 For the collective benefit of the Institutions, each Institution desires to grant to the Conference all, except as noted below, the Institution's right, title, and interest in and to the Telecast of the Events, and to empower the Conference to act as its agent in the marketing and negotiation of these collective rights, and the Conference desires to accept such grant.
- 2.03 Conveyance of Rights. Except as provided in Sections 2.05 and 2.06 below, each Institution licenses, transfers, grants, conveys, assigns, and relinquishes exclusively to the Conference all of such Institution's right, title, and interest in and to the live Telecast of the Sporting Events (as defined below) to the extent necessary to allow the Conference to fulfill its obligations under the Telecast Agreements (collectively, the "Rights"). Each Institution grants the Rights to the Conference for so long as each Institution is a member of the Conference and each Institution further grants to the Conference the right to assign, sublicense or otherwise transfer to a third party with whom the Conference has entered into a Telecast Agreement all Rights granted to the Conference.
- 2.04 Without limiting the foregoing, each Institution hereby grants to the Conference all rights reasonably necessary to perform its obligation under the Telecast Agreements and agrees to take such further actions as may be necessary or desired by the Conference to facilitate the Telecast of Events involving such Institution or to carry out the purposes of the Telecast Agreements.

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- 2.05 The Institutions retain the rights to Telecast Events for use in highlight shows, highlight tapes, videos, coaches shows, and other similar uses of these materials, so long as such usage is not inconsistent with the rights granted under the Telecast Agreements. Further, each institution retains the rights to any video production of an Event created by such Institution and the right to transmit, distribute, exhibit, or communicate such video production, plus related audio signal if any, in any manner (including via the internet) that does not conflict with the terms of the Telecast Agreements.
- 2.06 If the last time for selection of an Event under a Telecast Agreement has passed and that Event has not been selected for Telecast under such Telecast Agreement and is available for Telecast by an Institution, then the rights for that Event will revert back to the Institution that would otherwise have the telecast rights to such Event.
- 2.07 “Event” shall mean any varsity-level game between the teams of two Conference institutions or the Institution otherwise controls the coverage rights to such game.
- 2.08 An “Event” shall include (i) any pre-game, half-time, and post-game activities that occur on the day of a game or competition and that are reasonably related to the game or competition and, (ii) all preseason, regular season and post-season games or competitions except the NCAA Championship, or other post-season football games and other games or competitions that have received scheduling exemptions from the NCAA.
- 2.09 “Telecast” shall mean the transmission, distribution, or exhibition or other communications of a video image or signal plus related audio signal, if any, other than in-stadium video or replay, anywhere in the world, whether by technology presently existing or hereafter developed.
- 2.10 All broadcast plans for games in which CAA Football team(s) control the broadcast rights must be formally approved in advance by the conference office in order to ensure compliance with conference broadcast agreements. [Adopted February 18, 2013]
- 2.11 CAA Football members will not be required to pay a television rights fees for the purpose of broadcasting conference games on local television in member markets provided permission has been received from the home team to broadcast.
- 2.12 The provisions of Section 2 shall terminate upon the dissolution, whether voluntary or involuntary, of the Conference.

ARTICLE III

ELIGIBILITY

- 3.01 NCAA eligibility rules shall govern Conference participation. The Commissioner, subject to review by the Board of Directors, shall rule on all eligibility matters.
- 3.02 **Intraconference Transfer Rule:** Any football student-athlete who transfers from one Conference institution to another is not eligible for athletic financial aid during the year of residency. An appeal of this rule to the Board of Directors for extenuating circumstances may be requested by the Director of Athletics of the institution to which the student-athlete intends to transfer.

- 3.03 **Ineligible Player:** In the interest of promoting good sportsmanship, if an ineligible student-athlete participates in a contest (conference or non-conference) the institution shall forfeit the contest to the offended institution. The institution may appeal the forfeiture to the Commissioner if it believes that the error that allowed the participation was inadvertent and the athlete's participation did not affect the outcome of the contest. [Adopted June 1, 2015]

ARTICLE IV

CONFERENCE CHAMPION

- 4.01 The team with the best conference record based on win-loss percentage shall represent the Conference as the NCAA automatic qualifier.
- 4.01 In the event of a tie, the following tie-breaker format will be utilized to determine the Conference automatic qualifier.
- 4.03. Tie-Breaking formats.
1. Head-to-head competition. If three-or-more teams are involved in a tie and all have played each other, the win-loss percentage is computed using each team's record against the tied teams as a group rather than individually.
 2. Win-loss percentage versus the highest-placed common opponents and proceeding down. When arriving at another set of tied teams while comparing records, use each team's record against the tied teams as a group rather than individually.
 3. Jeff Sagarin "ELO_CHESS" computation. (Located on USAToday.com & Sagarin ratings page)
- 4.04 Tie-Breaker Operating principles.
1. All ties are broken in descending order.
 2. Once a team has been eliminated at any point, the process reverts back to the beginning with the remaining tied teams.
- 4.05 For non-automatic qualifier purposes, multiple tied teams will be recognized as conference champions.

ARTICLE V

PROTESTS

- 5.01 Protests on any matter except NCAA playing rules shall be made in writing to the Commissioner within three working days.
- 5.02 The Commissioner shall call a Board of Directors meeting to consider protest at the earliest opportunity.

ARTICLE VI

SUSPENDED, POSTPONED OR CANCELLED GAMES

Inclement Weather / Force Majeure

6.01 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.

6.02 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.

6.03 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.

6.04 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.

6.05 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.

Definitions

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

6.07 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.

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

Guidelines / Special Instructions

6.09 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.

6.10 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.

6.11 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.

6.12 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.

6.13 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.

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

6.15 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.

6.16 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.

ARTICLE VII

CONTRACTS

- 7.01 The host institution shall issue a contract for all Conference games which must include all pertinent information (i.e., complimentary ticket arrangement, date and time) as well as the following statement:

"In the case that either party fails to produce its team and play said contest on said date at the place agreed, without permission of the other party, a financial penalty shall be paid to the party not at fault within one week of the date the game was to be played. If the team that was scheduled to play at home is at fault, the fee to be paid to the visitors shall be \$75,000 (or actual travel expenses whichever is greater). If the team that was to be the visitors is at fault, the fee to be paid to the host shall be \$300,000.

- 7.02 These financial penalties apply to situations in which an institution makes a unilateral decision not to compete. Members are to attempt to accommodate requests for a change in the date or time made through the conference office within a workable time period.
- 7.03 These financial penalties are not intended to apply to cases of "force majeure" that prohibit the game from being played as scheduled.
- 7.04 This policy is immediately applicable to all future Conference games and a statement to that effect must be added (via addendum or new contract) to any game contracts already issued.

ARTICLE VIII

CHAMPIONSHIP AWARDS AND CITATIONS

- 8.01 A trophy will be presented to the Conference champion. If there is a tie for the championship, two trophies shall be presented. A trophy will also be presented to the division winners including any ties.

ARTICLE IX

EVENT MANAGEMENT

9.1 Amenities

- 9.1.01 The host institution shall provide the following on the sidelines for the visiting team, during the contest and practice day prior to game:
- Kicking net
 - Ice
 - Water
- 9.1.02 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.
- 9.1.03 The host institution shall facilitate the purchase of additional refreshments (including post-game box lunches) at cost for the visiting team.

9.2 Bands

- 9.2.01 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.
- 9.2.02 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.
- 9.2.03 Home team band shall not be seated behind the visiting team’s restraining area.

9.3 Cheerleaders

- 9.3.01 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.

9.4 Conference Logo

- 9.4.01 The CAA Football logo shall be prominently displayed via signage/flags/banners provided by the conference office.
- 9.4.02 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.

9.5 Crowd Control

- 9.5.01 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.

9.6 Video Board Policies

- 9.6.01 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.

9.7 Electronic Media Time Out Format

9.7.01 **Televised Games:** A pregame timing format and commercial timeout format 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.

9.7.02 **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.

9.7.03 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.

9.7.04 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).

9.8 Field Phones (Telecommunications)

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

9.8.02 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.

9.9 Field Microphones (Telecommunications)

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

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

9.9.03 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.

- 9.9.04 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.
- 9.9.05 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.

9.10 Game Officials

- 9.10.01 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.
- 9.10.02 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.
- 9.10.03 Game officials are responsible for securing their own hotel accommodations.

- 9.10.04 The game officials’ dressing room shall include the following:

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

9.11 Locker Room

- 9.11.01 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.

- 9.11.02 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

9.12 Medical

9.12.01 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.

9.13 Passes

9.13.01 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

9.14 Practice

9.14.01 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.

9.15 Sideline Apparel

9.15.01 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

9.16 Squad Size

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

Notes:

1. The Football Squad Size limit only applies to conference games, and applies to both the travel squad size and the number of players on the bench.
2. The CAA does not restrict travel rosters for nonconference games. It is up to your institution and the host institution to determine the squad size/bench pass limits, if any, for nonconference football games.

9.17 Starting time

The preferred kickoff time 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.

9.18 Visiting Team Travel

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

9.19 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.

9.20 Uniforms

9.20.01 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.

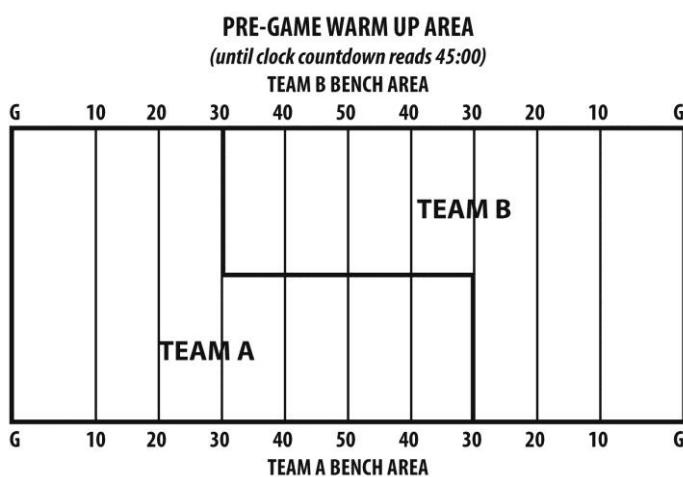
Home team: Dark jerseys

Visitors: Light jerseys

9.20.02 The conference-mandated helmet decal must be placed on the lower back portion of every student athlete’s helmet in both conference and nonconference games.

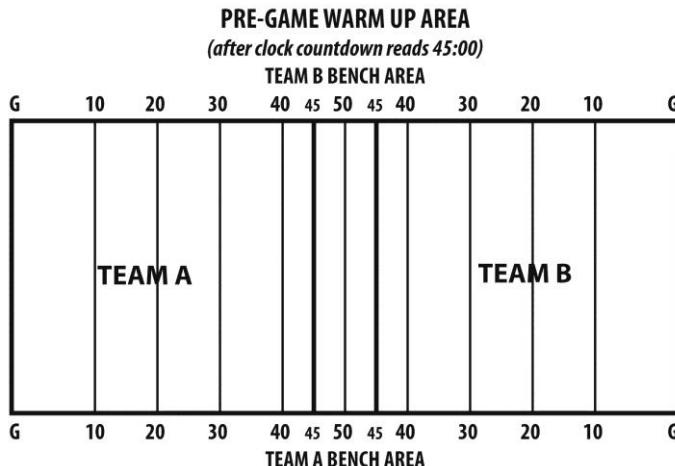
9.21 Warm-up

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



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- 9.21.02 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.



- 9.21.03 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.

9.22 Press Box/Radio Technology

- 9.22.01 Complimentary Internet access (preferably wireless) must be provided in the working press box for all conference and nonconference games.
 - 9.22.02 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.
 - 9.22.03 Two complimentary phone lines may also be provided in addition to aforementioned ISDN lines.

9.23 Postgame Interviews

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

9.24 Guidelines in Event of Serious Injury

- 9.24.01 Player safety should be emphasized by coaches, players and officials to ensure illegal acts that endanger players not be part of the game.
 - 9.24.02 Players and coaches must go and remain in the bench area.
 - 9.24.03 Players are not allowed to roll an injured player over.

9.24.04 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.

9.24.05 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.

9.25 Suspended, Postponed or Cancelled Games

Please see policy under Article VI.

ARTICLE X

INSTANT REPLAY

10.01 Purpose and Philosophy

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

10.02 Participation

- A. 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.
- B. 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.

10.03 Personnel, Equipment and Location

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

ARTICLE XI

SCOUTING

- 11.01 Scouting of Conference games shall comply with all current NCAA bylaws and regulations.

ARTICLE XII

IN-SEASON VIDEO POLICIES (August 1 – FCS Championship Game)

- 12.01 CAA Football operates with an open exchange policy in regards to the exchange of game video. All schools must provide video of all CAA Football regular season games, including conference and non-conference, and post-season games. All teams must use the DragonFly STORM video exchange software as the primary means for transferring football video within the conference.
- A. The only exception to the open exchange policy is when a bye week occurs in the schedule within the first couple of weeks of the season. The two opponents may request the last two games of their opponent from the previous season for coaching purposes, initiated through personal interaction.
- 12.02 Institutions shall provide game video and comply with intercut video exchange guidelines listed in 13.07. All files must include offense, defense and kicking game.
- 12.03 The video exchange software will allow for the creation of unique account folder for each CAA Football school. These folders will serve as the access point to each school's video exchange throughout the season.
- 12.04 Once conference play begins, the video exchange computer utilizing the DragonFly STORM software should remain powered on 24 hours a day, 7 days a week.
- 12.05 The home team is required to upload video computer files by 10:00 AM the day following their game. These video files should include the sideline/wide angle (SLW) and endzone/tight angle (EZT). In addition, the .exchange file or .game file (dependent upon video editing software) must also be included in the upload to alleviate recreation and full-game build by the downloading institution.
- 12.06 The home team will provide tapes for the visiting team for the sideline/wide and endzone/tight originals **only if** video files cannot be attained due to mechanical problems.
- 12.07 Videotaping Procedures.
- A. Five seconds of the scoreboard shall be shot prior to the start of the game to establish the game being played.
1. At the conclusion of the first half, five second of the scoreboard shall be shown, followed by the five seconds of the color bars.

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2. At the conclusion of the game, fifteen seconds of the scoreboard shall be shot to establish the conclusion of the game.
 - B. Preceding each DRIVE, a full five-second shot of the scoreboard shall be taken showing the correct down, distance, field position, score and game clock.
 - C. Preceding each PLAY, a full three-second shot of the sideline markers or the scoreboard shall be taken to show down, distance and field position.
 1. Scoreboard is the preferred shot. The sideline may be used if it is the best possible visibility.
 - D. Both wide and endzone shots shall begin with your offensive/defensive team breaking the huddle.
 1. The wide angle camera shall expand out and include all 22 players in the picture: sideline to sideline/offensive backfield to defensive backfield. The wide angle will expand out and then zoom in slowly so that all 22 players remain in the pictures as long as possible.
 2. The endzone camera shall focus on all interior linemen (both offensive/defensive), tight end (or TE alignment) and outside linebackers in the “Box.” (The depth of the tight angle shall be from the inside linebackers on defense through to the deepest running back on offense.) The endzone (tight angle) camera will follow the ball as its point of focus. The camera angle shall focus on an area inclusive of all players within an area from one yard outside of the TE in a two TE formation.
 - E. Special teams/kicking game situations shall be filmed following the procedures above, but can focus more on your element of the kicking game once the play has begun.
 - F. All officials’ calls signaling a penalty shall be recorded.
 - G. In the event of a camera breakdown, the following procedures should be followed:
 1. If the endzone camera becomes inoperable – wide angle camera stays with normal procedure.
 2. If the wide angle camera becomes inoperable – endzone camera will assume the wide angle.
 - H. In the event the visiting team chooses to shoot either one or both of the wide or endzone angle videos themselves, the host institution shall make available to the visiting institution adequate shooting facilities equal to the host institution facility with electric power (whenever possible). Communicate through video coaching coordinator during the week prior to the game to arrange space when bringing your own video personnel.
 - I. Each game should be accompanied by digital versions of the play-by-plays (including full final stats) and flip card depth charts. If not included in the exchange folders, these documents can be found on the CAA football website (www.caafootball.com, navigate to the Football page and select either the “Schedule/Results” or “The Pressbox” link)
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12.08 Ownership

- A. All video files remain the property of the originator.
- B. No video files shall ever be sent to/exchanged with any opponent (in/out of conference) at any time (in/out of season) that does not involve the originating/your team.
- C. No exchanges shall be made outside the Conference in season with current or previous year's video files unless it involves a direct exchange between a CAA Football member and a non-conference team it is going to play with a contract signed with the non-conference opponent that specifies such video exchange language.

ARTICLE XIII

OUT OF SEASON VIDEO EXCHANGE (Day After FCS Championship Game – July 31)

13.01 In-Conference

- A. All games of the previous season, including playoff games shall be exchanged at the request of any Conference team.
 - 1. CAA Football teams wishing to exchange games during this period should directly contact the video coaching contact to assure that the video exchange is accessible.

13.02 Out-of-Conference

- A. Direct exchanges between a CAA Football team and a non-CAA Football team who are playing each other in the upcoming season shall be permitted.
 - 1. In the event another CAA Football team happens to also be playing the same non-CAA Football team and is included in the exchange, the originating CAA Football school shall inform the other Conference schools that the non-conference school has their tapes.
 - 2. New Hampshire is playing Dartmouth and arranges for an off-season exchange, which includes the New Hampshire/University of Maine game. University of Maine is also to play Dartmouth in the upcoming season; therefore, New Hampshire shall notify University of Maine that the New Hampshire/University of Maine tape was sent to Dartmouth.
- B. Exchange between a CAA Football school and a non-CAA Football involving another (second) CAA Football school shall be permitted as long as both exchanging schools derive benefit from the exchange, and the other school involved is notified of the exchange. (i.e., Lehigh requests an exchange with Villanova for the Villanova/Rhode Island game. Villanova must notify Rhode Island of the exchange.)
 - 1. No indiscriminate/one-way exchanges of tapes of a CAA Football Conference opponent to a non-CAA Football opponent used to gain a competitive advantage against a CAA Football school shall be permitted.
 - 2. A friend from Colgate calls James Madison requesting the James Madison/Delaware game to study Delaware with no reciprocal exchange. This one-way exchange is not permissible.

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- C. Any CAA Football team receiving an exchange request by a non-conference opponent will be told of the exchange policy. The institution will then call the Conference member to inform them of the request.
 - 1. Head coaches will educate their staffs as to the exchange policy.
- 13.03 There shall be no other in season exchange of Conference video files with non-Conference opponent.
- 13.04 There shall be no exchange of Conference game films with a non-Conference member another video of a Conference opponent prior to their game during that season. The school making the exchange is obligated to notify the member school involved.
- A. In the case of the above exchange allows a non-Conference member another video of a Conference opponent prior to their game during that season, the school making the exchange is obligated to notify the member school involved.
 - B. All video exchanges shall be accompanied by a depth chart and/or a program as well as the detailed game play-by-play and game statistics.
 - C. All tapes remain the property of the originator.
 - D. Tapes will be returned, properly boxed, no later than one hour before kickoff at the visiting team locker room.
 - E. No tapes shall ever be sent to/exchanged with any opponent (in/out of conference) at any time (in/out of season) that does not involve the originating/your team.

ARTICLE XIV

AMENDMENTS

- 14.01 The Board of Directors may amend, modify or repeal these Administrative Regulations by a majority vote at a meeting at which a quorum is present, or by unanimous written consent.
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The following sections are part of the CAA Football Constitution and are included in this handbook because they also pertain to matters that could be deemed administrative.

Nonqualifier Rule

Since the median of each institution's freshman class academic profile far exceeds the NCAA minimum standards for freshman eligibility, if a recruited (per NCAA Bylaw 13.02.13.1) nonqualifier enrolls at a member institution directly from high school the individual will not be eligible to represent the institution in a CAA sport. The institution, through its chief executive officer, may appeal in instances of special circumstances for relief from this legislation. [Revised to add Exceptions September 2013]

- A. Exceptions: The CAA Nonqualifier Rule does not apply in these situations:
 - 1. The rule does not apply to a nonqualifier that meets the requirements for an "Academic Redshirt" per NCAA Bylaw 14.3.1.2.
 - 2. The rule does not apply to a nonqualifier who receives any relief via an NCAA Initial Eligibility Waiver (e.g., permitted to practice and/or receive athletic aid in first year.)

Disciplinary Authority

The Commissioner shall be empowered to take disciplinary action against Conference personnel when derogatory comments, acts of misconduct, failure to meet Conference obligations, or violations of Conference or NCAA rules or policies occur. Misconduct is any act of dishonesty, unsportsmanlike conduct, fighting, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice which discredits the event or intercollegiate athletics. Fighting may be interpreted to include, but is not limited to “striking a defenseless player in the head, neck or face area”. The Commissioner is also empowered to take disciplinary action against any coach who misses a league meeting or media obligation without prior approval from the CAA. The Commissioner may assess the following penalties, including, but not limited to, against a coach, student-athlete, official or other institutional staff member:

- A. Private reprimand.
- B. Public censure.
- C. Probationary status and disqualification to coach, participate or officiate in one or more contests.
- D. Assessment of financial penalties against the institution or institutional personnel.
- E. **Sportsmanship Rule.** Any player or coach ejected from a contest for unsportsmanlike conduct/behavior will automatically have the conduct/behavior reviewed by the Commissioner.
- F. **Unsportsmanlike Acts or Misconduct.** All unsportsmanlike acts or personal fouls may be subject to postgame review by the Commissioner. These situations may or may not have been handled by the officials during the course of the game, evaluated further by video after the game, or may have been first identified through postgame video review. All instances of misconduct are subject to the Commissioner’s review regardless of the source.
 - 1. The ability to rapidly transmit video provides the opportunity to deal with these situations in an expedited manner in fairness to all involved. Accordingly, the following time sensitive procedures will apply to any situation warranting review under Constitution 11.04.
 - 2. Video of the situation must be received by the conference office by Monday following the game.
 - 3. The institution’s director of athletics will be notified of the video review by the Commissioner under Constitution 11.04 no later than 3:00pm on that Monday.
 - 4. Information may be gathered from any source the Commissioner determines to be relevant to his review.
 - 5. The Commissioner will communicate his decision on the situation to the institution’s director of athletics no later than noon Wednesday. [Sequence: Saturday game/notification of review by Monday 3:00p/notification of decision Wednesday noon.]
 - 6. Situations that fail to conform to this time schedule will not cause the loss of participation opportunities. However, the individual(s) may be notified that more serious sanctions could attach to subsequent unsportsmanlike actions.
- G. In all instances, the Commissioner shall direct the penalty through the Director of Athletics at each institution (with a copy to the President/Chancellor) who shall be responsible for imposing the action. A report on the Commissioner’s action shall be forwarded to the Board of Directors.

An individual or individual imposed with such a penalty may appeal any action to the Board of Directors who may affirm, modify or reject the Commissioner’s penalty. During the appeal, the sanction will be stayed until the appeal is heard and adjudicated.

CAA Football Code of Conduct

- 12.01 CAA Football members are committed to developing a competitive atmosphere conducive to upholding sports-like behavior among its coaches, administrators, student-athletes, officials and spectators. Each member institution will make every effort to emphasize the importance of appropriate sportsmanlike behavior at all athletic events.
- 12.02 Good sportsmanlike behavior shall be promoted through the efforts of each member institution in the following areas:
- A. Event Management: The Director of Athletics at each institution shall be responsible for ensuring that all Conference policies relative to home event management are followed. Inappropriate behavior by a spectator shall be the responsibility of the host institution, which can be subject to sanctions permitted by the Code of Conduct. These policies will be reviewed and approved annually by the Directors of Athletics.
 - B. Staff, Coach, Student-Athlete Awareness: the responsibility of educating staff, coaches and student-athletes relative to the Conference's policy on breaches of the Code of Conduct shall be that of the Director of Athletics. Each of the entities must be made aware of the consequences when their actions do not characterize the high standards which must be adhered to as a representative of intercollegiate sports.
- 12.03 The Conference office will emphasize the Code of Conduct at all contests and will also be responsible for educating all game officials in this area.
- 12.04 The following are specific regulations which apply to all coaching staff members, student-athletes, spectators, conference game officials and representatives of the Department of Athletics staff at a member institution:
- A. No individual is permitted to address, in a disrespectful manner, a game official, participant, coach, athletic department administrator or Conference office personnel, either verbally or physically.
 - B. Public criticism of game officials, opposing coaches and student-athletes, athletic administrators, spectators and conference office personnel is not permitted.
 - C. Coaches are not permitted to enter the locker room of a game official preceding or following a contest.
 - D. No individual shall enter the locker room of a game official preceding or following a contest.
- 12.05 A violation of any of the regulations outlined above is subject to review by the Commissioner under the authority of Constitution 11.04.

NOTE: Penalties enacted by game officials within the parameter of NCAA playing rules may be utilized as sufficient sanctions. The Commissioner has authority to determine other penalties (i.e., public reprimand, and monetary fine) on a case by case basis.