



# **CONFERENCE HANDBOOK**

## **BYLAWS, POLICIES AND SPORT CODES**

**Revised August 2010**

**The Commonwealth Coast Conference  
c/o Western New England College  
1215 Wilbraham Road  
Springfield, Mass. 01119**

**Telephone -- (413) 796-2329  
Fax -- (413) 796-2338**

## TABLE OF CONTENTS

Bylaws.....	1
General Operational Policies .....	12
Coaches Meetings .....	12
Code of Ethics – TCCC Institutions, Coaches and Student-Athletes .....	13
Conference Awards.....	14
Conference Tournaments – Host Institution Responsibilities .....	15
Conference Tournaments – Cancellation Policy.....	16
Officials.....	16
Scheduling.....	17
Game Change Policy.....	17
Make-Up Policy .....	18
Scouting “Gag” Rule.....	19
Sports Committee Liaison and Sports Committee Chair – Duties .....	19
 Sport Codes – Championship Sports	
Baseball.....	21
Basketball – Men and Women.....	30
Cross Country – Men and Women.....	38
Field Hockey.....	43
Lacrosse – Men and Women.....	50
Soccer – Men and Women.....	58
Softball.....	66
Tennis – Men and Women.....	75
Volleyball.....	83
 Sport Codes – Invitational Sports	
Golf.....	91
 Other Operating Codes	
Sports Information Regulations .....	93
Stat Crew Naming Conventions and Official Policies.....	95

# THE COMMONWEALTH COAST CONFERENCE, INC.

## BYLAWS

### ARTICLE I. NAME, PHILOSOPHY

Section 1. This organization shall be known as The Commonwealth Coast Conference, Inc., hereinafter referred to as the “Conference” or the “corporation.”

Section 2. The Conference provides each student athlete with a positive experience in their pursuit of excellence, through high academic standards, quality competition, and a meaningful student life. The Conference sponsors intercollegiate competition among its members in a variety of sports and supports the NCAA DIII philosophy.

### ARTICLE II. GOVERNANCE

Section 1. The Presidents of the Conference’s member institutions are responsible and accountable for all athletic programs as set forth in the NCAA Division III Guidelines. “Institutional presidents shall have the ultimate responsibility and final authority for the operation of the member conference and the actions of any institution that is a member of that conference.” (NCAA Constitution, Article 3.3.4.4.)

Section 2. The Conference is governed by a Board of Directors (the “Board”) presently comprised of the Presidents of the fourteen member institutions. The Board will ultimately be expanded such that it is comprised of each sitting President of each of the member institutions. The officers of the Board will consist of the Chairperson, Vice-Chairperson/Secretary, Treasurer, and Past Chairperson. The Board will establish and enforce policies of organization and governance and will supervise the Commissioner, as defined below, in addition to enacting rules and regulations with respect to the roles and responsibilities of the Athletic Directors of the member institutions. The Commissioner will be an ex-officio, non-voting member of the Board and shall act as Board liaison to the Athletic Directors. The officers of the Conference will initially be elected by majority vote and will serve on a *pro tem* basis until the first annual meeting of the Conference. At the annual meeting and thereafter, officers will be elected by majority vote and serve for two years. Beginning with those officers elected at the first annual meeting, officers may not be sequentially re-elected to their current position.

Section 3. The Athletic Directors, or other nominees appointed by the Presidents of each member institution, and the Conference Commissioner will execute, administer and enforce the policies established by the Board with respect to the day-to-day administration of the Conference.

Section 4. The annual meeting of the Board will be in May or June, unless additional special meetings are called by the Board Chairperson, or by other members of the Board through the Board Chairperson, as provided herein. Each meeting will conclude with an executive session.

Section 5. The Presidents will make decisions on the Conference position on proposed NCAA legislation. Such decisions will be made by majority vote. Voting will take place by fax and/or email. The Commissioner will then vote the Conference position at the annual NCAA convention.

Section 6. The Board will appoint an Executive Committee comprised of officers to act on its behalf when the full Board is not meeting. The Executive Committee members are the current Board Chairperson, Vice-Chairperson/Secretary, Treasurer and the immediate past Board Chairperson.). The Executive Committee will be appointed at the first meeting of the Board and will serve on a *pro tem* basis until the first annual meeting of the Conference. Thereafter, the Executive Committee will serve a two year term. The Commissioner will be an ex-officio, non-voting member of the Executive Committee. **(Editorial Note: The Board approved the addition of a fifth person, the previous past Board Chairperson, for the 2010-11 academic year on May 19, 2010.)**

Section 7. The Board Chairperson will be the Chairperson of the Executive Committee and the Conference's official spokesperson. The Chairperson will schedule and run board meetings. In the absence, removal, resignation, death or incapacity of the Chairperson, the Vice-Chairperson shall perform the functions of the Chairperson. In addition, the Vice-Chairperson will function as the Secretary maintaining minutes of meetings. The Past Chairperson will serve on the Executive Committee in order to provide continuity.

Section 8. Decisions on policies of organization and governance, including Conference membership, will be voted on at the annual Board meeting or at suitably scheduled special Board meetings.

Section 9. One-half of the members of the Board then in office shall constitute a quorum. All votes will require a two-thirds (of the quorum) vote to receive approval with the exception of votes dealing with Bylaw amendments, membership and annual dues. For purposes of Board votes dealing with Bylaw amendments, membership, and annual dues, such votes will require a two-thirds vote of the entire Board to receive approval. Votes on Bylaw amendments, membership and annual dues may be in-person, email and/or fax. Notice of Bylaw changes must be received two weeks prior to the board meeting.

Section 10. The Commissioner is appointed by and supervised by the Board. The Commissioner reports directly to the Board and will be evaluated annually by the Executive Committee of the Board. The Commissioner will be responsible for conducting public relations; developing and maintaining a Conference Handbook and Policy Manual; conducting office operations; preparing an annual budget; maintaining relations with the NCAA and other external organizations; day-to-day, non-policy operations; and other activities as directed by the Board. The Commissioner serves at the pleasure of the Board, can be removed at any time by the Board, and is appointed annually at the annual meeting of the Board.

## ARTICLE III. MEMBERSHIP

Section 1. Private colleges and universities, which are empowered to grant the baccalaureate degree, are classified Division III by the NCAA, and agree to accept and observe the principles set forth in the Articles of Organization, these Bylaws, rules, regulations and policies of the Conference, are eligible for membership. All Conference member institutions shall be NCAA Division III institutions and will adhere to the rules and regulations promulgated by the NCAA.

Section 2. Institutions seeking membership to the Conference must apply in writing to the Commissioner and provide all information required by the Conference. Acceptance of new member institutions is determined by an affirmative vote by the Board; at which time the applicant will be granted “provisional member” status in the Conference.

A “provisional member” is an institution in its first year as a member of the Conference. The President of the provisional member shall be appointed to the Board. The provisional member will be ineligible for participation in Conference championships, except for those championships designated as “invitational,” until such time as the provisional member becomes a “full” member. “Full” membership is granted in the second year of membership.

Section 3. Any member institution that fails to meet the conditions and obligations of membership may have its membership in the Conference terminated, suspended, or placed in a disciplinary status upon the two-thirds vote of the entire Board. Notice to invoke termination, suspension or disciplinary action must be made to the affected member institution and all other member institutions by the Executive Committee at least thirty (30) days prior to the date of the proposed action. After receiving notice of termination, suspension or disciplinary action, an institution may appeal to the Board within 30 days. The final decision of the Board will then be rendered within 30 days.

Section 4. The members of the Conference are:

Anna Maria College	Paxton, Massachusetts
Colby Sawyer College	New London, New Hampshire
Curry College	Milton, Massachusetts
Eastern Nazarene College	Wollaston, Massachusetts
Endicott College	Beverly, Massachusetts
Gordon College	Wenham, Massachusetts
New England College	Henniker, New Hampshire
University of New England	Biddeford, Maine
Nichols College	Dudley, Massachusetts
Regis College	Weston, Massachusetts
Roger Williams University	Bristol, Rhode Island
Salve Regina University	Newport, Rhode Island
Wentworth Institute of Technology	Boston, Massachusetts
Western New England College	Springfield, Massachusetts

Section 5. Each member institution agrees to meet the following membership standards **(revised March 1, 2010)**:

- a. Be accredited members in good standing in the New England Association of Schools and Colleges (NEASC)
- b. Be a Division III member of the NCAA.
- c. Commit to abide by all NCAA rules and regulations.
- d. Commit to Gender Equity in their intercollegiate programs.
- e. Pay the required dues and assessments on time.
- f. Sponsor at least a majority of conference sports, for each gender, in each of the three seasons. All Conference sports shall have at least seven teams competing. Institutions are expected to field and maintain full teams in each sport sponsored which are able to complete a full season without forfeiting any games or matches, unless that forfeit is caused by emergency circumstances.
- g. A college seeking to add a new sport, before adding that sport as a conference sport, shall petition the Commissioner and Board to add that sport and shall satisfy the Commissioner and the Board that it shall be able to complete a full season without forfeiting any games or matches in that sport – and establish a competitive program within two years.
- h. Sponsor competitive teams that are compatible within the conference membership. The Commissioner shall annually review all teams in all sports to determine their competitiveness over a rolling three-year period and shall report the results of that review to the Board. Based on that report, the Board shall consider, based on all relevant factors, what steps might be taken regarding particular teams and their continued participation in that Conference sport. For these purposes, competitiveness shall include: sportsmanship, scores, fielding full teams in that sport, conference and other postseason competitions, win/loss records and trends.
- i. Provide facilities that meet all appropriate safety guidelines and are considered acceptable for hosting an NCAA first-round contest. Each institution should be in compliance with this bylaw in 75% of the sports offered. The Commissioner shall conduct a bi-annual review of all athletics facilities used by each member institution for intercollegiate competition.

- j. Provide the following support services as indicated in the Conference Handbook, including, but not limited to:
  - Necessary sports information reporting.
  - Provide athletic trainer coverage at all home contests.
  - Provide appropriate game management supervision and staffing at all contests.
  - Adhere to accepted NATA athletic training guidelines.
- k. Promote and demonstrate the highest level of good sportsmanship and ethical behavior on the part of student-athletes, coaches, administrators and fans.
- l. Sponsor an active and engaged Student-Athlete Advisory Committee (SAAC), as required by the NCAA, and ensure full participation in Conference activities.
- m. Sponsor an active and engaged Faculty Athletics Representative as required by the NCAA, and ensure full participation and involvement.
- n. All Presidents are expected to regularly attend Board meetings.

Section 6. If a member institution wishes to withdraw from the Conference in all sports, the member institution must follow these procedures:

- a. A letter must be sent to the Commissioner stating the intent of the member institution to terminate its membership. The letter shall include a rationale and timeline for the withdrawal to take effect.
- b. The correspondence will be shared with the Executive Committee and the Board.
- c. The effective date of withdrawal may not be less than one full academic year (defined as May 1 to April 30) from the date of the letter.
- d. If a member institution wishes to withdraw from the Conference in only one sport, the above procedures must be followed and the letter must include certain criteria that may consist of the member institution's inability to field a team, removal of varsity status or a change in the NCAA divisional status for the team or the member institution. Withdrawal in one sport for an extended period of time; however, may affect the institution's membership in the Conference.

## ARTICLE IV. FISCAL AFFAIRS

Section 1. The fiscal year of the Conference shall be from July 1 through June 30.

Section 2. Annual membership dues shall be approved by two-thirds of the entire Board one year in advance of July invoices.

Section 3. The Conference annual budget for the upcoming fiscal year shall be prepared by the Commissioner and presented to the Board for approval at the annual meeting.

Section 4. Any decisions having financial impact on the member colleges proposed by the Commissioner and/or Athletic Directors must have been approved by the Board one year prior to the implementation year.

Section 5. Provisional members shall pay an acceptance fee upon their election to the Conference and the current annual dues as determined by the Board.

## ARTICLE V. CONFERENCE ADMINISTRATION

Section 1. The Athletic Directors will work with the Commissioner to ensure that Conference operations and obligations are met. The Conference Handbook and Policy Manual contains details of roles and responsibilities and must be approved by the Board.

Section 2. Standing or *ad-hoc* committees may be appointed by the Commissioner upon the approval of the Board.

## ARTICLE VI. ELIGIBILITY

Section 1. All Conference members will adhere to all NCAA rules as they apply to Division III institutions.

Section 2. Membership is limited to those institutions that have athletic programs and that meet the Conference criteria.

## ARTICLE VII. VIOLATIONS

Section 1. The member institutions of the Conference have agreed to adhere to and abide by the rules and regulations of the Conference and the rules and regulations included in the NCAA Constitution and Bylaws that are applicable to Division III institutions.

Section 2. The members of the Conference shall report to the Commissioner their knowledge of any violation or allegation of any violation involving their own or other member institutions of the Conference or NCAA rules and regulations.

Section 3. The Commissioner shall promptly convey, in writing, the detailed report of the violation or alleged violation, to the Executive Committee of the Board.

Section 4. The Commissioner shall call special sessions of the members, as directed by the Executive Committee, as soon as practical, to institute an investigation of the violation, or alleged violation, and determine the action to recommend that the Board take with respect to the suspect member institution.

Section 5. The member institutions may be present at the special sessions and participate in the deliberations of the Executive Committee. Members must abstain from voting on any action or proposed action that involves their institution of employment.

Section 6. Major infractions and consistent violations will be considered by the Board. The Board must approve of any such decision by a two-thirds vote of all of its members.

Section 7. The Chairperson of the Board must promptly report, in writing, the decision of the Board to the institution under consideration.

Section 8. In the case of violations, or alleged violations of NCAA rules or regulations, the Commissioner must notify the appropriate NCAA official of the violation, or alleged violation, in writing.

Section 9. If a member institution is determined to have violated the Conference, NCAA or Division III rules or regulations, the Conference has the following options:

- a. Issue a letter of reprimand to the Coach of the sport subject to the violation with a copy to the Athletic Director and the President of the institution guilty of the violation.
- b. Declare forfeiture of games won, victories achieved, or awards earned in Conference competition by athletes of the member institutions guilty of the violation.
- c. Place on probation, for a specified period of time, the institution guilty of the violation in addition to declaring the institution ineligible for Conference titles and awards.
- d. If a Conference member is found guilty of repeated or flagrant violations, the Conference may expel the institution from the Conference and the member institution will forfeit all Conference dues then paid.

## ARTICLE VIII. CONFERENCE CHAMPIONSHIPS

Section 1. Conference championships may be established in any varsity sport in which seven of the member institutions field teams.

Section 2. Determination of sports in which Conference championships will be held must be approved by a two-thirds vote of the entire Board.

Section 3. All Conference championships and tournaments will be run with a straight bracket system unless specified otherwise by that respective sport based on the rules and regulations of that sport.

Section 4. For sports with ten (10) or more competing institutions, an eight (8)-team tournament will be run. For sports with nine (9) or less competing institutions, a six (6)-team tournament will be run, unless specifically noted under the rules and regulations for that sport.

## ARTICLE VIII. APPEALS

Section 1. Any action relative to any rule or regulation of the Conference or any of its subdivisions may be appealed to the Commissioner verbally and then followed up with a written request for a decision.

Section 2. The Commissioner shall present the appeal to the Board for a ruling.

## ARTICLE IX. INDEMNIFICATION OF OFFICERS AND DIRECTORS

The corporation shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as a director or officer of the corporation or of any of its subsidiaries, or who at the request of the corporation may serve or at any time has served as a director, officer or director of, or in a similar capacity with, another organization, against all expenses and liabilities (including counsel fees, judgments, fines, excise taxes, penalties and amounts payable in settlements) reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or other proceeding, whether civil, criminal, administrative or investigative, in which he or she may become involved by reason of his or her serving or having served in such capacity (other than a proceeding voluntarily initiated by such person unless he or she is successful on the merits, the proceeding was authorized by the corporation or the proceeding seeks a declaratory judgment regarding his or her own conduct); provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that his or her action was in the best interests of the corporation; and provided, further, that as to any matter disposed of by a compromise payment by such person, pursuant to a consent decree or otherwise, the payment and indemnification thereof have been approved by the corporation, which approval shall not unreasonably be withheld, or by a court of competent jurisdiction. Such indemnification shall include payment by

the corporation of expenses incurred in defending a civil or criminal action or proceeding in advance of the final disposition of such action or proceeding, upon receipt of an undertaking by the person indemnified to repay such payment if he or she shall be adjudicated to be not entitled to indemnification under this article, which undertaking may be accepted without regard to the financial ability of such person to make repayment.

A person entitled to indemnification hereunder whose duties include service or responsibilities as a fiduciary with respect to a subsidiary or other organization shall be deemed to have acted in good faith in the reasonable belief that his or her action was in the best interests of the corporation if he or she acted in good faith in the reasonable belief that his or her action was in the best interests of such subsidiary or organization or of the participants or beneficiaries of, or other persons with interests in, such subsidiary or organization to whom he or she had a fiduciary duty.

Where indemnification hereunder requires authorization or approval by the corporation, such authorization or approval shall be conclusively deemed to have been obtained, and in any case where a director of the corporation approves the payment of indemnification, such director shall be wholly protected, if:

(i) the payment has been approved or ratified (1) by a majority vote of a quorum of the directors consisting of persons who are not at that time parties to the proceeding, (2) by a majority vote of a committee of two or more directors who are not at that time parties to the proceedings and are selected for this purpose by the full board (in which selection directors who are parties may participate), or (3) by the members of the corporation if disinterested; or

(ii) the action is taken in reliance upon the opinion of independent legal counsel (who may be counsel to the corporation) appointed for the purpose by vote of the directors or in the manner specified in clauses (1), (2) or (3) of subparagraph (i); or

(iii) the payment is approved by a court of competent jurisdiction; or

(iv) the directors may have otherwise acted in accordance with the standard of conduct set forth in Chapter 180 of the Massachusetts General Laws.

Any indemnification or advance of expenses under this article shall be paid promptly and in any event within 30 days, after the receipt by the corporation of a written request therefore from the person to be indemnified, unless with respect to a claim for indemnification the corporation shall have determined that the person is not entitled to indemnification. If the corporation denies the request or if payment is not made within such 30-day period, the person seeking to be indemnified may at any time thereafter seek to enforce his or her rights hereunder in a court of competent jurisdiction and, if successful in whole or in part, he or she shall be entitled also to indemnification for the expenses of prosecuting such action. Unless otherwise provided by law, the burden of proving that the person is not entitled to indemnification shall be on the corporation.

The right of indemnification under this article shall be a contract right inuring to the benefit of the directors, officers and other persons entitled to be indemnified hereunder and no amendment or repeal of this article shall adversely affect any right of such director, officer or other person existing at the time of such amendment or repeal.

The indemnification provided hereunder shall inure to the benefit of the heirs, executors and administrators of a director, officer or other person entitled to indemnification hereunder. The indemnification provided hereunder may, to the extent authorized by the corporation, apply to the directors, officers and other persons associated with constituent corporations that have been merged into or consolidated with the corporation who would have been entitled to indemnification hereunder had they served in such capacity with or at the request of the corporation.

The right of indemnification under this article shall be in addition to and not exclusive of all other rights to which such director or officer or other persons may be entitled. Nothing contained in this article shall affect any rights to indemnification to which corporation employees or agents other than directors and officers and other persons entitled to indemnification hereunder may be entitled by contract or otherwise under law.

#### ARTICLE X. CONFLICT OF INTEREST STATEMENT

A conflict of interest exists when a person or entity closely associated with the Conference has a material personal interest in a proposed contract or transaction with the conference.

All those affiliated with the management of the Conference must assume the responsibility for considering possible conflicts of interest that could arise during service with the conference. Officers, staff and other representatives must disclose conflicts on an on-going basis so that the Board has an opportunity to consider each conflict and determine the appropriate course of action.

#### ARTICLE XI. LIMITATION OF DIRECTOR LIABILITY

Section 1. No Director shall be personally liable for monetary damages as such for any action taken, or any failure to take any action by the Conference.

#### ARTICLE XII. AMENDMENTS TO THE BYLAWS

Section 1. Proposed amendments to the Bylaws must be submitted to the Chairperson of the Board for inclusion on the agenda of the next meeting of the Board. A copy of the proposed amendment must accompany the request and must also be submitted to the Board members as part of the agenda at least two weeks prior to the meeting.

Section 2. A two-thirds vote of the entire Board must approve an amendment to the Bylaws.

#### ARTICLE XIII. SEAL

The seal of the Conference shall be circular in form with the name of the Conference around the periphery and the year and state of incorporation within. The Secretary shall be the keeper of the seal of the Conference.

#### ARTICLE XIV. PARLIAMENTARY PROCEDURES

The rules contained in the current edition of Robert's Rules of Order, newly revised, shall govern all meetings of the Conference or any of its committees in all cases in which they do not conflict with these Bylaws and any special rules of order that the Conference may adopt.

**THE COMMONWEALTH COAST CONFERENCE  
GENERAL OPERATIONAL POLICIES  
(as of August 2010)**

**Coaches Meetings**

Individual preseason coaches meetings will be held prior to the fall, winter and spring seasons. All sports will meet individually at the appropriate preseason meeting. Attendance by all coaches is mandatory, unless excused by the commissioner and sport committee chair.

**Institutions that do not have a representative at mandatory coaches' meetings will be assessed a \$50.00 fine by the conference office.**

The purpose of the meeting will be for each group to discuss conference-related issues relative to their sport and to provide the sport chair with suggestions and concerns that will be presented to the athletics directors for consideration. All items passed by the coaches group will be presented by the sport chair to the athletics directors for consideration. Changes to existing conference sport codes must be approved by the athletics directors and/or the Board of Directors prior to being deemed official.

Conference athletics directors will determine on an annual basis if preseason meetings will be conducted in person or via telephone conference call.

The format for all preseason coaches meetings shall include, but is not limited to, the following items:

- A review of the conference handbook;
- Discussion of all motions brought before the group by individual coaches;
- Discussion of handbook revisions and recommendations for consideration by the athletics directors;
- General discussion of other items of interest brought before the group.

The sport chair will keep minutes of each preseason meeting that include the following:

- Language of all motions considered, including the individuals that make and second each motion;
- A complete voting tally of each motion which includes the final vote count, as well as list of coaches voting for, voting against, and abstaining from the official vote;
- A brief rationale statement in support of each motion that has been approved for consideration by the athletics directors;
- A summary of all other general discussion items.

Additional responsibilities of the sport chair are listed in a future section of this handbook.

For each sport, a pre-tournament meeting may be held at the discretion of the sport chair and commissioner.

## **Code of Ethics -- TCCC Institutions, Coaches, & Student Athletes**

The Commonwealth Coast Conference provides experiences and opportunities for student athletes to develop socially acceptable and personally fulfilling values and characteristics. Through its competition, The Commonwealth Coast Conference hopes to provide practice opportunities in making value judgments and developing social relationships, which will help to determine desirable behavior and personal qualities. Integration of athletics, academics, and accomplishment will provide each of our institutions and its athletic participants a rewarding experience.

Specifically, each institution and participant, within the rules and regulations of the NCAA and The Commonwealth Coast Conference will:

- Recognize the uniqueness and worth of each individual and help them to build confidence, exhibit cooperation, and make a contribution to themselves and others around them.
- Have pride in being a good example in appearance, conduct, language, and sportsmanship.
- Emphasize the proper ideals of sportsmanship, ethical conduct and fair play. Demonstrate and instill a respect for and courtesy toward opposing teams, players, coaches, fans, and officials.
- Exhibit and develop in its program an ability to accept defeat or victory gracefully without undue emotion.
- Play each contest within the spirit of the game and the letter of the rules.
- Work towards eliminating all possibilities which tend to destroy the best values of the game.

Determination of any violation will be handled as follows:

- Every attempt should be made to handle violations between participating institutions. If a resolution cannot be found, then the following procedure should be used:
  - The Director of Athletics (or appropriate representative) of a member institution shall make the complaint about any alleged violation of this code to the commissioner within 48 hours of its occurrence.
  - The commissioner will make a decision within three days of receiving the complaint.
  - The commissioner may impose but not be limited to the following:
    - Written reprimand to be kept on file in the conference office and forwarded to those involved.
    - Place guilty parties on probation for a period of time where offenders may continue to participate, but if another infraction occurs, they may face more severe penalties.
  - NCAA actions or automatic penalties may supersede.
  - Any appeal of the commissioner's decision must be submitted within the working days of the receipt of notice of sanctions to the commissioner.

- For all other violations, Article VIII, Section 9 of the conference bylaws shall be followed:
- The director of athletics of the affected institution shall be responsible for carrying out all sanctions.

Promotion of this code shall be done through reading the following on the public address system if available and/ or placing in writing in the game program:

***The Commonwealth Coast Conference and (host institution) encourages and promotes good sportsmanship by student athletes, coaches, and spectators. We encourage your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at any of the above parties will not be tolerated and are ground for removal from the site of competition without refund.***

### **Conference Awards**

The conference office shall provide all end-of-season team and individual awards as specified in each of the respective sports codes listed later in this handbook.

In addition, the conference office shall coordinate the selection of all weekly student-athlete awards as specified in the regulations for each sport.

The conference office will be responsible for conducting the entire all-conference team selection process (via e-mail) as outlined in each of the individual sport codes. This responsibility shall include solicitation of nominations, preparation and distribution of ballots, counting and processing ballots, and releasing all appropriate information once the all-conference team and major award winners have been selected.

In addition, each spring, the conference office will coordinate the selection of an academic all-conference team. Student-athletes meeting the following criteria will be considered eligible for the academic all-conference team:

- Must be a starter or significant reserve;
- Must have attained at least sophomore status;
- Must have maintained an overall GPA of 3.5 or higher on a 4.0 scale.

Only members of athletics teams in which the conference sponsors an official championship or an official conference invitational tournament are eligible for this team. Student-athletes named to the academic all-conference team will receive a certificate from the conference.

Each member institution will determine the qualified student-athletes from their institution and will be responsible for submitting the appropriate information to the conference office by the requested deadline.

## **Conference Tournaments - Host Institution Responsibilities**

Each director of athletics will serve as the tournament director for all conference tournament contests hosted by his or her institution. Specific responsibilities of the tournament director will include:

1. Coordinate with the commissioner, sport committee liaison and sport committee chair the guidelines any issues relating to the budget or administration of the each tournament game they are hosting.
2. Assist commissioner, sport committee liaison and sport committee chair with presentation of championship trophies and other student-athlete awards, etc.
3. Coordinate all necessary site arrangements to conduct the championship.
4. Ensure that all facilities and appropriate game personnel are prepared.
5. Provide adequate security and game management personnel prior to, during and following each contest.
6. Coordinate sports information duties with host SID and the conference office.
7. Ensure that athletic training services and a certified athletic trainer are available prior to, during and following each contest.
8. Implement the institution's emergency action plan as needed.
9. Provide adequate locker room and game facilities for teams and officials during the event.
10. Handle any on site problems/concerns during the event.
11. Communicate any policy or procedural concerns with the commissioner and the sports committee chair.
12. Submit financial report and comments regarding the event to the Commissioner within four weeks after the event, if needed.
13. Coordinate the distribution of post-championship awards following the event. Make award presentations in the absence of the commissioner and/or sports chair.
14. Provide access to telephone, facsimile and internet to conference members during and following the event.
15. Ensure that all NCAA and conference pre-game and post-game protocol is followed.

## Conference Tournaments - Cancellation Policy

In the event of inclement weather or weather-related issues, every attempt will be made to complete a conference tournament until a champion is decided prior to the NCAA selection date. If the tournament cannot be completed, the highest-remaining seed that has not been eliminated shall earn the conference's automatic qualification to the NCAA championship. If two teams have an equal number of losses in the tournament, the higher-seeded team will earn the conference's automatic qualification to the NCAA championship.

In the sports of baseball and softball, which involve double elimination tournaments, if the tournament cannot be played until the point that one team has compiled a 2-0 record, the highest seeded team that has not been eliminated will earn the conference's automatic qualification to the NCAA championship.

Individual sport codes may impose a different policy, which will take precedence over this general rule.

## Officials

For regular-season contests, the host institution shall coordinate all assignments through the appropriate local assignor. The host institution is responsible for payment of all game officials assigned to each contest according to the policies established by the appropriate assigning bureau.

For all conference championship tournaments, the commissioner, the sport committee liaison and the sport committee chair shall coordinate all assignments through the appropriate assignor. The host institution is responsible for payment of all game officials assigned to each conference tournament game, with the exception of the championship game. Officials assigned to each championship match shall be paid by the conference office.

If game officials arrive late or fail to show up at the designated location, the following process shall be utilized:

1. **As soon as a potential problem is identified BEFORE the contest**, the host institution's athletics director or game administrator must call the appropriate assignor to determine the status of the missing official(s) and to explore the possibility of obtaining another college-rated official(s) to work the game.
2. If less than a full officiating crew is present, and both coaches agree, the game will be delayed for up to 30 minutes, and will subsequently start with the smaller crew.
3. If the coaches do not agree to play with only a smaller crew, after waiting for 30 minutes, the visiting team's decision takes precedence.

4. If no officials arrive on site, the teams will wait for 30 minutes. At that time, if no officials are present, the game will be postponed.

## **Scheduling**

The Commonwealth Coast Conference has established the following criteria in rank order to assist the conference office in drafting future conference schedules:

1. Balance Number of Home and Away Contests (Consideration given to alternating home/away and balance of long trips)
2. Class Time (Mileage, Trip Time, Alternate Tuesdays and Wednesdays, etc.)
  - a. Wherever possible, a road trip involving 125 miles of travel in either direction shall be scheduled on a weekend (Saturday or Sunday).
3. Homecoming (A Saturday when all teams at an institution can be scheduled at home based on current dates)
4. Keep doubleheaders on weekends.

For institutions unable to host a doubleheader, the men's contest can be moved one day in even years and the women's contest can be moved one day in odd years. Additionally, one day movements can be made (with commissioner approval) in order to accommodate spring break travel and Easter concerns.

If a participating institution has a written policy against competition on a particular day for religious reasons, it shall inform the conference office and the conference membership in order to be excused from competing on that day. Whenever possible, regular-season and conference championships shall be adjusted to accommodate that institution.

## **Scheduling - Game Change Policy**

All in-season game changes agreed to by two institutions must be reported by both athletics directors to the commissioner for consideration. In the event that only one institution reports the change, the commissioner will seek confirmation from the other athletics director.

In the event that a weather-related or facility-related issue necessitates the change of site for a conference event, the institution actually hosting the event will be responsible for the cost of game officials. The team actually traveling will be responsible for the cost of its own transportation.

When a neutral site is used the home institution will be responsible for the cost of game

officials.

The home and away designations that appear on the official schedule will not change, as the “host” team may be the “visitor” for scorekeeping purposes.

A change in site that allows a game to be played one year will not affect the site of games scheduled in subsequent years.

For proposed changes to the conference schedule for the upcoming academic year, institutions involved in a specific schedule change request should submit details of the change and the reason for the change to the commissioner for consideration and possible approval, as follows:

Spring Season – September 15

Fall Season – March 15

Winter Season – June 15

The conference office will issue a reminder two weeks prior to each deadline and inform the institutions involved of a decision within two weeks after the deadline.

### **Scheduling - Make-Up Policy**

For all sports, any non-conference games scheduled for the week (seven days) prior to the start of the conference tournament must be cancelled in order to accommodate postponed conference games that need to be rescheduled.

**In the event of a postponement due to weather, a postponed conference game must be made up during the next week (seven days).** If the institutions cannot come to an agreement, they must seek relief and resolution from the commissioner.

If games are postponed the following guidelines should apply:

1. The game should be rescheduled for the next available date, a previously determined rain date, or another mutually agreeable date as specified in the above paragraphs;
2. In the event that play is interrupted due to weather, darkness, etc., the contest will either result in “no game” or will stand as an official game according to NCAA rules for that sport;
3. A team deciding not to travel will accept a forfeit for conference standing and seeding purposes only, unless it is agreed upon by both institutions not to play. In that situation, both teams would be credited with a loss, for conference standing and seeding purposes only.

NOTE: In the event of dangerous weather before or after any conference game, the decision to travel rests solely with the institution that has to travel. No institution shall be forced to travel in dangerous conditions for the sole reason of avoiding a forfeit. Games affected by a team's inability to travel in dangerous weather shall be rescheduled without fear of a forfeit.

4. An unplayed game between two teams that finished tied for conference championship seeding purposes would move to the conference tiebreaker.

### **Scouting “Gag” Rule**

Under no circumstances shall information on a TCCC team be provided to a non-conference institution. This includes written reports, verbal reports or video footage. Teams advancing to NCAA championship play shall comply with all video requirements established by the respective NCAA sport committee.

### **Sports Committee Liaison and Sports Committee Chair - Duties**

Each sports committee liaison shall be an athletics director from one of the conference's member institutions.

Each sports committee chair shall be a head coach from one of the conference's member institutions.

The sport committee liaison and sport committee chair must be committed to support and help direct their sport throughout the entire traditional and non-traditional playing season.

Each sport committee chair term shall be three years in length.

Specific responsibilities of the sport committee chair include the following:

1. Conduct a mandatory preseason meeting for all head coaches with the purpose of discussing conference policies related to the particular sport (see earlier section in handbook for specific information on preseason coaches meetings) .
2. Serve as the recording secretary for the preseason meeting, making special effort to record all motions made, votes conducted, rationale for recommendations and suggested handbook changes.
3. Attend a portion of one Athletics Directors meeting annually to present suggestions, concerns and feedback on behalf of all coaches in their sport to the AD's for consideration. The sport committee chair shall also be responsible for providing feedback from the Athletics Directors back to the coaches.

- a. Sport committee chairs from winter and spring sports shall make an in-person presentation at the fall Athletics Directors meeting.
  - b. Sport committee chairs from fall sports shall make an in-person presentation at the spring Athletics Directors meeting.
4. Assist the commissioner and the sport committee liaison to the Athletics Directors group in the mediation of all issues and the dissemination of information regarding their specific sport.
5. Work with the commissioner and the sport committee liaison to coordinate the assignment of officials throughout the entire conference championship tournament for their sport.
6. Attend their sport's championship game and assist the commissioner and/or sport committee liaison in presenting awards immediately following the conclusion of the game. The sport committee chair and/or sport committee liaison may serve as the commissioner's representative at a championship game in the event that multiple conference championships are taking place at the same time. Other arrangements may be made if the sport committee chair's or sport committee liaison's institution(s) is/are hosting or participating in a conference championship game at another site.
7. Assist the commissioner and the sport committee liaison in monitoring conference schedules and standings in the period leading up to the conference tournament. The sport committee chair, sport committee liaison and the commissioner shall work together to review all pertinent tiebreakers and seeding issues as the regular season draws to a close.

# **THE COMMONWEALTH COAST CONFERENCE – SPORT CODES**

## **CHAMPIONSHIP SPORTS**

### **TCCC BASEBALL REGULATIONS (as of August 2010)**

#### **I. Sport Committee Liaison and Sport Committee Chair**

Vincent Eruzione, Director of Athletics at Curry College, will serve as the baseball committee liaison.

Derek Carlson, head baseball coach at Roger Williams University will serve as the baseball committee chair.

#### **II. Sponsoring Institutions**

The following institutions shall be eligible to compete for The Commonwealth Coast Conference championship.

Anna Maria College	New England College
Colby-Sawyer College	Nichols College
Curry College	Roger Williams University
Eastern Nazarene College	Salve Regina University
Endicott College	Wentworth Institute of Technology
Gordon College	Western New England College

#### **III. Conference Schedule**

The in-season scheduling format shall be as follows:

- Each TCCC team shall play one doubleheader against all other TCCC teams;
- Both games of regular-season conference doubleheaders shall be seven innings in length;
- All regular-season games must be completed by the Sunday of the conference championship seeding;
- Any games scheduled for that Sunday must start no later than 3:00 p.m.

In most cases, teams will be scheduled to play one conference doubleheader each Saturday, one doubleheader each Sunday (excluding Easter Sunday) and an occasional weekday doubleheader in order to accommodate 11 regular-season conference doubleheaders.

Whenever possible, weekday doubleheaders will involve teams located in close geographic proximity to each other.

#### IV. Make-Up Policy

For all sports, any non-conference games scheduled for the week (seven days) prior to the start of the conference tournament must be cancelled in order to accommodate postponed conference games that need to be rescheduled.

**In the event of a postponement due to weather, a postponed conference game must be made up during the next week (seven days).** If the institutions cannot come to an agreement, they must seek relief and resolution from the commissioner.

If games are postponed the following guidelines should apply:

1. The game should be rescheduled for the next available date, a previously determined make-up date, or another mutually agreeable date as specified in the above paragraphs;
2. In the event that play is interrupted due to weather, darkness, etc., the contest will either result in “no game” or will stand as an official game according to NCAA rules for that sport;
  - a. In the event that a regular-season game has reached the point of becoming an official game (i.e., five complete innings or four-and-one-half innings with the home team ahead) and it is terminated by the umpires due to inclement weather or darkness, the game will not be played to completion. The result stands as either a victory for one team or a tie game.
  - b. In the event that a regular-season game has not reached the point of becoming an official game and it is terminated by the umpires due to inclement weather or darkness, the game would be considered “no game” and would need to be replayed in its entirety. Should this game need to be played in its entirety, as a single game, rather than as part of a doubleheader, the game would need to be played as a nine-inning contest, as it would no longer be part of a doubleheader.
3. A team deciding not to travel will accept a forfeit for conference standing and seeding purposes only, unless it is agreed upon by both institutions not to play. In that situation, the team available to play would receive a win, the team deciding not to travel would receive a loss, for conference standing and seeding purposes only.

NOTE: In the event of dangerous weather before or after any conference game, the decision to travel rests solely with the institution that has to travel. No institution shall be forced to travel in dangerous conditions for the sole reason of avoiding a forfeit. Games affected by a team’s inability to travel in dangerous weather shall be rescheduled without fear of a forfeit.

4. An unplayed doubleheader between two teams that finished tied for conference championship seeding purposes would move to the conference tiebreaker.

## **V. Conference Championship**

### **A. Determination of Conference Champion**

The conference champion is determined annually by a post-season tournament.

The top eight teams in the regular-season conference standings will qualify for the respective conference championship. Teams will be seeded based on their winning percentage during regular-season conference play.

In the event that all conference games are not played, the commissioner, the baseball liaison and the baseball chair will determine seeding.

All conference championship games will be hosted by the higher-seeded team. The higher-seeded team will be the home team and shall wear home uniforms (preferably white). The championship will be conducted with a straight, double-elimination bracket system. The winner of the conference championship tournament will earn the conference's automatic qualification to the NCAA championship.

All championship tournament games shall be nine innings in length and must be played to a full nine innings. There is no halted game rule in effect during the conference tournament.

All championship tournament games will be played under NCAA Championship rules unless otherwise specified by conference regulations.

### **B. Tiebreaker for Seeding and/or Qualification**

In the event of a tie in winning percentage in the regular-season standings, the following procedure shall be applied in the designated order to break all ties for seeding or to determine the final team(s) that will qualify for the conference championship:

1. Head to head competition between all tied teams;
2. Head to head competition against other conference teams. The tied teams will be compared to the first place, second place, third place, etc. until one team holds an advantage over the other tied teams;
3. Winning percentage versus common non-conference opponents;
4. Winning percentage versus all opponents (conference and non-conference) with a winning percentage of .500 or higher;
5. Coin toss. In a three-way tie requiring the use of a coin flip, three coins will be

flipped simultaneously, with the “odd toss” winning the tiebreaker and the remaining teams starting over from step one (head-to-head comparison).

Note: Ties will be resolved from the top of the standings down for the purposes of resolving ties further down the standings. In the event that three or more teams are tied, when one or more teams either “wins” or “loses” a specific step in the tiebreaker, the remaining tied teams will be treated as a “new” tie and the procedure will start over from step one.

### **C. Dates and Start Times**

The following schedule shall be followed for determining the conference championship schedule, unless changes must be made as a result of inclement weather:

Tuesday	Game 1 (#8 at 1)	3:00 p.m.
	Game 2 (#7 at #2)	3:00 p.m.
	Game 3 (#6 at #3)	3:00 p.m.
	Game 4 (#5 at #4)	3:00 p.m.
Wednesday	Game 5 (Game 1 Winner vs. Game 4 Winner)	3:00 p.m.
	Game 6 (Game 2 Winner vs. Game 3 Winner)	3:00 p.m.
	Game 7 (Game 1 Loser vs. Game 4 Loser)	3:00 p.m.
	Game 8 (Game 2 Loser vs. Game 3 Loser)	3:00 p.m.
Friday	Game 9 (Game 7 Winner vs. Game 5 Loser)	3:00 p.m.
	Game 10 (Game 8 Winner vs. Game 6 Loser)	3:00 p.m.
Saturday	Game 11 (Game 5 Winner vs. Game 9 Winner)	10:00 a.m.
	Game 12 (Game 6 Winner vs. Game 10 Winner)	10:00 a.m.
	Game 13 (Game 11 Winner vs. Game 11 Loser) *	2:00 p.m.
	Game 14 (Game 12 Winner vs. Game 12 Loser) *	2:00 p.m.
* If Necessary		
Sunday	Championship Game (Two remaining teams)	1:00 p.m.

NOTE: In the event that one institution is hosting multiple conference championship events in different sports on the same day, start times cannot be altered without approval of the commissioner, the respective sport liaisons and the respective sport chairs.

### **D. Inclement Weather and Completion of the Tournament**

The sport committee chair, the sport committee liaison and the commissioner shall remain in contact in the event of inclement weather and, based on weather conditions, may determine changes in the tournament schedule that they deem to be in the best interest of the tournament.

All tournament games must be played to a complete nine innings in length.

In the event of inclement weather or weather-related issues, Monday will be used as a rain date for the championship game, provided that NCAA championship selection has not occurred. Every attempt will be made to complete the tournament until the NCAA selection date. If the tournament is not completed, up until one team with a 2-0 record remains, the highest-remaining seed that has not been eliminated shall earn the conference's automatic qualification to the NCAA championship. If two teams have an equal number of losses in the tournament, the higher-seeded team will earn the conference's automatic qualification to the NCAA championship.

## **VI. Rules**

NCAA baseball rules will be followed for all regular-season and all conference championship games. Any additional policies specified in the NCAA Championship rules will also apply to all conference championship tournament games.

## **VII. Pre-Game Practice**

The NCAA pre-game protocol shall be followed for all regular-season and conference championship games.

**A. Batting Practice** - Batting practice is not to be taken by either team on the game field prior to any conference doubleheaders/games played Monday through Friday. If field conditions allow, batting practice may take place on the game field prior to conference doubleheaders/games played on Saturday and Sunday. For Saturday and Sunday doubleheaders/games, the home team may conduct batting practice 90 minutes prior to start time for 30 minutes, while the visiting team may conduct batting practice 60 minutes prior to start time for 30 minutes. If field conditions do not allow for batting practice on the game field, teams may use an indoor or outdoor batting cage during the time periods specified above.

**B. Infield/Outfield** – For all conference doubleheaders/games, if field conditions allow, the home team may take infield/outfield 30 minutes prior to start time for 10 minutes, while the visiting team may take infield/outfield 20 minutes prior to start time for 10 minutes.

**C. Field Maintenance and Ground Rules** – For all conference doubleheaders, field maintenance and ground crew work will begin 10 minutes prior to start time. Additional time may be allotted at the discretion of the host institution, if field conditions warrant.

**D. Batting Cages** – Indoor or outdoor batting cages may not be used by either team in the 90-minute period before the start time of any weekday conference doubleheader/game (Monday through Friday). For weekend conference doubleheaders/game (Saturday and Sunday), indoor or outdoor batting cages may be utilized during the 90-minute pre-game

period according to the same schedule outlined in item A. Indoor or outdoor batting cages may not be used by either team DURING any conference game.

**E. Site Switches** – If a game is switched to the original visiting team’s site due to weather and field conditions, the “home” and “visiting” designations specified in items A and B shall refer to the “host” and “traveling” team, rather than the actual “home” and “visiting” team used for scorekeeping purposes.

## **VIII. Officials**

A two-person umpiring crew shall be assigned to all conference regular-season games. During the conference tournament, two-person crews will be utilized for all games during the first three days of the tournament. Three-person crews will be utilized during the semifinal and championship rounds which are played over the final two days of the tournament.

For regular-season games, the host institution shall coordinate all assignments through the CBUA Officiating Bureau. The host institution is responsible for payment of all game officials assigned to each match by CBUA.

For the conference championship tournament, the commissioner, the sport liaison and the sport chair shall coordinate all assignments through the CBUA Officiating Bureau. The host institution is responsible for payment of all game officials assigned to each quarterfinal and semifinal match by CBUA. The conference will pay game officials assigned to the championship game.

In the event of a no-show or late arrival, the procedure outlined earlier in this handbook (see General Operational Guidelines – Officials) should be followed.

## **IX. End-of-Season Awards**

The conference will purchase and provide the following end-of-season awards:

1. Championship team trophy
2. Runner-Up team trophy;
3. Championship team individual awards;
4. Player of the Year plaque;
5. Pitcher of the Year plaque;
6. Coach of the Year plaque;
7. Rookie of the Year plaque;
8. Senior Scholar Athlete of the Year plaque;
9. Team Sportsmanship Award plaque
10. All-Conference certificates (first team, second team, honorable mention).

The championship and runner-up team trophies and the team individual awards will be presented on the field immediately following the championship game. The runner-up team is required to remain on the field for the awards ceremony.

All other awards will be personalized and sent to the appropriate institution for distribution to the award winners at a later date,

## **X. All-Conference Team**

The conference office shall coordinate the entire nominating, balloting and selection process for the all-conference team and all major individual award winners via e-mail.

### **A. Nomination Process**

Prior to the final regular-season conference game, the conference office will send institutional sports information directors a form on which coaches will indicate nominees from their team for the all-conference team and for each of the major individual awards. All coaches will automatically be nominated for Coach of the Year, and all teams will be automatically nominated for the Team Sportsmanship Awards.

### **B. Balloting Process**

Following the final regular-season conference game, the conference office will send institutional sports information directors a ballot listing all the nominees for the all-conference team and for each of the individual awards. Along with the ballot, the conference office will provide a report listing conference-only statistics for all of the nominees.

Coaches will be required to fax a signed and completed ballot back to the conference office by a specified deadline. Coaches may not vote for their own student-athletes and are required to vote for the specified number of individuals as designated on the ballot. A “no vote” will not be permitted.

Failure by a coach to submit a properly completed ballot by the balloting deadline may render student-athletes from his or her team ineligible for all-conference or major individual award recognition.

### **C. Composition of All-Conference Team**

For baseball, the all-conference team shall consist of a first team, a second team, and an honorable mention team. Each of those three teams will consist of 11 players, selected by position, as follows:

- three pitchers;
- one catcher;
- one first baseman;
- one second baseman;
- one third baseman;
- one shortstop;

- three outfielders [no regard to position];
- one designated hitter.

Additional players may be added to each of the three teams in the event of ties in voting. Additional players may also be added to the honorable mention team in the event that they were named on more than half the ballots but did receive enough points to qualify for one of the 11 pre-determined honorable mention spots.

#### **D. Announcement Process**

Once balloting has been completed, the conference office will distribute a list of the all-conference honorees and the major award winners to all conference institutions and the appropriate media.

### **XI. Athletes of the Week**

No later than 10:00 a.m. each Monday, each conference sports information director may nominate one student-athlete for TCCC Baseball Player of the Week, one student-athlete for TCCC Baseball Pitcher of the Week, and one student-athlete for TCCC Baseball Rookie of the Week.

The conference office will select the winners based on the main criteria of athlete's performance during the past week, strength of opponents and nominator's appraisal of the nominee's contribution to team success during the previous week. Winners will be announced in the TCCC weekly release on Monday afternoon.

An SID may nominate a student-athlete from his or her institution, a student-athlete from another conference institution, or elect not to nominate anyone. SID's are strongly encouraged to consult with their coach in order to determine which student-athlete to nominate for a particular award.

TCCC Athletes of the Week shall be selected each week in which teams are competing, through the completion of the conference tournament.

Any student-athlete who has not previously competed in baseball at the collegiate level is eligible to be nominated for Rookie of the Week consideration.

### **XII. Additional Policies**

#### **A. Game Balls**

Diamond baseballs shall be utilized for all regular-season and conference tournament games. For the championship tournament, each participating team will be responsible for providing two dozen game balls for the tournament, unless game balls are provided by a corporate sponsor.

## **B. Scouting**

Under no circumstances shall information on a TCCC team be provided to a non-conference institution. This includes written reports, verbal reports or video footage. Teams advancing to NCAA championship play shall comply with all video requirements established by the respective NCAA sport committee.

## **TCCC MEN'S AND WOMEN'S BASKETBALL REGULATIONS (as of August 2010)**

### **I. Sport Committee Liaison and Sport Committee Chair**

Nancy Detwiler, Director of Athletics at Eastern Nazarene College, will serve as the men's basketball committee liaison. Charlyn Robert, Director of Athletics at Nichols College, will serve as the women's basketball committee liaison.

Thomas Devitt, head men's basketball coach at Wentworth Institute of Technology will serve as the men's basketball committee chair. Anthony Ewing, head women's basketball coach at University of New England will serve as the women's basketball committee chair.

### **II. Sponsoring Institutions**

The Commonwealth Coast Conference requires that all member institutions field a varsity team in both men's and women's basketball. All 14 member institutions are in compliance with this requirement and shall be eligible to compete for The Commonwealth Coast Conference championships.

### **III. Conference Schedule**

The in-season scheduling format shall be as follows:

- The TCCC schedule calls for a single round-robin game against all other TCCC teams;
- All regular-season games must be completed by the Sunday of the conference championship seeding;
- Any games scheduled for that Sunday must start no later than 3:00 p.m.

Teams will be scheduled to play one Saturday game and one weekday game each week in order to accommodate 13 regular-season conference games. The day of the week in which weekday games are scheduled to be played will be alternated (i.e., Tuesday/Thursday one week, Wednesday the following week) for the purposes of limiting missed class time.

### **IV. Make-Up Policy**

For all sports, any non-conference games scheduled for the week (seven days) prior to the start of the conference tournament must be cancelled in order to accommodate postponed conference games that need to be rescheduled.

**In the event of a postponement due to weather, a postponed conference game must be made up during the next week (seven days).** If the institutions cannot come to an agreement, they must seek relief and resolution from the commissioner.

If games are postponed the following guidelines should apply:

1. The game should be rescheduled for the next available date, a previously determined make-up date, or another mutually agreeable date as specified in the above paragraphs;
2. In the event that play is interrupted due to weather, darkness, etc., the contest will either result in “no game” or will stand as an official game according to NCAA rules for that sport;
3. A team deciding not to travel will accept a forfeit for conference standing and seeding purposes only, unless it is agreed upon by both institutions not to play. In that situation, the team available to play would receive a win, the team deciding not to travel would receive a loss, for conference standing and seeding purposes only.

NOTE: In the event of dangerous weather before or after any conference game, the decision to travel rests solely with the institution that has to travel. No institution shall be forced to travel in dangerous conditions for the sole reason of avoiding a forfeit. Games affected by a team’s inability to travel in dangerous weather shall be rescheduled without fear of a forfeit.

## **V. Conference Championship**

### **A. Determination of Conference Champion**

The conference champion is determined annually by a post-season tournament, which will be held the week prior to the start of the NCAA championship.

The top eight teams in the regular-season conference standings will qualify for the respective conference championship. Teams will be seeded based on their winning percentage during regular-season conference play.

In the event that all conference games are not played, the commissioner, the two basketball liaisons and the two basketball chairs will determine seeding.

All conference championship games will be played at the site of the higher-seeded teams. The higher-seeded team will be the home team and shall wear home uniforms (preferably white). The championship will be conducted with a straight, single-elimination bracket system. The winner of the conference championship tournament will earn the conference’s automatic qualification to the NCAA championship.

The host institution’s director of athletics shall serve as the championship director for each game being played on their campus.

## **B. Tiebreaker for Seeding and/or Qualification**

In the event of a tie in winning percentage in the regular-season standings, the following procedure shall be applied in the designated order to break all ties for seeding or to determine the final team(s) that will qualify for the conference championship:

1. Head to head competition between all tied teams;
2. Head to head competition against other conference teams. The tied teams will be compared to the first place, second place, third place, etc. until one team holds an advantage over the other tied teams;
3. Winning percentage versus common non-conference opponents;
4. Winning percentage versus all opponents (conference and non-conference) with a winning percentage of .500 or higher;
5. Coin toss. In a three-way tie requiring the use of a coin flip, three coins will be flipped simultaneously, with the “odd toss” winning the tiebreaker and the remaining teams starting over from step one (head-to-head comparison).

Note: Ties will be resolved from the top of the standings down for the purposes of resolving ties further down the standings. In the event that three or more teams are tied, when one or more teams either “wins” or “loses” a specific step in the tiebreaker, the remaining tied teams will be treated as a “new” tie and the procedure will start over from step one.

## **C. Dates and Start Times**

The following schedule shall be followed for determining the conference championship schedule, unless changes must be made as a result of inclement weather:

Quarterfinals	Tuesday #8 at #1, #7 at #2, #6 at #3, #5 at #4	7:00 p.m.
Semifinals	Thursday #4/#5 winner vs. #1/#8 winner #3/#6 winner vs. #2/#7 winner Each Match Played at Higher Seed	7:00 p.m.
Finals	Saturday Semifinal Winners Play at Higher Seed	2:00 p.m. (women) 7:00 p.m. (men)

NOTE: In the event that one institution is hosting both a men's game and a women's game in either the quarterfinal or semifinal round, one game will begin at 6:00 p.m. and

the other will begin at 8:00 p.m. The host institution will determine the order of games in that situation. The visiting team traveling the furthest distance will be assigned to the late game.

In the event that one institution is hosting both championship games, the starting times may be adjusted with approval of the commissioner. A minimum of three hours between starting times must be provided. The visiting team traveling the furthest distance will be assigned to the late game.

#### **D. Tickets and Gate Receipts**

Game tickets must be sold for each conference championship tournament game. A minimum charge of \$4.00 for adults and \$2.00 for children under 12 years of age will be in effect.

Students from the competing institutions will not be charged to attend games involving teams from their institution.

Each institution may utilize up to \$150.00 of the gate receipts to pay for the table crew (i.e, official scorer, timer, announcer, statistician, etc.) All other gate receipts shall be made payable to the conference office.

#### **E. Inclement Weather**

In the event of inclement weather, Sunday will be used as a snow date for the championship games. If games cannot be played on Sunday, they will be played on Monday, provided that NCAA championship selection is not scheduled for Sunday.

If the conference championship is not completed prior to the NCAA selection deadline, the highest remaining seed in the tournament will earn the conference's automatic qualification.

Every attempt will be made to play complete the conference championship until the NCAA requires our automatic qualification to be determined.

#### **F. Net Cutting**

The basketball championship post-game protocol will allow time for the winning team in for the championship game to cut down the nets following the championship trophy presentation.

### **VI. Rules**

All NCAA men's and women's basketball rules will be followed for all regular-season and all conference championship games. All NCAA overtime policies relative to regular-season and postseason play shall be followed.

The NCAA pre-game protocol shall be followed for all regular-season and conference championship tournament games.

## **VII. Officials**

A three-person crew shall be assigned to all conference regular-season and championship games. In the event that one of the three officials does not arrive at the game site, the host institution should contact the assigning bureau to determine if a locally-based official can fill the vacancy. If the assigning bureau cannot provide a replacement official in a timely fashion, but the host institution can locate a properly-trained local official, that individual may work the contest. A two-person crew may be utilized if such an arrangement is acceptable to both teams.

For regular-season games, the host institution shall coordinate all assignments through the ECAC Officiating Bureau. The host institution is responsible for payment of all game officials assigned to each match by the ECAC.

For the conference championship, the commissioner, the respective sport liaisons and the respective sport chairs shall coordinate all assignments through the ECAC Officiating Bureau, as it is expected that game officials will be assigned from a neutral board or assignment pool recognized throughout New England.

The host institution is responsible for payment of all game officials assigned to each quarterfinal and semifinal match by the ECAC. The conference will pay game officials assigned to each championship finals game.

## **VIII. End-of-Season Awards**

The conference will purchase and provide the following end-of-season awards:

1. Championship team trophy
2. Runner-Up team trophy;
3. Championship team individual awards;
4. Player of the Year plaque;
5. Defensive Player of the Year plaque,
6. Coach of the Year plaque;
7. Rookie of the Year plaque;
8. Senior Scholar Athlete of the Year plaque;
9. Team Sportsmanship Award plaque
10. All-Conference certificates (first team, second team, honorable mention).

The championship and runner-up team trophies and the team individual awards will be presented on the court immediately following the championship match.

All other awards will be personalized and sent to the appropriate institution for distribution to the award winners at a later date,

## **IX. All-Conference Team**

The conference office shall coordinate the entire nominating, balloting and selection process for the all-conference team and all major individual award winners via e-mail.

### **A. Nomination Process**

Prior to the final regular-season conference game, the conference office will send institutional sports information directors a form on which coaches will indicate nominees from their team for the all-conference teams and for each of the major individual awards. All coaches will automatically be nominated for Coach of the Year, and all teams will be automatically nominated for the Team Sportsmanship Awards.

### **B. Balloting Process**

Following the final regular-season conference game, the conference office will send institutional sports information directors a ballot listing all the nominees for the all-conference team and for each of the individual awards. Along with the ballot, the conference office will provide a report listing conference-only statistics for all of the nominees.

Coaches will be required to fax a signed and completed ballot back to the conference office by a specified deadline. Coaches may not vote for their own student-athletes and are required to vote for the specified number of individuals as designated on the ballot. A “no vote” will not be permitted.

Failure by a coach to submit a properly completed ballot by the balloting deadline may render student-athletes from his or her team ineligible for all-conference or major individual award recognition.

### **C. Composition of All-Conference Team**

For both men’s and women’s basketball, the all-conference team shall consist of a first team, a second team, and a third team. The first team will consist of the five players plus the conference Player of the Year, while the second and third teams will consist of five players, regardless of position.

Additional players may be added to each of the three teams in the event of ties in voting. Additional players may also be added to the third team in the event that they were named on more than half the ballots but did receive enough points to qualify for one of the five pre-determined third team spots.

## **D. Announcement Process**

Once balloting has been completed, the conference office will distribute a list of the all-conference honorees and the major award winners to all conference institutions and the appropriate media.

## **X. Athletes of the Week**

No later than 10:00 a.m. each Monday, each conference sports information director may nominate one student-athlete for TCCC Men's Basketball Player of the Week, one student-athlete for TCCC Women's Basketball Player of the Week, one student-athlete for TCCC Men's Basketball Rookie of the Week and one student-athlete for TCCC Women's Basketball Rookie of the Week.

The conference office will select the winners based on the main criteria of athlete's performance during the past week, strength of opponents and nominator's appraisal of the nominee's contribution to team success during the previous week. Winners will be announced in the TCCC weekly release on Monday afternoon.

An SID may nominate a student-athlete from his or her institution, a student-athlete from another conference institution, or elect not to nominate anyone. SID's are strongly encouraged to consult with their coach in order to determine which student-athlete to nominate for a particular award.

TCCC Athletes of the Week shall be selected each week in which teams are competing, through the completion of the conference tournament.

Any student-athlete who has not previously competed in basketball at the collegiate level is eligible to be nominated for Rookie of the Week consideration.

## **XI. Additional Policies**

### **A. Game Balls**

All host institutions will furnish basketballs for all regular-season and conference championship games. It is required that the official NCAA championship ball be utilized for all regular-season and conference championship games. For the 2010-11 season, the NCAA championship ball is the Wilson Solution.

### **B. Scouting**

Under no circumstances shall information on a TCCC team be provided to a non-conference institution. This includes written reports, verbal reports or video footage. Teams advancing to NCAA championship play shall comply with all video requirements established by the respective NCAA sport committee.

### **C. Video Tape Exchange Policy**

1. As stated above, there shall be no exchange of tapes, DVDs, or information outside the conference on TCCC teams.
2. Each team may request, within the conference, any one DVD of a TCCC opponent throughout the season.
3. Requests for DVDs must be made in writing or by e-mail, in a timely fashion, at least two weeks prior to the date that the DVD is needed. A copy of the request must go to the Director of Athletics at the institution receiving the request, as well.
4. Should the request incur any additional costs (i.e., overnight shipping, etc.), those costs shall be the responsibility of the institution making the request.
5. Copied DVD recordings must be made at standard play speed on a high-quality DVD and include sound.
6. The DVD must include all action during the game, including free throws and out-of-bounds plays.
7. A copy of the official NCAA box score should accompany each DVD.
8. All reasonable means should be employed to meet requests. Problems or concerns should be discussed immediately between the concerned parties.
9. An institution shall be fined \$25.00 by the conference for failure to follow-through with a request.
10. All videotape exchange issues shall be presented in writing to the commissioner, the sport liaison and the sport chair within 48 hours after the issue is identified.

### **D. Table Crew**

The host institution is expected to provide an official scorekeeper, a timer and a qualified statistician(s). The statistician(s) must prepare a balanced, official NCAA box score that agrees with the official book. All table crew staff must be knowledgeable in NCAA basketball rules and properly trained in how to perform their assigned duties.

# **TCCC MEN'S AND WOMEN'S CROSS COUNTRY REGULATIONS (as of August 2010)**

## **I. Sport Committee Liaison and Sport Committee Chair**

Brian Wylie, Director of Athletics at Endicott College, will serve as the men's and women's cross country committee liaison.

\_\_\_\_\_, head coach at \_\_\_\_\_ will serve as the men's and women's cross country committee chair.

## **II. Sponsoring Institutions**

The following institutions shall be eligible to compete for The Commonwealth Coast Conference championships.

### **A. Men's Cross Country**

Anna Maria College  
Colby-Sawyer College  
Eastern Nazarene College  
Endicott College  
Gordon College

New England College  
Roger Williams University  
Salve Regina University  
University of New England  
Western New England College

### **B. Women's Cross Country**

Anna Maria College  
Colby-Sawyer College  
Curry College  
Eastern Nazarene College  
Endicott College  
Gordon College

New England College  
Roger Williams University  
Salve Regina University  
University of New England  
Western New England College

## **III. Conference Schedule**

The Commonwealth Coast Conference conducts men's and women's cross country championship competition as a one-day event with a single meet for the men and a single meet for the women.

There is no requirement for regular-season competition among conference members.

## **IV. Conference Championship**

### **A. Championship Host and Site**

The host institution for The Commonwealth Coast Conference men's and women's cross country championships will rotate on an annual basis, with the rotation determined by conference directors of athletics.

In order to host The Commonwealth Coast Conference men's and women's cross country championships, an institution must have an on-campus course or have access to a course that is regularly used for collegiate competition.

### **B. Host Responsibilities**

The host institution will be responsible for operating all facets of the championship, including, but not limited to: course preparation, course marking, timing, scoring and timely distribution of results to coaches on site and to institutional sports information directors and appropriate media following the event.

In addition, the host institution shall arrange an opportunity for coaches to walk the course prior to the championship.

### **C. Certified Official**

The host institution shall arrange for a certified official to be present at and oversee the conduct of the championship.

### **D. Date and Format**

The Commonwealth Coast Conference men's and women's cross country championships will be held on the Saturday two weeks prior to the NCAA regional championship.

The women's championship race will cover a course of 6,000 meters.

The men's championship race will cover a course of 8,000 meters.

The host institution will determine the order of events, with the second event beginning approximately 45-60 minutes following completion of the first event.

Events should not begin earlier than 11:00 a.m. Noon and 1:00 p.m. are considered ideal start times.

## **E. Rules and Scoring**

Team scoring will follow the procedures, rules and tiebreakers outlined in the NCAA Cross Country and Track Rules, as outlined below:

1. All runners who finish a race shall be given an overall-finish place. However, only the first seven runners on any one team may be used in scoring places. An order for team-finish placing is established by removing all runners behind the top seven finishers on each team. Those teams not finishing at least five runners likewise shall not be included in the order of team finish.
2. The score shall be determined by totaling the points of the first five runners of each team to finish. The team scoring the lower number of points shall be the winner.
3. Although the sixth and seventh runners of a team to finish do not score points toward their team's total, their places, if better than those of any of the first five of an opposing team, serve to increase the team score of the opponents.
4. Ties in team scoring shall not be broken.

## **F. Severe Weather**

In the event that severe weather causes the postponement of either or both championship races, institutions will discuss the possibility of rescheduling the championship at the earliest possible date, pending course availability.

## **V. End-of-Season Awards**

The conference will purchase and provide the following end-of-season awards:

1. Championship team trophy
2. Runner-Up team trophy;
3. Championship team individual awards;
4. Runner of the Year plaque;
5. Coach of the Year plaque;
6. Rookie of the Year plaque;
7. Senior Scholar Athlete of the Year plaque;
8. Team Sportsmanship Award plaque
9. All-Conference certificates.

The championship and runner-up team trophies, the team individual awards will be presented at a ceremony following the conclusion of both championship events. All-conference performers will also be recognized at the post-championship ceremony.

Personalized all-conference awards and personalized major awards will be sent to the appropriate institution for distribution to the award winners at a later date.

## **VI. Determination of Award Winners**

The all-conference team shall consist of the top ten male runners and the top ten female runners in the respective conference championship events. Ties for 10<sup>th</sup>-place will not be broken.

The first-place male finisher and the first-place female finisher shall be recognized as the respective Runners of the Year.

The highest-finishing freshman or first-year competitor in each championship event shall be recognized as the respective Rookies of the Year.

The conference office shall coordinate the entire nominating, balloting and selection process for Coach of the Year and Senior Scholar-Athlete of the Year. The week prior to the championship, the conference office will send institutional sports information directors a form on which coaches may indicate their team's nominee for Senior Scholar-Athlete of the Year for each gender. No nominations will be accepted at the site of the championship.

All coaches will automatically be nominated for Coach of the Year, and all teams will be automatically nominated for the Team Sportsmanship Awards.

Immediately following the conclusion of the second championship event, coaches will be asked to vote for Scholar-Athlete of the Year, Coach of the Year and the Team Sportsmanship Award for each gender. Winners will be announced at the post-championship awards ceremony.

All teams are required to be present at the official awards ceremony until it has concluded.

## **VIII. Athletes of the Week**

No later than 10:00 a.m. each Monday, each conference sports information director may nominate one student-athlete for TCCC Men's Cross Country Runner of the Week, one student-athlete for TCCC Women's Cross Country Runner of the Week, one student-athlete for TCCC Men's Cross Country Rookie of the Week and one student-athlete for TCCC Women's Cross Country Rookie of the Week.

The conference office will select the winners based on the main criteria of athlete's performance during the past week, strength of opponents and nominator's appraisal of the nominee's contribution to team success during the previous week. Winners will be announced in the TCCC weekly release on Monday afternoon.

An SID may nominate a student-athlete from his or her institution, a student-athlete from another conference institution, or elect not to nominate anyone. SID's are strongly encouraged to consult with their coach prior to determine which student-athlete to nominate for a particular award.

TCCC Athletes of the Week shall be selected each week in which teams are competing, through the completion of the conference tournament.

Any student-athlete who has not previously competed in cross country at the collegiate level is eligible to be nominated for Rookie of the Week consideration.

## **IX. Additional Policies**

### **A. Scouting**

Under no circumstances shall information on a TCCC team be provided to a non-conference institution. This includes written reports, verbal reports or video footage. Teams advancing to NCAA championship play shall comply with all video requirements established by the respective NCAA sport committee.

## TCCC FIELD HOCKEY REGULATIONS (as of August 2010)

### I. Sport Committee Liaison and Sport Committee Chair

Lori Runksmeier, Director of Athletics at New England College, will serve as the field hockey committee liaison.

Cory Ward, head field hockey coach at Gordon College will serve as the field hockey committee chair.

### II. Sponsoring Institutions

The following institutions shall be eligible to compete for The Commonwealth Coast Conference championship.

Anna Maria College  
Endicott College  
Gordon College  
New England College  
Nichols College

Regis College  
Salve Regina University  
University of New England  
Western New England College

### III. Conference Schedule

The in-season scheduling format shall be as follows:

- The TCCC schedule calls for a single round-robin game against all other TCCC teams;
- All regular-season games must be completed by the Sunday of the conference championship seeding;
- Any matches scheduled for that Sunday must start no later than 3:00 p.m.

Teams will be scheduled to play one or two conference matches per week in order to accommodate eight regular-season conference matches.

### IV. Make-Up Policy

For all sports, any non-conference games scheduled for the week (seven days) prior to the start of the conference tournament must be cancelled in order to accommodate postponed conference games that need to be rescheduled.

**In the event of a postponement due to weather, a postponed conference game must be made up during the next week (seven days).** If the institutions cannot come to an agreement, they must seek relief and resolution from the commissioner.

If games are postponed the following guidelines should apply:

1. The game should be rescheduled for the next available date, a previously determined make-up date, or another mutually agreeable date as specified in the above paragraphs;
2. In the event that play is interrupted due to weather, darkness, etc., the contest will either result in “no game” or will stand as an official game according to NCAA rules for that sport;
3. A team deciding not to travel will accept a forfeit for conference standing and seeding purposes only, unless it is agreed upon by both institutions not to play. In that situation, the team available to play would receive a win, the team deciding not to travel would receive a loss, for conference standing and seeding purposes only.

NOTE: In the event of dangerous weather before or after any conference game, the decision to travel rests solely with the institution that has to travel. No institution shall be forced to travel in dangerous conditions for the sole reason of avoiding a forfeit. Games affected by a team’s inability to travel in dangerous weather shall be rescheduled without fear of a forfeit.

## **V. Conference Championship**

### **A. Determination of Conference Champion**

The conference champion is determined annually by a post-season tournament, which will be held the week prior to the start of the NCAA championship.

The top six teams in the regular-season conference standings will qualify for the conference championship. Teams will be seeded based on their winning percentage during regular-season conference play. In the event that all conference matches are not played, the commissioner, the sport liaison and the sport chair will determine seeding.

All conference championship matches will be played at the site of the higher-seeded teams. The higher-seeded team will be the home team and shall wear home uniform tops (preferably white). The championship will be conducted with a straight, single-elimination bracket system. The winner of the conference championship tournament will earn the conference’s automatic qualification to the NCAA championship.

### **B. Tiebreaker for Seeding and/or Qualification**

In the event of a tie in winning percentage in the regular-season standings, the following procedure shall be applied in the designated order to break all ties for seeding or to determine the final team(s) that will qualify for the conference championship:

1. Head to head competition between all tied teams;
2. Head to head competition against other conference teams. The tied teams will be compared to the first place, second place, third place, etc. until one team holds an advantage over the other tied teams;
3. Fewest total goals allowed versus common conference opponents;
4. Winning percentage versus common non-conference opponents;
5. Winning percentage versus all opponents (conference and non-conference) with a winning percentage of .500 or higher;
6. Coin toss. In a three-way tie requiring the use of a coin flip, three coins will be flipped simultaneously, with the “odd toss” winning the tiebreaker and the remaining teams starting over from step one (head-to-head comparison).

Note: Ties will be resolved from the top of the standings down for the purposes of resolving ties further down the standings. In the event that three or more teams are tied, when one or more teams either “wins” or “loses” a specific step in the tiebreaker, the remaining tied teams will be treated as a “new” tie and the procedure will start over from step one.

### **C. Dates and Start Times**

The following schedule shall be followed for determining the conference championship schedule, unless changes must be made as a result of inclement weather:

Quarterfinals	Saturday #1 and #2 bye, #6 at #3, #5 at #4	1:00 p.m.
Semifinals	Wednesday #4/#5 winner at #1 #3/#6 winner at #2	1:30 p.m.
Finals	Saturday Semifinal Winners Play at Higher Seed	1:00 p.m.

In the event that one institution is hosting multiple conference championship events in different sports on the same day, start times cannot be altered without approval of the commissioner, the respective sport liaisons and the respective sport chairs.

All start times will remain as published above, unless both teams agree and the host institution’s facility has lights.

#### **D. Inclement Weather**

In the event of inclement weather, Sunday will be used as a rain date for the championship game. If games cannot be played on Sunday, they will be played on Monday, provided that NCAA championship selection is not scheduled for Sunday.

If the conference championship is not completed prior to the NCAA selection deadline, the highest remaining seed in the tournament will earn the conference's automatic qualification.

Every attempt will be made to play complete the conference championship until the NCAA requires our automatic qualification to be determined.

#### **VI. Rules**

All NCAA field hockey rules will be followed for all regular-season and all conference championship matches. All NCAA overtime policies relative to regular-season and postseason play shall be followed. The NCAA pre-match protocol (i.e., stick bins, stick checks, captains meeting, etc.) shall be followed for all regular-season and conference championship matches.

#### **VII. Officials**

For regular-season matches, the host institution shall coordinate all assignments through the New England Field Hockey Umpires Association (NEFHUA). The host institution is responsible for payment of all game officials assigned to each game by the NEFHUA.

For the conference championship, the commissioner, the sport liaison and the sport chair shall coordinate all assignments through the NEFHUA. The host institution is responsible for payment of all game officials assigned to each quarterfinal and semifinal game by the NEFHUA. The conference will pay game officials assigned to the final championship game.

In the event of a no-show or late arrival, the procedure outlined earlier in this handbook (see General Operational Guidelines – Officials) should be followed.

#### **VIII. End-of-Season Awards**

The conference will purchase and provide the following end-of-season awards:

1. Championship team trophy
2. Runner-Up team trophy;
3. Championship team individual awards;
4. Player of the Year plaque;
5. Coach of the Year plaque;
6. Rookie of the Year plaque;
7. Senior Scholar Athlete of the Year plaque;

8. Team Sportsmanship Award plaque
9. All-Conference certificates (first team, second team, honorable mention).

The championship and runner-up team trophies and the team individual awards will be presented on the field immediately following the championship game. The runner-up team is required to remain on the field for the awards ceremony.

All other awards will be personalized and sent to the appropriate institution for distribution to the award winners at a later date.

## **IX. All-Conference Team**

The conference office shall coordinate the entire nominating, balloting and selection process for the all-conference team and all major individual award winners via e-mail.

### **A. Nomination Process**

Prior to the final regular-season conference game, the conference office will send institutional sports information directors a form on which coaches will indicate nominees from their team for the all-conference team and for each of the major individual awards. All coaches will automatically be nominated for Coach of the Year, and all teams will be automatically nominated for the Team Sportsmanship Awards.

### **B. Balloting Process**

Following the final regular-season conference game, the conference office will send institutional sports information directors a ballot listing all the nominees for the all-conference team and for each of the individual awards. Along with the ballot, the conference office will provide a report listing conference-only statistics for all of the nominees.

Coaches will be required to fax a signed and completed ballot back to the conference office by a specified deadline. Coaches may not vote for their own student-athletes and are required to vote for the specified number of individuals as designated on the ballot. A “no vote” will not be permitted.

Failure by a coach to submit a properly completed ballot by the balloting deadline may render student-athletes from his or her team ineligible for all-conference or major individual award recognition.

### **C. Composition of All-Conference Team**

For field hockey, the all-conference team shall consist of a first team and a second team. Both teams will consist of:

- three forwards;
- three midfielders;
- three backs;
- one goalkeeper.

In addition, an 11<sup>th</sup> at-large player will be added to both teams, regardless of position, by adding the top-remaining vote recipient after the first ten spots are filled.

Additional players may be added to both teams in the event of ties in voting.

Additional players may be accorded all-conference honorable mention in the event that they were named on more than half the ballots but did receive enough points to earn a spot on either the first or second team.

### **D. Announcement Process**

Once balloting has been completed, the conference office will distribute a list of the all-conference honorees and the major award winners to all conference institutions and the appropriate media.

### **X. Athletes of the Week**

No later than 10:00 a.m. each Monday, each conference sports information director may nominate one student-athlete for TCCC Field Hockey Offensive Player of the Week, one student-athlete for TCCC Field Hockey Defensive Player of the Week, and one student-athlete for TCCC Field Hockey Rookie of the Week.

The conference office will select the winners based on the main criteria of athlete's performance during the past week, strength of opponents and nominator's appraisal of the nominee's contribution to team success during the previous week. Winners will be announced in the TCCC weekly release on Monday afternoon.

An SID may nominate a student-athlete from his or her institution, a student-athlete from another conference institution, or elect not to nominate anyone. SID's are strongly encouraged to consult with their coach in order to determine which student-athlete to nominate for a particular award.

TCCC Athletes of the Week shall be selected each week in which teams are competing, through the completion of the conference tournament.

Any student-athlete who has not previously competed in field hockey at the collegiate level is eligible to be nominated for Rookie of the Week consideration.

## **XI. Additional Policies**

### **A. Game Balls**

The host institution will choose and furnish field hockey balls for all regular-season and conference championship matches. It is highly recommended that the official NCAA championship ball be utilized for all regular-season and conference championship matches. The host institution shall notify the visiting institution as to which ball will be utilized in advance of the match.

### **B. Stick Bins**

The NCAA Championship policy on stick bins shall be enforced for all conference tournament games.

### **C. Scouting**

Under no circumstances shall information on a TCCC team be provided to a non-conference institution. This includes written reports, verbal reports or video footage. Teams advancing to NCAA championship play shall comply with all video requirements established by the respective NCAA sport committee.

# TCCC MEN'S AND WOMEN'S LACROSSE REGULATIONS (as of August 2010)

## I. Sport Committee Liaison and Sport Committee Chair

Michael Theulen, Director of Athletics at Western New England College, will serve as the men's lacrosse committee liaison. Kim Allen, Director of Athletics at University of New England, will serve as the women's lacrosse committee liaison.

John Klepacki, head men's lacrosse coach at Western New England College will serve as the men's lacrosse committee chair. Sue Frost, head women's lacrosse coach at Western New England College will serve as the women's lacrosse committee chair.

## II. Sponsoring Institutions

The following institutions shall be eligible to compete for The Commonwealth Coast Conference championships.

### A. Men's Lacrosse

Anna Maria College  
Curry College  
Endicott College  
Gordon College  
New England College  
Nichols College

Roger Williams University  
Salve Regina University  
University of New England  
Wentworth Institute of Technology  
Western New England College

### B. Women's Lacrosse

Anna Maria College  
Colby-Sawyer College  
Curry College  
Endicott College  
Gordon College  
New England College

Nichols College  
Regis College  
Roger Williams University  
Salve Regina University  
University of New England  
Western New England College

## III. Conference Schedule

The in-season scheduling format shall be as follows:

- The TCCC schedule calls for includes a single round-robin game against all other TCCC teams;
- All regular-season games must be completed by the Sunday of the conference championship seeding
- Any game scheduled for that Sunday must start no later than 3:00 p.m.

Teams will be scheduled to play one Saturday game and one mid-week game each week in order to accommodate a full complement of regular-season conference matches. Mid-week games will be scheduled for Tuesday and Wednesday, with the specific days alternating by gender each week.

#### **IV. Make-Up Policy**

For all sports, any non-conference games scheduled for the week (seven days) prior to the start of the conference tournament must be cancelled in order to accommodate postponed conference games that need to be rescheduled.

**In the event of a postponement due to weather, a postponed conference game must be made up during the next week (seven days).** If the institutions cannot come to an agreement, they must seek relief and resolution from the commissioner.

If games are postponed the following guidelines should apply:

1. The game should be rescheduled for the next available date, a previously determined make-up date, or another mutually agreeable date as specified in the above paragraphs;
2. In the event that play is interrupted due to weather, darkness, etc., the contest will either result in “no game” or will stand as an official game according to NCAA rules for that sport;
3. A team deciding not to travel will accept a forfeit for conference standing and seeding purposes only, unless it is agreed upon by both institutions not to play. In that situation, the team available to play would receive a win, the team deciding not to travel would receive a loss, for conference standing and seeding purposes only.

NOTE: In the event of dangerous weather before or after any conference game, the decision to travel rests solely with the institution that has to travel. No institution shall be forced to travel in dangerous conditions for the sole reason of avoiding a forfeit. Games affected by a team’s inability to travel in dangerous weather shall be rescheduled without fear of a forfeit.

#### **V. Conference Championship**

##### **A. Determination of Conference Champion**

The conference champion is determined annually by a post-season tournament, which will be held the week prior to the start of the NCAA championship.

The top eight teams in the regular-season conference standings will qualify for the respective conference championship. Teams will be seeded based on their winning percentage during regular-season conference play.

In the event that all conference games are not played, the commissioner, the two lacrosse liaisons and the two lacrosse chairs will determine seeding.

All conference championship games will be played at the site of the higher-seeded teams. The higher-seeded team will be the home team and shall wear home uniforms (preferably white). The championship will be conducted with a straight, single-elimination bracket system. The winner of the conference championship tournament will earn the conference's automatic qualification to the NCAA championship.

### **B. Tiebreaker for Seeding and/or Qualification**

In the event of a tie in winning percentage in the regular-season standings, the following procedure shall be applied in the designated order to break all ties for seeding or to determine the final team(s) that will qualify for the conference championship:

1. Head to head competition between all tied teams;
2. Head to head competition against other conference teams. The tied teams will be compared to the first place, second place, third place, etc. until one team holds an advantage over the other tied teams;
3. Winning percentage versus common non-conference opponents;
4. Winning percentage versus all opponents (conference and non-conference) with a winning percentage of .500 or higher;
5. Coin toss. In a three-way tie requiring the use of a coin flip, three coins will be flipped simultaneously, with the "odd toss" winning the tiebreaker and the remaining teams starting over from step one (head-to-head comparison).

Note: Ties will be resolved from the top of the standings down for the purposes of resolving ties further down the standings. In the event that three or more teams are tied, when one or more teams either "wins" or "loses" a specific step in the tiebreaker, the remaining tied teams will be treated as a "new" tie and the procedure will start over from step one.

### **C. Dates and Start Times**

The following schedule shall be followed for determining the conference championship schedule, unless changes must be made as a result of inclement weather:

Quarterfinals	Saturday #8 at #1, #7 at #2, #6 at #3, #5 at #4	1:00 p.m.
Semifinals	Wednesday #4/#5 winner vs. #1/#8 winner #3/#6 winner vs. #2/#7 winner Each Match Played at Higher Seed	4:00 p.m.
Finals	Saturday Semifinal Winners Play at Higher Seed	1:00 p.m.

NOTE: In the event that one institution is hosting a men's game and a women's game on the same day, the commissioner, sport liaisons, sport chairs and the host institution will work to establish two game times. Travel considerations and availability of lights will be considered. The visiting team traveling the furthest distance will be assigned to the late game.

In the event that one institution is hosting multiple conference championship events in different sports on the same day, start times cannot be altered without approval of the commissioner, the respective sport liaisons, and the respective sport chairs.

### **F. Inclement Weather**

In the event of inclement weather, Sunday will be used as a rain date for the championship game(s). If games cannot be played on Sunday, they will be played on Monday, provided that NCAA championship selection is not scheduled for Sunday.

If the conference championship is not completed prior to the NCAA selection deadline, the highest remaining seed in the tournament will earn the conference's automatic qualification.

Every attempt will be made to play complete the conference championship until the NCAA requires our automatic qualification to be determined.

## **VI. Rules**

All NCAA men's and women's lacrosse rules will be followed for all regular-season and all conference championship matches. All NCAA overtime policies relative to regular-season and postseason play shall be followed.

The NCAA pre-game protocol shall be followed for all regular-season and conference

championship matches.

## **VII. Officials**

A three-person crew shall be assigned to all conference regular-season and championship matches.

For regular-season matches, the host institution shall coordinate all assignments through USILA District 1 (men) and Debbie Martin (women). The host institution is responsible for payment of all game officials assigned to each game by USILA and Debbie Martin.

For the conference championship, the commissioner, the respective sport liaisons and the respective sport chairs shall coordinate all assignments through USILA District 1 (men) and Debbie Martin (women). The host institution is responsible for payment of all game officials assigned to each quarterfinal and semifinal match by USILA and Debbie Martin. The conference will pay game officials assigned to each championship finals game.

In the event of a no-show or late arrival, the procedure outlined earlier in this handbook (see General Operational Guidelines – Officials) should be followed.

## **VIII. End-of-Season Awards**

The conference will purchase and provide the following end-of-season awards:

1. Championship team trophy
2. Runner-Up team trophy;
3. Championship team individual awards;
4. Offensive Player of the Year plaque;
5. Defensive Player of the Year plaque;
6. Coach of the Year plaque;
7. Rookie of the Year plaque;
8. Senior Scholar Athlete of the Year plaque;
9. Team Sportsmanship Award plaque
10. All-Conference certificates (first team, second team, honorable mention).

The championship and runner-up team trophies and the team individual awards will be presented on the field immediately following the championship game. The runner-up team is required to remain on the field for the awards ceremony.

All other awards will be personalized and sent to the appropriate institution for distribution to the award winners at a later date.

## **IX. All-Conference Team**

The conference office shall coordinate the entire nominating, balloting and selection process for the all-conference team and all major individual award winners via e-mail.

### **A. Nomination Process**

Prior to the final regular-season conference match, the conference office will send institutional sports information directors a form on which coaches will indicate nominees from their team for the all-conference teams and for each of the major individual awards. All coaches will automatically be nominated for Coach of the Year, and all teams will be automatically nominated for the Team Sportsmanship Awards.

### **B. Balloting Process**

Following the final regular-season conference game, the conference office will send institutional sports information directors a ballot listing all the nominees for the all-conference team and for each of the individual awards. Along with the ballot, the conference office will provide a report listing conference-only statistics for all of the nominees.

Coaches will be required to fax a signed and completed ballot back to the conference office by a specified deadline. Coaches may not vote for their own student-athletes and are required to vote for the specified number of individuals as designated on the ballot. A “no vote” will not be permitted.

Failure by a coach to submit a properly completed ballot by the balloting deadline may render student-athletes from his or her team ineligible for all-conference or major individual award recognition.

### **C. Composition of All-Conference Team**

For both men’s and women’s lacrosse, the all-conference team shall consist of a first team, a second team, and an honorable mention team. Each of those three teams will consist of the following:

- three attackers (men and women);
- three midfielders (men and women);
- three defenders (men and women);
- one goalkeeper (men and women)
- two at-large players (women – top vote recipients after the first 10 spots are filled on each team);
- one long-stick midfielder (men);
- one short-stick specialist (men).

Additional players may be added to each of the three teams in the event of ties in voting. Additional players may also be added to the honorable mention team in the event that they were named on more than half the ballots but did receive enough points to qualify for one of the 12 pre-determined honorable mention spots.

#### **D. Announcement Process**

Once balloting has been completed, the conference office will distribute a list of the all-conference honorees and the major award winners to all conference institutions and the appropriate media.

#### **X. Athletes of the Week**

No later than 10:00 a.m. each Monday, each conference sports information director may nominate one student-athlete for TCCC Men's Lacrosse Offensive Player of the Week, one student-athlete for TCCC Women's Lacrosse Offensive Player of the Week, one student-athlete for TCCC Men's Lacrosse Defensive Player of the Week, one student-athlete for TCCC Women's Lacrosse Defensive Player of the Week, one student-athlete for TCCC Men's Lacrosse Rookie of the Week and one student-athlete for TCCC Women's Lacrosse Rookie of the Week.

The conference office will select the winners based on the main criteria of athlete's performance during the past week, strength of opponents and nominator's appraisal of the nominee's contribution to team success during the previous week. Winners will be announced in the TCCC weekly release on Monday afternoon.

An SID may nominate a student-athlete from his or her institution, a student-athlete from another conference institution, or elect not to nominate anyone. SID's are strongly encouraged to consult with their coach in order to determine which student-athlete to nominate for a particular award.

TCCC Athletes of the Week shall be selected each week in which teams are competing, through the completion of the conference tournament.

Any student-athlete who has not previously competed in lacrosse at the collegiate level is eligible to be nominated for Rookie of the Week consideration.

#### **XI. Video Exchange**

1. As stated above, there shall be no exchange of tapes, DVDs, or information outside the conference on TCCC teams.
2. Each team may request, within the conference, any one DVD of a TCCC opponent throughout the season.
3. Requests for DVDs must be made in writing or by e-mail, in a timely fashion, at least two weeks prior to the date that the DVD is needed. A copy of the request must go to the Director of Athletics at the institution receiving the request, as well.

4. Should the request incur any additional costs (i.e., overnight shipping, etc.), those costs shall be the responsibility of the institution making the request.
5. Copied DVD recordings must be made at standard play speed on a high-quality DVD and include sound.
6. The DVD must include all action during the game.
7. A copy of the official NCAA box score should accompany each DVD.
8. All reasonable means should be employed to meet requests. Problems or concerns should be discussed immediately between the concerned parties.
9. An institution shall be fined \$25.00 by the conference for failure to follow-through with a request.
10. All videotape exchange issues shall be presented in writing to the commissioner, the sport liaison and the sport chair within 48 hours after the issue is identified.

## **XII. Additional Policies**

### **A. Game Balls**

The host institution will choose and furnish lacrosse balls for all regular-season and conference championship matches. It is highly recommended that the official NCAA championship ball be utilized for all regular-season and conference championship matches. The host institution shall notify the visiting institution as to which ball will be utilized in advance of the match.

### **B. Scouting**

Under no circumstances shall information on a TCCC team be provided to a non-conference institution. This includes written reports, verbal reports or video footage. Teams advancing to NCAA championship play shall comply with all video requirements established by the respective NCAA sport committee.

## **TCCC MEN'S AND WOMEN'S SOCCER REGULATIONS (as of August 2010)**

### **I. Sport Committee Liaison and Sport Committee Chair**

Marybeth Lamb, Director of Athletics at Regis College, will serve as the men's soccer committee liaison. Colin Sullivan, Director of Athletics at Salve Regina University, will serve as the women's soccer committee chair.

Jim Cook, head men's soccer coach at Roger Williams University will serve as the men's soccer committee chair. Angel Ayres, head women's soccer coach at Wentworth Institute of Technology will serve as the women's soccer committee chair.

### **II. Sponsoring Institutions**

The following institutions currently shall be eligible to compete for The Commonwealth Coast Conference championships.

#### **A. Men's Soccer**

Anna Maria College	Nichols College
Colby-Sawyer College	Regis College
Curry College	Roger Williams University
Eastern Nazarene College	Salve Regina University
Endicott College	University of New England
Gordon College	Wentworth Institute of Technology
New England College	Western New England College

#### **B. Women's Soccer**

Anna Maria College	Nichols College
Colby-Sawyer College	Regis College
Curry College	Roger Williams University
Eastern Nazarene College	Salve Regina University
Endicott College	University of New England
Gordon College	Wentworth Institute of Technology
New England College	Western New England College

### **III. Conference Schedule**

The in-season scheduling format shall be as follows:

- The TCCC schedule calls for a single round-robin game against all other TCCC teams;

- All regular-season games must be completed by the Sunday of the conference championship seeding;
- Any matches scheduled for that Sunday must start no later than 3:00 p.m.

Teams will be scheduled to play one or two conference matches per week in order to accommodate 13 regular-season conference matches.

#### **IV. Make-Up Policy**

For all sports, any non-conference games scheduled for the week (seven days) prior to the start of the conference tournament must be cancelled in order to accommodate postponed conference games that need to be rescheduled.

**In the event of a postponement due to weather, a postponed conference game must be made up during the next week (seven days).** If the institutions cannot come to an agreement, they must seek relief and resolution from the commissioner.

If games are postponed the following guidelines should apply:

1. The game should be rescheduled for the next available date, a previously determined make-up date, or another mutually agreeable date as specified in the above paragraphs;
2. In the event that play is interrupted due to weather, darkness, etc., the contest will either result in “no game” or will stand as an official game according to NCAA rules for that sport;
3. A team deciding not to travel will accept a forfeit for conference standing and seeding purposes only, unless it is agreed upon by both institutions not to play. In that situation, the team available to play would receive a win, the team deciding not to travel would receive a loss, for conference standing and seeding purposes only.

NOTE: In the event of dangerous weather before or after any conference game, the decision to travel rests solely with the institution that has to travel. No institution shall be forced to travel in dangerous conditions for the sole reason of avoiding a forfeit. Games affected by a team’s inability to travel in dangerous weather shall be rescheduled without fear of a forfeit.

#### **V. Conference Championship**

##### **A. Determination of Conference Champion**

The conference champion is determined annually by a post-season tournament, which will be held the week prior to the start of the NCAA championship.

The top eight teams in the regular-season conference standings will qualify for the respective conference championship. Teams will earn three points for each regular-

season conference victory, one point for each regular-season conference tie, and zero points for each regular-season conference loss . Teams will be seeded based on the number of points earned during the regular season.

In the event that all conference matches are not played, the commissioner, the two soccer liaisons and the two soccer chairs will determine seeding.

All conference championship matches will be played at the site of the higher-seeded teams. The higher-seeded team will be the home team and shall wear home uniforms (preferably white). The championship will be conducted with a straight, single-elimination bracket system. The winner of the conference championship tournament will earn the conference's automatic qualification to the NCAA championship.

## **B. Tiebreaker for Seeding and/or Qualification**

In the event of a tie in total points in the regular-season standings, the following procedure shall be applied in the designated order to break all ties for seeding or to determine the final team(s) that will qualify for the conference championship:

1. Head to head competition between all tied teams;
2. Head to head competition against other conference teams. The tied teams will be compared to the first place, second place, third place, etc. until one team holds an advantage over the other tied teams;
3. Fewest total goals allowed versus common conference opponents;
4. Winning percentage versus common non-conference opponents;
5. Winning percentage versus all opponents (conference and non-conference) with a winning percentage of .500 or higher;
6. Coin toss. In a three-way tie requiring the use of a coin flip, three coins will be flipped simultaneously, with the "odd toss" winning the tiebreaker and the remaining teams starting over from step one (head-to-head comparison).

Note: Ties will be resolved from the top of the standings down for the purposes of resolving ties further down the standings. In the event that three or more teams are tied, when one or more teams either "wins" or "loses" a specific step in the tiebreaker, the remaining tied teams will be treated as a "new" tie and the procedure will start over from step one.

### **C. Dates and Start Times**

The following schedule shall be followed for determining the conference championship schedule, unless changes must be made as a result of inclement weather:

Quarterfinals	Saturday #8 at #1, #7 at #2, #6 at #3, #5 at #4	1:00 p.m.
Semifinals	Tuesday / Wednesday #4/#5 winner vs. #1/#8 winner #3/#6 winner vs. #2/#7 winner Each Match Played at Higher Seed	1:00 p.m.
Finals	Saturday Semifinal Winners Play at Higher Seed	1:00 p.m.

NOTE: In the semifinal round, men's matches and women's matches will play on alternating days of the week. In odd numbered years, the men's semifinals will be played on Tuesday and the women's semifinals will be played on Wednesday. In even numbered years, the women's semifinals will be played on Tuesday and the men's semifinals will be played on Wednesday.

In the event that one institution is hosting both the men's and women's championship matches on Saturday, game times will be at 10:00 a.m. and 1:00 p.m. The visiting team traveling the furthest distance will be assigned to the late game.

In the event that one institution is hosting multiple conference championship events in different sports on the same day, start times cannot be altered without approval of the commissioner, the respective sport liaisons and the respective sport chairs.

All start times will remain as published above, unless both teams agree and the host institution's facility has lights.

### **D. Inclement Weather**

In the event of inclement weather, Sunday will be used as a rain date for the championship match(es). If matches cannot be played on Sunday, they will be played on Monday, provided that NCAA championship selection is not scheduled for Sunday.

If the conference championship is not completed prior to the NCAA selection deadline, the highest remaining seed in the tournament will earn the conference's automatic qualification.

Every attempt will be made to play complete the conference championship until the NCAA requires our automatic qualification to be determined.

## **VI. Rules**

All NCAA men's and women's soccer rules will be followed for all regular-season and all conference championship matches. All NCAA overtime policies relative to regular-season and postseason play shall be followed. In addition to overtime procedures, the NCAA penalty kick procedure shall be utilized for all conference championship matches.

The NCAA pre-match protocol shall be followed for all regular-season and conference championship matches.

## **VII. Officials**

A three-person crew shall be assigned to all conference regular-season and championship matches. A two-person, dual referee system is permitted in special circumstances.

For regular-season matches, the host institution shall coordinate all assignments through the ECAC Officiating Bureau. The host institution is responsible for payment of all game officials assigned to each match by the ECAC.

For the conference championship, the commissioner, the respective sport liaisons and the respective sport chairs shall coordinate all assignments through the ECAC Officiating Bureau. The host institution is responsible for payment of all game officials assigned to each quarterfinal and semifinal match by the ECAC. The conference will pay game officials assigned to each championship finals match.

In the event of a no-show or late arrival, the procedure outlined earlier in this handbook (see General Operational Guidelines – Officials) should be followed.

## **VIII. End-of-Season Awards**

The conference will purchase and provide the following end-of-season awards:

1. Championship team trophy
2. Runner-Up team trophy;
3. Championship team individual awards;
4. Player of the Year plaque;
5. Coach of the Year plaque;
6. Rookie of the Year plaque;
7. Senior Scholar Athlete of the Year plaque;
8. Team Sportsmanship Award plaque
9. All-Conference certificates (first team, second team, honorable mention).

The championship and runner-up team trophies and the team individual awards will be presented on the field immediately following the championship match. The runner-up team is required to remain on the field for the awards ceremony.

All other awards will be personalized and sent to the appropriate institution for distribution to the award winners at a later date,

## **IX. All-Conference Team**

The conference office shall coordinate the entire nominating, balloting and selection process for the all-conference team and all major individual award winners via e-mail.

### **A. Nomination Process**

Prior to the final regular-season conference match, the conference office will send institutional sports information directors a form on which coaches will indicate nominees from their team for the all-conference teams and for each of the major individual awards. All coaches will automatically be nominated for Coach of the Year, and all teams will be automatically nominated for the Team Sportsmanship Awards.

### **B. Balloting Process**

Following the final regular-season conference match, the conference office will send institutional sports information directors a ballot listing all the nominees for the all-conference team and for each of the individual awards. Along with the ballot, the conference office will provide a report listing conference-only statistics for all of the nominees.

Coaches will be required to fax a signed and completed ballot back to the conference office by a specified deadline. Coaches may not vote for their own student-athletes and are required to vote for the specified number of individuals as designated on the ballot. A “no vote” will not be permitted.

Failure by a coach to submit a properly completed ballot by the balloting deadline may render student-athletes from his or her team ineligible for all-conference or major individual award recognition.

### **C. Composition of All-Conference Team**

For both men’s and women’s soccer, the all-conference team shall consist of a first team, a second team, and an honorable mention team. Each of those three teams will consist of the following:

- three forwards;
- three midfielders;
- three backs;
- one goalkeeper;
- An 11<sup>th</sup> at-large player will be added to each of the three teams, regardless of position, by adding the top-remaining vote recipient after the first ten spots are filled.

Additional players may be added to each of the three teams in the event of ties in voting. Additional players may also be added to the honorable mention team in the event that they were named on more than half the ballots but did receive enough points to qualify for one of the 11 pre-determined honorable mention spots.

#### **D. Announcement Process**

Once balloting has been completed, the conference office will distribute a list of the all-conference honorees and the major award winners to all conference institutions and the appropriate media.

### **X. Athletes of the Week**

No later than 10:00 a.m. each Monday, each conference sports information director may nominate one student-athlete for TCCC Men's Soccer Offensive Player of the Week, one student-athlete for TCCC Men's Soccer Defensive Player of the Week, one student-athlete for TCCC Women's Soccer Offensive Player of the Week, one student-athlete for TCCC Women's Soccer Defensive Player of the Week, and one student-athlete for TCCC Men's Soccer Rookie of the Week and one student-athlete for TCCC Women's Soccer Rookie of the Week.

The conference office will select the winners based on the main criteria of athlete's performance during the past week, strength of opponents and nominator's appraisal of the nominee's contribution to team success during the previous week. Winners will be announced in the TCCC weekly release on Monday afternoon.

An SID may nominate a student-athlete from his or her institution, a student-athlete from another conference institution, or elect not to nominate anyone. SID's are strongly encouraged to consult with their coach in order to determine which student-athlete to nominate for a particular award.

TCCC Athletes of the Week shall be selected each week in which teams are competing, through the completion of the conference tournament.

Any student-athlete who has not previously competed in soccer at the collegiate level is eligible to be nominated for Rookie of the Week consideration.

### **XI. Additional Policies**

#### **A. Game Balls**

All host institutions will furnish soccer balls for all regular-season and conference championship matches. It is required that the official NCAA championship ball be utilized for all regular-season and conference championship matches. For the 2010 season, the NCAA championship ball is the Wilson Avanti ball.

## **B. Scouting**

Under no circumstances shall information on a TCCC team be provided to a non-conference institution. This includes written reports, verbal reports or video footage. Teams advancing to NCAA championship play shall comply with all video requirements established by the respective NCAA sport committee.

## **TCCC SOFTBALL REGULATIONS (as of August 2010)**

### **I. Sport Committee Liaison and Sport Committee Chair**

David Shea, Director of Athletics at Anna Maria College, will serve as the softball committee liaison.

Aimee Lee, head softball coach at Anna Maria College will serve as the softball committee chair.

### **II. Sponsoring Institutions**

The following institutions shall be eligible to compete for The Commonwealth Coast Conference championship.

Anna Maria College	Regis College
Curry College	Roger Williams University
Eastern Nazarene College	Salve Regina University
Endicott College	University of New England
Gordon College	Wentworth Institute of Technology
New England College	Western New England College
Nichols College	

### **III. Conference Schedule**

The in-season scheduling format shall be as follows:

- The TCCC schedule calls for one doubleheader against all other TCCC teams;
- Both games of regular-season conference doubleheaders shall be seven innings in length.
- All regular-season games must be completed by the Sunday of the conference championship seeding.
- Any games scheduled for that Sunday must start no later than 3:00 p.m.

In most cases, teams will be scheduled to play one conference doubleheader each Saturday, one doubleheader each Sunday (excluding Easter Sunday) and an occasional weekday doubleheader in order to accommodate 12 regular-season conference doubleheader. Whenever possible, weekday doubleheaders will involve teams located in close geographic proximity to each other.

All regular-season conference doubleheaders shall begin at 2:30 p.m. during daylight savings time and at 3:00 p.m. after daylight savings time. During daylight savings time, there shall be a maximum of 15 minutes in between games of a doubleheader.

## **IV. Make-Up Policy**

For all sports, any non-conference games scheduled for the week (seven days) prior to the start of the conference tournament must be cancelled in order to accommodate postponed conference games that need to be rescheduled.

**In the event of a postponement due to weather, a postponed conference game must be made up during the next week (seven days).** If the institutions cannot come to an agreement, they must seek relief and resolution from the commissioner.

If games are postponed the following guidelines should apply:

1. The game should be rescheduled for the next available date, a previously determined make-up date, or another mutually agreeable date as specified in the above paragraphs;
2. In the event that play is interrupted due to weather, darkness, etc., the contest will either result in “no game” or will stand as an official game according to NCAA rules for that sport;
3. A team deciding not to travel will accept a forfeit for conference standing and seeding purposes only, unless it is agreed upon by both institutions not to play. In that situation, the team available to play would receive a win, the team deciding not to travel would receive a loss, for conference standing and seeding purposes only.

NOTE: In the event of dangerous weather before or after any conference game, the decision to travel rests solely with the institution that has to travel. No institution shall be forced to travel in dangerous conditions for the sole reason of avoiding a forfeit. Games affected by a team’s inability to travel in dangerous weather shall be rescheduled without fear of a forfeit.

4. An unplayed doubleheader between two teams that finished tied for conference championship seeding purposes would move to the conference tiebreaker.

## **V. Conference Championship**

### **A. Determination of Conference Champion**

The conference champion is determined annually by a post-season tournament, which will begin the final week of April.

The top eight teams in the regular-season conference standings will qualify for the respective conference championship. Teams will be seeded based on their winning percentage during regular-season conference play.

In the event that all conference games are not played, the commissioner, the sport liaison and the softball chair will determine seeding.

All conference championship games will be hosted by the higher-seeded team, unless otherwise specified in the tournament schedule. The higher-seeded team will be the home team.

The top four seeds will automatically be placed in the six-team double elimination phase of the tournament. The fifth seed will host the eighth seed and the sixth seed will host the seventh seed in a one-game play-in round with the winners advancing to the six-team double elimination phase.

The championship will be conducted with a straight, double-elimination bracket system. The winner of the conference championship tournament will earn the conference's automatic qualification to the NCAA championship.

All championship tournament games shall be seven innings in length.

All championship tournament games will be played under NCAA Championship rules unless otherwise specified by conference regulations.

The international tiebreaker will NOT be used during the conference championship tournament.

#### **B. Tiebreaker for Seeding and/or Qualification**

In the event of a tie in winning percentage in the regular-season standings, the following procedure shall be applied in the designated order to break all ties for seeding or to determine the final team(s) that will qualify for the conference championship:

1. Head to head competition between all tied teams;
2. Head to head competition against other conference teams. The tied teams will be compared to the first place, second place, third place, etc. until one team holds an advantage over the other tied teams;
3. Winning percentage versus common non-conference opponents;
4. Winning percentage versus all opponents (conference and non-conference) with a winning percentage of .500 or higher;
5. Coin toss. In a three-way tie requiring the use of a coin flip, three coins will be flipped simultaneously, with the "odd toss" winning the tiebreaker and the remaining teams starting over from step one (head-to-head comparison).

Note: Ties will be resolved from the top of the standings down for the purposes of resolving ties further down the standings. In the event that three or more teams are tied, when one or more teams either "wins" or "loses" a specific step in the

tiebreaker, the remaining tied teams will be treated as a “new” tie and the procedure will start over from step one.

### C. Dates and Start Times

The following schedule shall be followed for determining the conference championship schedule, unless changes must be made as a result of inclement weather:

#### PLAY-IN PHASE

Monday	Game 1 (#8 at #5)	4:00 p.m.
	Game 2 (#7 at #6)	4:00 p.m.

#### DOUBLE ELIMINATION PHASE

Tuesday	Game 3 (Game 1 Winner vs. #4 – played at #1 seed)	2:30 p.m.
	Game 4 (Game 2 Winner vs. #3 – played at #2 seed)	2:30 p.m.
	Game 5 (Game 3 Winner at #1)	*
	Game 6 (Game 4 Winner at #2)	*
	* Games 5 and 6 shall begin 20 minutes following the completion of Games 3 and 4, respectively.	

Thursday	Game 7 (Game 3 Loser vs. Game 6 Loser – at highest seed)	2:30 p.m.
	Game 8 (Game 5 Loser vs. Game 4 Loser – at alternate site)	2:30 p.m.
	Game 9 (Game 5 Winner vs. Game 6 Winner – at Game 7 site)	*
	Game 10 (Game 7 Winner vs. Game 8 Winner – at Game 8 site)	*
	* Games 9 and 10 shall begin 20 minutes following the completion of Games 7 and 8, respectively.	
	Note: Games 8 and 10 will be played at an alternate site secured by the highest seed	

Saturday	Game 11 (Game 10 Winner vs. Game 9 Loser – at highest remaining seed)	10:00 a.m.
	Game 12 (Game 11 Winner vs. Game 9 Winner – at Game 11 site)	12:00 p.m.
	Game 13 -- If Necessary	2:00 p.m.

Sunday Rain Date

**NOTE:** In the event that one institution is hosting multiple conference championship events in different sports on the same day, start times cannot be altered without approval of the commissioner, the respective sport liaisons and the respective sport chairs.

### F. Inclement Weather and Completion of the Tournament

The commissioner, sport liaison and sport chair shall remain in contact in the event of inclement weather and, based on weather conditions, may determine changes in the tournament schedule that they deem to be in the best interest of the tournament.

In the event that a game is stopped because of inclement weather or darkness, it shall be considered a suspended game, with play resuming at exactly the point play was halted with lineups and batting orders remaining exactly the same.

In the event of inclement weather or weather-related issues, Sunday will be used as a rain date for the championship game, provided that NCAA championship selection has not occurred. Every attempt will be made to complete the tournament until the NCAA selection date. If the tournament is not completed, up until one team with a 2-0 record remains, the highest-remaining seed that has not been eliminated shall earn the conference's automatic qualification to the NCAA championship. If two teams have an equal number of losses in the tournament, the higher-seeded team will earn the conference's automatic qualification to the NCAA championship.

## **VI. Rules**

NCAA softball rules will be followed for all regular-season and all conference championship games. Any additional policies specified in the NCAA Championship rules will also apply to all conference championship tournament games.

The international tiebreaker will be used during all regular-season conference games starting in the top of the eighth inning.

The international tiebreaker will NOT be used during the conference championship tournament.

The mercy rule will be utilized for all regular-season and conference championship tournament games.

## **VII. Pre-Game Practice**

The NCAA pre-game protocol shall be followed for all regular-season and conference championship games.

**A. Batting Practice** – Batting practice is not to be taken by either team on the game field prior to any conference doubleheaders/games played Monday through Friday. If field conditions allow, batting practice may take place on the game field prior to conference doubleheaders/games played on Saturday and Sunday. For Saturday and Sunday doubleheaders/games, the home team may conduct batting practice 90 minutes prior to start time for 30 minutes, while the visiting team may conduct batting practice 60 minutes prior to start time for 30 minutes. If field conditions do not allow for batting practice on the game field, teams may use an indoor or outdoor batting cage during the time periods specified above.

**B. Infield/Outfield** – For all conference doubleheaders/games, if field conditions allow, the home team may take infield/outfield 30 minutes prior to start time for 10 minutes, while the visiting team may take infield/outfield 20 minutes prior to start time for 10 minutes.

**C. Field Maintenance and Ground Rules** – For all conference doubleheaders, field maintenance and ground crew work will begin 10 minutes prior to start time. Additional time may be allotted at the discretion of the host institution, if field conditions warrant.

**D. Batting Cages** – Indoor or outdoor batting cages may not be used by either team in the 90-minute period before the start time of any weekday conference doubleheader/game (Monday through Friday). For weekend conference doubleheaders/game (Saturday and Sunday), indoor or outdoor batting cages may be utilized during the 90-minute pre-game period according to the same schedule outlined in item A. Indoor or outdoor batting cages may not be used by either team DURING any conference game.

**E. Site Switches** – If a game is switched to the original visiting team’s site due to weather and field conditions, the “home” and “visiting” designations specified in items A and B shall refer to the “host” and “traveling” team, rather than the actual “home” and “visiting” team used for scorekeeping purposes.

## **VIII. Officials**

A two-person umpiring crew shall be assigned to all conference regular-season and most conference championship games. A three-person umpiring crew shall be utilized for all games played on the final day of the conference tournament.

For regular-season games, the host institution shall coordinate all assignments through the ECAC Officiating Bureau. The host institution is responsible for payment of all game officials assigned to each match by ECAC.

For the conference championship tournament, the commissioner, the sport liaison and the sport chair shall coordinate all assignments through the ECAC Officiating Bureau. The host institution is responsible for payment of all game officials assigned to each game by ECAC. The conference will pay game officials assigned to the championship game.

In the event of a no-show or late arrival, the procedure outlined earlier in this handbook (see General Operational Guidelines – Officials) should be followed.

## **IX. End-of-Season Awards**

The conference will purchase and provide the following end-of-season awards:

1. Championship team trophy
2. Runner-Up team trophy;
3. Championship team individual awards;
4. Player of the Year plaque;
5. Pitcher of the Year plaque;
6. Coach of the Year plaque;
7. Rookie of the Year plaque;
8. Senior Scholar Athlete of the Year plaque;
9. Team Sportsmanship Award plaque
10. All-Conference certificates (first team, second team, honorable mention).

The championship and runner-up team trophies and the team individual awards will be presented on the field immediately following the championship game. The runner-up team is required to

remain on the field for the awards ceremony.

All other awards will be personalized and sent to the appropriate institution for distribution to the award winners at a later date,

## **X. All-Conference Team**

The conference office shall coordinate the entire nominating, balloting and selection process for the all-conference team and all major individual award winners via e-mail.

### **A. Nomination Process**

Prior to the final regular-season conference match, the conference office will send institutional sports information directors a form on which coaches will indicate nominees from their team for the all-conference teams and for each of the major individual awards. All coaches will automatically be nominated for Coach of the Year, and all teams will be automatically nominated for the Team Sportsmanship Awards.

### **B. Balloting Process**

Following the final regular-season conference match, the conference office will send institutional sports information directors a ballot listing all the nominees for the all-conference team and for each of the individual awards. Along with the ballot, the conference office will provide a report listing conference-only statistics for all of the nominees.

Coaches will be required to fax a signed and completed ballot back to the conference office by a specified deadline. Coaches may not vote for their own student-athletes and are required to vote for the specified number of individuals as designated on the ballot. A “no vote” will not be permitted.

Failure by a coach to submit a properly completed ballot by the balloting deadline may render student-athletes from his or her team ineligible for all-conference or major individual award recognition.

### **C. Composition of All-Conference Team**

For softball, the all-conference team shall consist of a first team, a second team, and an honorable mention team. Each of those three teams will consist of 11 players, selected by position, as follows:

- one pitcher;
- one catcher;
- one first baseman;
- one second baseman;
- one third baseman;

- one shortstop;
- three outfielders [no regard to position];
- one designated player;
- one utility player.

Additional players may be added to each of the three teams in the event of ties in voting. Additional players may also be added to the honorable mention team in the event that they were named on more than half the ballots but did not receive enough points to qualify for one of the 10 pre-determined honorable mention spots.

#### **D. Announcement Process**

Once balloting has been completed, the conference office will distribute a list of the all-conference honorees and the major award winners to all conference institutions and the appropriate media.

### **XI. Athletes of the Week**

No later than 10:00 a.m. each Monday, each conference sports information director may nominate one student-athlete for TCCC Softball Player of the Week, one student-athlete for TCCC Softball Pitcher of the Week, and one student-athlete for TCCC Softball Rookie of the Week.

The conference office will select the winners based on the main criteria of athlete's performance during the past week, strength of opponents and nominator's appraisal of the nominee's contribution to team success during the previous week. Winners will be announced in the TCCC weekly release on Monday afternoon.

An SID may nominate a student-athlete from his or her institution, a student-athlete from another conference institution, or elect not to nominate anyone. SID's are strongly encouraged to consult with their coach in order to determine which student-athlete to nominate for a particular award.

TCCC Athletes of the Week shall be selected each week in which teams are competing, through the completion of the conference tournament.

Any student-athlete who has not previously competed in softball at the collegiate level is eligible to be nominated for Rookie of the Week consideration.

### **XII. Additional Policies**

#### **A. Game Balls**

Worth softballs shall be utilized for all regular-season and conference tournament games. For the championship tournament, each participating team will be responsible for providing two dozen game balls for the tournament, unless game balls are provided by a corporate sponsor.

## **B. Scouting**

Under no circumstances shall information on a TCCC team be provided to a non-conference institution. This includes written reports, verbal reports or video footage. Teams advancing to NCAA championship play shall comply with all video requirements established by the respective NCAA sport committee.

## **TCCC WOMEN'S AND MEN'S TENNIS REGULATIONS (as of August 2010)**

### **I. Sport Committee Liaison and Sport Committee Chair**

David Kemmy, Acting Director of Athletics at Roger Williams University, will serve as the women's tennis committee liaison. Lee Conrad, Director of Athletics at Wentworth Institute of Technology, will serve as the men's tennis committee liaison.

Jennifer Kolins, head men's tennis coach at Western New England College will serve as the men's tennis committee chair. Ed Habershaw, head women's tennis coach at Salve Regina will serve as the women's tennis committee chair.

### **II. Sponsoring Institutions**

The following institutions shall be eligible to compete for The Commonwealth Coast Conference championships.

#### **A. Women's Tennis**

Anna Maria College	Nichols College
Colby-Sawyer College	Regis College
Curry College	Roger Williams University
Eastern Nazarene College	Salve Regina University
Endicott College	Wentworth Institute of Technology
Gordon College	Western New England College

#### **B. Men's Tennis**

Anna Maria College	Nichols College
Colby-Sawyer College	Regis College
Curry College	Roger Williams University
Eastern Nazarene College	Salve Regina University
Endicott College	University of New England
Gordon College	Wentworth Institute of Technology
New England College	Western New England College

### **III. Season of Play**

The Commonwealth Coast Conference shall conduct its women's tennis season in the fall and its men's tennis season in the spring. In addition, teams may compete in the non-traditional season in accordance with NCAA Rules.

#### IV. Conference Schedule

The in-season scheduling format shall be as follows:

- The TCCC schedules calls for a single round-robin dual match against all other TCCC teams;
- All regular-season dual matches must be completed by the Sunday of the conference championship seeding;
- Any matches scheduled for that Sunday must start no later than 3:00 p.m.

Teams will be scheduled to play one or two conference matches per week in order to accommodate all regular-season conference matches.

#### V. Make-Up Policy

For all sports, any non-conference games scheduled for the week (seven days) prior to the start of the conference tournament must be cancelled in order to accommodate postponed conference games that need to be rescheduled.

**In the event of a postponement due to weather, a postponed conference game must be made up during the next week (seven days).** If the institutions cannot come to an agreement, they must seek relief and resolution from the commissioner.

If games are postponed the following guidelines should apply:

1. The game should be rescheduled for the next available date, a previously determined make-up date, or another mutually agreeable date as specified in the above paragraphs;
2. In the event that play is interrupted due to weather, darkness, etc., the contest will either result in “no game” or will stand as an official game according to NCAA rules for that sport;
3. A team deciding not to travel will accept a forfeit for conference standing and seeding purposes only, unless it is agreed upon by both institutions not to play. In that situation, the team available to play would receive a win, the team deciding not to travel would receive a loss, for conference standing and seeding purposes only.

NOTE: In the event of dangerous weather before or after any conference game, the decision to travel rests solely with the institution that has to travel. No institution shall be forced to travel in dangerous conditions for the sole reason of avoiding a forfeit. Games affected by a team’s inability to travel in dangerous weather shall be rescheduled without fear of a forfeit.

## **VI. Conference Championship**

### **A. Determination of Conference Champion**

The conference champion is determined annually by a post-season tournament.

The top eight teams in the regular-season conference standings will qualify for the conference championship. Teams will be seeded based on their winning percentage during regular-season conference play. In the event that all conference matches are not played, the commissioner, the sport liaison and the sport chair will determine seeding.

All conference championship matches will be played at the site of the higher-seeded teams. The championship will be conducted with a straight, single-elimination bracket system. The winner of the conference championship tournament will earn the conference's automatic qualification to the NCAA championship.

All women's conference tournament matches will be played to completion, whenever possible.

All men's conference tournament matches will be played to decision, whenever possible.

### **B. Tiebreaker for Seeding and/or Qualification**

In the event of a tie in winning percentage in the regular-season standings, the following procedure shall be applied in the designated order to break all ties for seeding or to determine the final team(s) that will qualify for the conference championship:

1. Head to head competition between all tied teams;
2. Head to head competition against other conference teams. The tied teams will be compared to the first place, second place, third place, etc. until one team holds an advantage over the other tied teams;
3. Winning percentage versus common non-conference opponents;
4. Winning percentage versus all opponents (conference and non-conference) with a winning percentage of .500 or higher;
5. Coin toss. In a three-way tie requiring the use of a coin flip, three coins will be flipped simultaneously, with the "odd toss" winning the tiebreaker and the remaining teams starting over from step one (head-to-head comparison).

Note: Ties will be resolved from the top of the standings down for the purposes of resolving ties further down the standings. In the event that three or more teams are tied, when one or more teams either "wins" or "loses" a specific step in the

tiebreaker, the remaining tied teams will be treated as a “new” tie and the procedure will start over from step one.

### C. Dates and Start Times

The following schedule shall be followed for determining the conference championship schedule, unless changes must be made as a result of inclement weather:

#### WOMEN’S CHAMPIONSHIP

Quarterfinals	Tuesday #8 at #1, #7 at #2, #6 at #3, #5 at #4	2:00 p.m.
Semifinals	Wednesday (The Following Week) #4/#5 winner vs. #1/#8 winner #3/#6 winner vs. #2/#7 winner Each Match Played at Higher Seed	2:00 p.m.
Finals	Saturday Semifinal Winners Play at Higher Seed	1:00 p.m.

#### MEN’S CHAMPIONSHIP

Quarterfinals	Monday #8 at #1, #7 at #2, #6 at #3, #5 at #4	3:00 p.m.
Semifinals	Wednesday #4/#5 winner vs. #1/#8 winner #3/#6 winner vs. #2/#7 winner Each Match Played at Higher Seed	3:00 p.m.
Finals	Saturday Semifinal Winners Play at Higher Seed	1:00 p.m.

NOTE: In the event that one institution is hosting multiple conference championship events in different sports on the same day, start times cannot be altered without approval of the commissioner, the respective sport liaisons and the respective sport chairs.

All start times will remain as published above, unless both teams agree and the host institution’s facility has lights.

## **F. Inclement Weather**

In the event of inclement weather, play will convene the next day. Sunday will be used as a rain date for the championship match(es). If matches cannot be played on Sunday, they will be played on Monday, provided that NCAA championship selection is not scheduled for Sunday.

If the conference championship is not completed prior to the NCAA selection deadline, the highest remaining seed in the tournament will earn the conference's automatic qualification.

Every attempt will be made to complete the conference championship until the NCAA requires our automatic qualification to be determined.

## **VI. Rules**

All ITA rules will be followed for all regular-season and all conference championship matches.

### **A. Surface**

Per ITA rules, all matches must be played on a hard court surface.

### **B. Singles and Doubles Format**

Regular-season and championship tournament matches will consist of three doubles matches and six singles matches, each counting one point. Whenever possible, all regular-season and championship tournament matches should be completed until all nine matches have been decided.

### **C. Order of Play**

Order of play shall follow ITA rules with doubles being played first and singles to follow.

### **D. Singles and Doubles Scoring**

Singles play shall consist of best two of three sets. All doubles matches shall consist of a eight-game, pro set with ad scoring, including a 12-point tiebreaker when the score is tied 8-8.

### **E. Minimum Number of Players**

An institution must have a minimum of four players for all home and away conference dual matches. An institution having fewer than four players must forfeit the match.

## **F. Pre-Match Protocol**

The ITA pre-match protocol shall be followed for all regular-season and conference championship matches. For all regular-season and championship tournament matches, teams will be provided a 10-minute warm-up period prior to each individual singles and doubles match.

## **VII. Officials**

For all championship tournament matches, the host institution shall provide a USTA-certified referee. The host institution is responsible for payment of the referee's fee.

For the conference championship tournament, the commissioner, the respective sport liaisons and the respective sport chairs shall coordinate all assignments through the local assignor. The host institution is responsible for payment of all game officials assigned to each quarterfinal and semifinal match by the local assignor. The conference will pay the referee assigned to each championship finals match.

## **VIII. End-of-Season Awards**

The conference will purchase and provide the following end-of-season awards:

1. Championship team trophy
2. Runner-Up team trophy;
3. Championship team individual awards;
4. Player of the Year plaque;
5. Coach of the Year plaque;
6. Rookie of the Year plaque;
7. Senior Scholar Athlete of the Year plaque;
8. Team Sportsmanship Award plaque
9. All-Conference certificates (first team, second team, honorable mention).

The championship and runner-up team trophies and the team individual awards will be presented on the court immediately following the championship match. The runner-up team is required to remain on the court for the awards ceremony.

All other awards will be personalized and sent to the appropriate institution for distribution to the award winners at a later date,

## **IX. All-Conference Team**

The conference office shall coordinate the entire nominating, balloting and selection process for the all-conference team and all major individual award winners via e-mail.

### **A. Nomination Process**

Prior to the final regular-season conference match, the conference office will send institutional sports information directors a form on which coaches will indicate nominees from their team for the all-conference teams and for each of the major individual awards. All coaches will automatically be nominated for Coach of the Year, and all teams will be automatically nominated for the Team Sportsmanship Awards.

### **B. Balloting Process**

Following the final regular-season conference match, the conference office will send institutional sports information directors a ballot listing all the nominees for the all-conference team and for each of the individual awards. Along with the ballot, the conference office will provide a report listing conference-only statistics for all of the nominees.

Coaches will be required to fax a signed and completed ballot back to the conference office by a specified deadline. Coaches may not vote for their own student-athletes and are required to vote for the specified number of individuals as designated on the ballot. A “no vote” will not be permitted.

Failure by a coach to submit a properly completed ballot by the balloting deadline may render student-athletes from his or her team ineligible for all-conference or major individual award recognition.

### **C. Composition of All-Conference Team**

For both men’s and women’s tennis, the all-conference team shall consist of a first team, a second team, and an honorable mention team. Each of those three teams will consist of six singles players and three doubles teams.

Additional players and doubles teams may be added to each of the three teams in the event of ties in voting. Additional players and doubles teams may also be added to the honorable mention team in the event that they were named on more than half the ballots but did receive enough points to qualify for one of the pre-determined honorable mention spots.

## **D. Announcement Process**

Once balloting has been completed, the conference office will distribute a list of the all-conference honorees and the major award winners to all conference institutions and the appropriate media.

## **X. Athletes of the Week**

No later than 10:00 a.m. each Monday, each conference sports information director may nominate one student-athlete for TCCC Tennis Player of the Week and one student-athlete for TCCC Rookie of the Week.

TCCC Athletes of the Week shall be selected each week in which teams are competing, through the completion of the conference tournament. Women's weekly award winners will be chosen during the fall season only, while men's weekly award winners will be chosen during the spring season only.

The conference office will select the winners based on the main criteria of athlete's performance during the past week, strength of opponents and nominator's appraisal of the nominee's contribution to team success during the previous week. Winners will be announced in the TCCC weekly release on Monday afternoon.

An SID may nominate a student-athlete from his or her institution, a student-athlete from another conference institution, or elect not to nominate anyone. SID's are strongly encouraged to consult with their coach in order to determine which student-athlete to nominate for a particular award.

Any student-athlete who has not previously competed in tennis at the collegiate level is eligible to be nominated for Rookie of the Week consideration.

## **XI. Additional Policies**

### **A. Game Balls**

The host institution must provide with Dunlop, Penn or Wilson tennis balls for all regular-season and conference championship matches.

### **B. Scouting**

Under no circumstances shall information on a TCCC team be provided to a non-conference institution. This includes written reports, verbal reports or video footage. Teams advancing to NCAA championship play shall comply with all video requirements established by the respective NCAA sport committee.

## **TCCC VOLLEYBALL REGULATIONS (as of August 2010)**

### **I. Sport Committee Liaison and Sport Committee Chair**

Debi Field McGrath, Director of Athletics at Colby-Sawyer College, will serve as the volleyball committee liaison.

Bret Stothart, head volleyball coach at Roger Williams University will serve as the volleyball committee chair.

### **II. Sponsoring Institutions**

The following institutions currently shall be eligible to compete for The Commonwealth Coast Conference championship.

Anna Maria College	Roger Williams University
Colby-Sawyer College	Salve Regina University
Eastern Nazarene College	University of New England
Endicott College	Wentworth Institute of Technology
Gordon College	Western New England College
Regis College	

### **III. Conference Schedule**

The in-season scheduling format shall be as follows:

- The TCCC schedule calls for a single round-robin game against all other TCCC teams;
- All regular-season matches must be completed by the Sunday of the conference championship seeding;
- Any matches scheduled for that Sunday must start no later than 3:00 p.m.

A rotation has been developed by which teams play several conference matches each year as part of a “tri-match”, while others matches between geographically close institutions are played during the week.

#### **A. Tri-Matches**

When the calendar allows, the conference schedule will be played as a series of tri-matches, in which two institutions travel to a third institution for a series of several Saturdays in September and October. In each tri-match, each of the three teams will play the other two teams.

All teams will play in two, three or four tri-matches each year.

All tri-matches will begin at 11:00 a.m. The host institution shall play in the first and third matches of the day. The visiting team which has traveled the furthest distance will play in the second and third matches of the day. Each match will begin approximately 30 minutes after the previous match, or earlier if there is mutual agreement of the coaches.

### **B. Weekday Matches**

Matches that are not scheduled as part of a tri-match will be played during the week at the site of one of the two competing institutions.

## **IV. Make-Up Policy**

For all sports, any non-conference games scheduled for the week (seven days) prior to the start of the conference tournament must be cancelled in order to accommodate postponed conference games that need to be rescheduled.

**In the event of a postponement due to weather, a postponed conference game must be made up during the next week (seven days).** If the institutions cannot come to an agreement, they must seek relief and resolution from the commissioner.

If games are postponed the following guidelines should apply:

1. The game should be rescheduled for the next available date, a previously determined make-up date, or another mutually agreeable date as specified in the above paragraphs;
2. In the event that play is interrupted due to weather, darkness, etc., the contest will either result in “no game” or will stand as an official game according to NCAA rules for that sport;
3. A team deciding not to travel will accept a forfeit for conference standing and seeding purposes only, unless it is agreed upon by both institutions not to play. In that situation, the team available to play would receive a win, the team deciding not to travel would receive a loss, for conference standing and seeding purposes only.

NOTE: In the event of dangerous weather before or after any conference game, the decision to travel rests solely with the institution that has to travel. No institution shall be forced to travel in dangerous conditions for the sole reason of avoiding a forfeit. Games affected by a team’s inability to travel in dangerous weather shall be rescheduled without fear of a forfeit.

## **V. Conference Championship**

### **A. Determination of Conference Champion**

The conference champion is determined annually by a post-season tournament, which will be held the week prior to the start of the NCAA championship.

The top eight teams in the regular-season conference standings will qualify for the conference championship. Teams will be seeded based on their winning percentage during regular-season conference play. In the event that all conference matches are not played, the commissioner, the sport liaison and the sport chair will determine seeding.

All conference championship matches will be played at the site of the higher-seeded teams. The higher-seeded team will be the home team. The championship will be conducted with a straight, single-elimination bracket system. The winner of the conference championship tournament will earn the conference's automatic qualification to the NCAA championship.

### **B. Tiebreaker for Seeding and/or Qualification**

In the event of a tie in the regular-season standings, the following procedure shall be applied in the designated order to break all ties for seeding or to determine the final team(s) that will qualify for the conference championship:

1. Head to head competition between all tied teams;
2. Head to head competition against other conference teams. The tied teams will be compared to the first place, second place, third place, etc. until one team holds an advantage over the other tied teams;
3. Winning percentage versus common non-conference opponents;
4. Winning percentage versus all opponents (conference and non-conference) with a winning percentage of .500 or higher;
5. Coin toss. In a three-way tie requiring the use of a coin flip, three coins will be flipped simultaneously, with the "odd toss" winning the tiebreaker and the remaining teams starting over from step one (head-to-head comparison).

Note: Ties will be resolved from the top of the standings down for the purposes of resolving ties further down the standings. In the event that three or more teams are tied, when one or more teams either "wins" or "loses" a specific step in the tiebreaker, the remaining tied teams will be treated as a "new" tie and the procedure will start over from step one.

### **C. Dates and Start Times**

The following schedule shall be followed for determining the conference championship schedule, unless changes must be made as a result of inclement weather:

Quarterfinals	Tuesday #8 at #1, #7 at #2, #6 at #3, #5 at #4	7:00 p.m.
Semifinals	Thursday #4/#5 winner vs. #1/#8 winner #3/#6 winner vs. #2/#7 winner Each Match Played at Higher Seed	7:00 p.m.
Finals	Saturday Semifinal Winners Play at Higher Seed	1:00 p.m.

In the event that one institution is hosting multiple conference championship events in different sports on the same day, start times cannot be altered without approval of the commissioner, the respective sport liaisons and the respective sport chairs. Otherwise, all start times will remain as published above.

### **D. Inclement Weather**

In the event that dangerous weather impacts travel, Sunday will be used as a rain date for the championship match(es). If matches cannot be played on Saturday, they will be played on Sunday.

If the conference championship is not completed prior to the NCAA selection deadline, the highest remaining seed in the tournament will earn the conference's automatic qualification.

Every attempt will be made to play complete the conference championship until the NCAA requires our automatic qualification to be determined.

## **VI. Rules**

All NCAA volleyball rules will be followed for all regular-season and all conference championship matches. The NCAA pre-match protocol shall be followed for all regular-season and conference championship matches.

## **VII. Officials**

For regular-season matches, the host institution shall coordinate all assignments through the local assignor. The host institution is responsible for payment of all game officials and line judges assigned to each match.

For the conference championship, the commissioner, the sport liaison and the sport chair shall coordinate all assignments through the local assignor. The host institution is responsible for payment of all game officials and line judges assigned to each quarterfinal and semifinal match. The conference will pay game officials and line judges assigned to the final championship match.

In the event of a no-show or late arrival, the procedure outlined earlier in this handbook (see General Operational Guidelines – Officials) should be followed.

### **VIII. End-of-Season Awards**

The conference will purchase and provide the following end-of-season awards:

1. Championship team trophy
2. Runner-Up team trophy;
3. Championship team individual awards;
4. Player of the Year plaque;
5. Coach of the Year plaque;
6. Rookie of the Year plaque;
7. Libero of the Year plaque;
8. Senior Scholar Athlete of the Year plaque;
9. Team Sportsmanship Award plaque
10. All-Conference certificates (first team, second team, honorable mention).

The championship and runner-up team trophies and the team individual awards will be presented on the court immediately following the championship match. The runner-up team is required to remain on the court for the awards ceremony.

All other awards will be personalized and sent to the appropriate institution for distribution to the award winners at a later date,

### **IX. All-Conference Team**

The conference office shall coordinate the entire nominating, balloting and selection process for the all-conference team and all major individual award winners via e-mail.

#### **A. Nomination Process**

Prior to the final regular-season conference match, the conference office will send institutional sports information directors a form on which coaches will indicate nominees from their team for the all-conference team and for each of the major individual awards. All coaches will automatically be nominated for Coach of the Year, and all teams will be automatically nominated for the Team Sportsmanship Awards.

## **B. Balloting Process**

Following the final regular-season conference match, the conference office will send institutional sports information directors a ballot listing all the nominees for the all-conference team and for each of the individual awards. Along with the ballot, the conference office will provide a report listing conference-only statistics for all of the nominees.

Coaches will be required to fax a signed and completed ballot back to the conference office by a specified deadline. Coaches may not vote for their own student-athletes and are required to vote for the specified number of individuals as designated on the ballot. A “no vote” will not be permitted.

Failure by a coach to submit a properly completed ballot by the balloting deadline may render student-athletes from his or her team ineligible for all-conference or major individual award recognition.

## **C. Composition of All-Conference Team**

For volleyball, the all-conference team shall consist of a first team, a second team, and an honorable mention team. Each of the three teams will consist of six players, regardless of position, plus one libero, who will also be designated as Libero of the Year.

Additional players may be added to the three teams in the event of ties in voting.

Additional players may also be accorded all-conference honorable mention team in the event that they were named on more than half the ballots but did receive enough points to earn a spot on the honorable mention team.

## **D. Announcement Process**

Once balloting has been completed, the conference office will distribute a list of the all-conference honorees and the major award winners to all conference institutions and the appropriate media.

## **X. Athletes of the Week**

No later than 10:00 a.m. each Monday, each conference sports information director may nominate one student-athlete for TCCC Volleyball Player of the Week, one student-athlete for TCCC Volleyball Libero of the Week, and one student-athlete for TCCC Volleyball Rookie of the Week.

The conference office will select the winners based on the main criteria of athlete’s performance during the past week, strength of opponents and nominator’s appraisal of the nominee’s contribution to team success during the previous week. Winners will be announced in the TCCC weekly release on Monday afternoon.

An SID may nominate a student-athlete from his or her institution, a student-athlete from another conference institution, or elect not to nominate anyone. SID's are strongly encouraged to consult with their coach in order to determine which student-athlete to nominate for a particular award.

TCCC Athletes of the Week shall be selected each week in which teams are competing, through the completion of the conference tournament.

Any student-athlete who has not previously competed in volleyball at the collegiate level is eligible to be nominated for Rookie of the Week consideration.

## **XI. Additional Policies**

### **A. Game Balls**

Molten is the official volleyball of The Commonwealth Coast Conference and must be used for all regular-season and conference matches.

The host institution will provide game and practice volleyballs for all teams participating in all regular-season and conference championship matches being played on their campus.

### **B. Scouting**

Under no circumstances shall information on a TCCC team be provided to a non-conference institution. This includes written reports, verbal reports or video footage. Teams advancing to NCAA championship play shall comply with all video requirements established by the respective NCAA sport committee.

### **C. Game Management**

The following policies have been approved by TCCC athletics directors for the sport of volleyball:

1. Upon the arrival of a visiting team at the site of competition, a "greeter" should be available to show the visiting team to the locker and training rooms. It is the responsibility of the visiting team to notify the home team of their expected time of arrival.
2. An athletic trainer must be available at least one hour prior to the match to assist the visiting team. An earlier time may be requested by the visiting team.
3. The court must be available at least one hour prior to the start of a weekday match or a tri-match. Nets must be set at the appropriate height and volleyballs must be available for warmup one hour before match time.
4. A work crew consisting of an announcer, scoreboard operator, two linespersons,

two ball "shaggers" and two officials is to be provided for all regular-season and conference championship matches. These people should be on site at least 30 minutes prior to the start of the match.

5. Per TCCC regulations, it is mandatory that the NCAA pre-match protocol be followed for every regular-season and conference match.

6. During all regular-season and conference tournament matches, an adult event manager must be available to maintain crowd control.

7. Following all matches, the host institution is responsible for faxing or e-mailing results to the media outlets specified for each participating institution. The conference office distributes a master media list for all conference institutions annually.

# **THE COMMONWEALTH COAST CONFERENCE – SPORT CODES**

## **INVITATIONAL SPORTS**

### **TCCC GOLF REGULATIONS (as of August 2010)**

#### **I. Invitational Status**

Each fall, all member institutions in The Commonwealth Coast Conference may enter a five-person team to compete in an invitational golf tournament. Due to lower sponsorship levels and the conference considering golf as an emerging sport among its membership, this conference-sponsored event is considered to be a “conference invitational” rather than an official conference championship.

#### **II. Sponsoring Institutions**

All 14 member institutions of The Commonwealth Coast Conference are welcome to enter a five-person team. Varsity programs as well as club programs may enter the conference invitational tournament. Teams may enter for the experience without participating in team scoring if they so choose.

#### **III. Conference Invitational**

##### **A. Invitational Host and Site**

The host institution for The Commonwealth Coast Conference golf invitational tournament will be determined by conference Directors of Athletics on an annual basis.

##### **B. Host Responsibilities**

In conjunction with the host course, the host institution will be responsible for operating all facets of the invitational tournament, including, but not limited to: determination of tee times, scoring and timely distribution of results to coaches on site and to institutional sports information directors and appropriate media following the event.

##### **C. Certified Official**

In conjunction with the host course, the host institution shall arrange for a certified official to be present at and oversee the conduct of the invitational tournament.

##### **D. Date and Format**

The date and time of The Commonwealth Coast Conference invitational tournament will be determined by course availability.

Teams will play one 18-hole round in medal play format, with all golfers starting play from the #1 tee.

### **E. Rules and Scoring**

USGA and club rules will govern play. The certified official – who is in most cases, the host course professional – will enforce all USGA and club rules.

**All ties will be broken by comparing score cards starting at the #1 handicap hole and proceeding to other holes in rank order until the tie is broken.**

### **F. Entry Fees**

Each participating team will be charged \$100.00 by the host institution to cover the cost of golf.

### **F. Severe Weather**

In the event that severe weather causes the postponement of the invitational tournament, institutions will discuss the possibility of rescheduling the championship at the earliest possible date, pending course availability.

## **IV. Awards**

The conference will provide a team championship trophy and a team runner-up trophy, as well as championship t-shirts for members of the winning team. The conference office will also produce a personalized plaque for the individual medalist which will be provided at a later date. Team trophies and the individual medalist will be recognized in an official awards ceremony which will take place at the tournament site after the final golfer has completed play.

All teams are required to be present at the official awards ceremony until it has concluded.

## **V. Additional Policies**

### **A. Scouting**

Under no circumstances shall information on a TCCC team be provided to a non-conference institution. This includes written reports, verbal reports or video footage. Teams advancing to NCAA championship play shall comply with all video requirements established by the respective NCAA sport committee.

## **TCCC SPORTS INFORMATION REGULATIONS (as of August 2010)**

### **SID Committee Chair**

William Gorman, Associate Director of Athletics at Wentworth Institute of Technology will serve as the SID committee chair.

### **Sports Information**

The conference office shall coordinate all conference-wide sports information efforts and shall be primarily responsible for maintenance of the conference website, dissemination of all conference-issued news releases, compilation of statistics as required by the NCAA, and administration of all conference award programs.

Institutional sports information directors shall assist the conference office in the following manner:

1. Submitting all required forms (i.e., weekly athlete of the week nominations, preseason polls, all-conference nominations and ballots, etc.) and complying with all sports information requests by the appropriate deadline. Athlete of the Week nominations will be due every Monday at 10:00 a.m. throughout the academic year, unless holidays or special circumstances necessitate a change in the deadline.
2. Reporting scores of all conference and non-conference events to the conference office on a daily basis.
3. Utilization of conference-required statistical software.
4. Submitting all required statistical files to the conference by the appropriate deadline to allow the conference to meet NCAA-required reporting deadlines. In some sports, individual game files should be submitted after a game or the following morning. Some sports utilize cumulative season-to-date files. Those should be submitted no later than Monday. Most NCAA reporting deadlines occur on Tuesday.
5. Helping to develop and adhere to conference policies relating to statistics, computerized rosters and computer game files.
6. Assisting in the distribution of all conference-issued news releases to staff members in their institution's athletics department and the appropriate local media.
7. Assisting in the maintenance of a conference-wide media contact list which includes institutional sports information contacts and media. Conference SID's are required to provide the opposing conference institution's post-game media contacts with appropriate game stories and statistics following each conference contest.

8. Assist the conference office with the input of team schedule into the conference website database, as requested.
9. Assist the conference office by providing notification of all schedule changes and postponements.
10. Following all appropriate sports information policies listed elsewhere in this handbook.

The conference office will address issues involving non-compliance of these sports information policies directly with each SID and his or her athletics director, as necessary. The conference does reserve the right to invoke the following penalties in the event of non-compliance:

First Offense – Written notification of non-compliance to AD and SID at offending institution.

Second Offense – Issuance of a \$25.00 fine payable to the Conference.

Third and Subsequent Offenses – Issuance to a \$50.00 fine payable to the Conference.

### **Sports Information – Conference Tournaments**

All conference sports information policies that are in effect for the regular season contests shall apply to conference championship tournaments.

In addition to the normal, required policies that are in effect during the regular season, sports information directors that are hosting conference tournament contests should report all final scores to ALL TCCC institutional SID's, the appropriate sport liaison and chair and the commissioner immediately following each conference tournament game.

The host SID will be expected to provide administrative support at conference championships, if applicable.

The conference office will prepare all conference tournament game programs and will provide those in electronic format in advance of each conference tournament contest. The host SID will be expected to reproduce the appropriate number of programs needed for each game. The host SID will be asked to assist in the production of championship tournament game programs by providing the conference office with rosters, photographs and other items.

## THE COMMONWEALTH COAST CONFERENCE STAT CREW NAMING CONVENTIONS AND OFFICIAL POLICIES

The purpose of this document is to assist all sports information personnel within The Commonwealth Coast Conference with setting up rosters, preparing a game file, wrapping up a game upon its conclusion, naming a file for submission to your opponent and the conference office, and other nuances within the Stat Crew family of statistical scoring software. While the majority of the materials provided within this document follow policies the conference has adapted in recent years, there are some changes since the conference sports information function will now be at a centralized location. It is imperative that each institution follow all of the below guidelines to ensure consistency throughout the each conference institution's sports information office.

For questions and or issues pertaining to the software itself, the manual that came with your software will give you the answers you need. There is also a section on the Stat Crew website of frequently asked questions (<http://www.statcrew.com/html/faqs1.shtml>) that provides a fair amount of information.

### **SECTION I: TEAM IDENTIFICATION CODES AND PROPER NAMES**

Each institution has been given a two, three, or four letter (depending on the institution) code. This is your "Team ID" and should be used when you set up your roster prior to the season. Additionally, the way your institution is to be referred to is located next to your ID code, also known as your "Team Name." You will notice that "College" or "University" are not listed and should not be a part of your Team Name. The lone exceptions to this are New England College and the University of New England. The Team ID and Team Name chart is as follows:

<b>TEAM ID</b>	<b>TEAM NAME</b>
AMC	Anna Maria
CSC	Colby-Sawyer
CC	Curry
ENC	Eastern Nazarene
EC	Endicott
GC	Gordon
NEC	New England College
UNE	University of New England
NC	Nichols
RC	Regis
RWU	Roger Williams
SRU	Salve Regina
WIT	Wentworth
WNEC	Western New England

When setting up your rosters in baseball and softball, you will notice that there are two fields for names. One is the "Team Name" and the other is the "Team Short Name." The "Team Name" field will be filled with the team name from the above list. The "Team Short Name" field will be your institution's nickname (e.g. Leopards).

Upon receiving a roster from a member institution, the roster will only consist of the Team ID. It is your responsibility upon importing the roster to enter the "Utilities/Roster Maintenance" section of the software and edit the roster through the "Edit Team" function, which is located in the "Roster Maintenance" section of the utilities. Upon receiving a roster from a non-league opponent, you are required to do the same thing. No report should ever be generated where the teams listed are, for example, "Wentworth" and "CSC," or "Wentworth" and "FITCBB07."

To create less work for the conference office, you should make sure that your institution's NCAA RPI code is correct, as well as for each roster you import. While newer versions of Stat Crew have this functionality built in, there is a handout in your packet that contains all of the RPI codes for the 2008-09 year. This becomes important when your spring teams venture to warmer climates during Spring Break and play a school such as, for example,

Concordia, of which there are 10 listed on the document. Please make sure that you have recorded that you played the correct one!

## **SECTION II: SETTING UP YOUR ROSTER**

For two-digit uniform numbers (00, 10-99), you should enter the number “as is.” For single digit numbers in all sports (0-9), you should enter just the single number. HOWEVER, in men’s and women’s basketball, the numbers 0-5 should be preceded by a “0” in order to make calling the game easier (e.g. 03). Please keep in mind that in basketball, you can not have 0 and 00 on the same roster, but in soccer, you can have 0, 00, 1, and 01 all on the same roster.

In order to standardize the way that rosters are set up throughout the conference, all rosters for all sports will use the “FirstName LastName” format. For example, John Smith’s name would be entered as John Smith. Please do not use the following formats: Smith, John; J. Smith; or any other format that does not meet the above guideline.

For baseball and softball, there is a “Short Name” and an “Extended Name” in the roster setup. In this case, the short name would be Smith and the extended name would be John Smith. In the event that John Smith and Jim Smith both played on your team, John Smith would be known as Smith, Jo. in the short name, while Jim Smith would be Smith, Ji. If Jane Jones and Sally Jones were on your softball team, they would be known as “Jones, J.” and “Jones, S.,” respectively. In years past, there have been schools that have not used a comma in between the last name and the first initial(s). From here on out, please follow the aforementioned guideline—it is very easy to go into your career database and change a player’s name from a prior year, so that his or her career numbers remain with the student-athlete.

While there are other fields that can be filled out for each player, all are not mandatory. Three of the important ones that need to be filled out for each player are class, position, and bat/throw (for baseball and softball). “Class” is particularly important, as many (if not all) of the conference-generated reports display this field. The fewer the blank spaces, the more complete the report looks. When entering position in such programs as soccer/field hockey and lacrosse, it may prompt you to add that position to the listing the program has. This most likely happens when a player plays more than one position. Adding that position to the list is definitely the way to go.

Once your roster has been finalized and you have proofed it for accuracy, you need to take care of two housekeeping matters. The first is to e-mail it to TCCC office, while the second is to enter it into the NCAA system. The NCAA produces documents prior to each season, explaining how to do this. The link to the site is <http://web1.ncaa.org/stats/StatsSrv/login> and your user name and password is the same one used by your institution for many different things. If you do not know this information, please check with your Director of Athletics. You must make sure that you enter your roster on this site EXACTLY as you did in Stat Crew or else it will create problems when national leaders are compiled.

As soon as all rosters are received for a sport, the conference office will distribute the rosters to each school. Please keep the conference office and your opponent abreast of any roster changes.

## **SECTION III: SETTING UP A GAME**

Setting up a game in the DOS scoring module is pretty self-explanatory. However, with certain sports you need to be careful before setting the game up. For example, men’s and women’s lacrosse have the same software module. However, women’s lacrosse is played in two, 30-minute halves, while men’s lacrosse consists of four, 15-minute periods. You need to make sure that you have set the “venue rules” for the correct sport. The other software modules that you need to make sure you are using the correct rules for the correct sports are soccer/field hockey and baseball/softball.

Once you have made sure that you have the correct venue rules set, you can then continue with the actual game setup, using the following guidelines:

Date	mm/dd/yy (e.g. 08/4/10)
Location	City, AP state abbreviation (e.g. Boston, Mass.) *.
Stadium	Actual name of facility (e.g. Fenway Park) *.
Time	Start time am/pm (e.g. 7:00 pm)—this should be the exact time the game started for all sports except for basketball, which should be listed as the scheduled starting time.
Weather (if applicable)	The weather at the start of the contest (temperature, wind, etc.).
Officials	It is suggested that officials' names be a part of the box score. If you do not have a user name/password with any of the officiating assignors, either ask to be set up with one, or have the person in charge of officials at your institution print you a copy of the game notice. You would use the "FirstName LastName" format when entering their names.

\* For basketball, the "Location" field is different. In this instance, you would use the following: "City, AP state abbreviation (Name of Facility)." As an example, a game played at Wentworth would be input as "Boston, Mass. (Tansey Gymnasium)."

Upon completing the setup of the game, the program will prompt you to save the file. For consistency and clarity sake, you are asked to name your file using the Team ID and the game number. Colby-Sawyer's first game of the year would be "CSC01," while Gordon's 24<sup>th</sup> game of the season would be "GC24."

#### **SECTION IV: WRAPPING UP THE GAME**

Once the game has ended, you need to make sure that the final details have been taken care of before packing the game file. In addition to making sure that everything that needs to balance balances, the following fields need to be filled:

Records	Records must be listed in the following way (overall, conference). For example: (12-3, 7-1 TCCC). There are programs (such as soccer and lacrosse) that build the parenthesis in already.
End Time	The time the game OFFICIALLY ended am/pm (e.g. 9:03 pm).
Time of Game	The total time from the official start of the game until the official end of the game ( <b>EXCLUDING</b> any rain and/or weather delays). In the example, the game started at 7:00 pm and ended at 9:03 pm, meaning the time of the game was 2:03. If there were a weather delay at 8:12, the game resumed at 8:52, and ended at 9:43, the total time would still be 2:03, not 2:43. In the "game notes" section, you should indicate that there was a 40-minute weather delay.
Attendance	While many schools do not charge admission and do not have an official attendance figure, attendance is <b>mandatory</b> on box scores for NCAA purposes. Therefore, you can estimate it however you wish to (just don't list 1000 fans if 35 are there). In the sports of baseball and softball, the attendance figure for the first game of a doubleheader is always <b>0</b> , while the attendance figure for the second game is the official attendance.
Individual Records	In the sports of men's and women's soccer, field hockey, and men's and women's lacrosse, the software prompts you for the record of the goaltender of record (as defined by each sport's stat manual). This is easy enough to find from the opponents' stats and should be a part of the box score. Additionally, in the sports of baseball and softball, you must include the record of the winning pitcher, losing pitcher, and pitcher receiving the save (if applicable).

Now that you have wrapped up the game, saved it, and packed it, your first order of business is to e-mail

the packed file to your opponent and to the conference office (the conference office does not receive baseball, softball, and volleyball packed files, and you do not have to send a packed volleyball file to an opponent). In the subject line of that e-mail, you should list the sport and the final score (e.g. Women's Soccer: Curry 3, Nichols 2 (2OT)). This e-mail should be sent before you write your game story and/or update your website. For conference games, only the home team needs to send the file to the conference office; for non-conference games, it is your responsibility to send the file upon receipt from the opponent. In the event there is a problem with the file and/or the distribution of it, please let both the conference office AND your opponent know ASAP, including on weekends.

## **SECTION V: UNPACKING AND IMPORTING THE FILE**

When you receive the file from your opponent and save it to your computer, you should then unpack and import the game in order to add it to your directory. To keep things consistent, it is recommended that you rename the file, using the guidelines outlined in Section III. For example, if Endicott plays at Wentworth and it's Wentworth's 12<sup>th</sup> game, the file will be sent out as WIT12. However, it may only be Endicott's 10<sup>th</sup> game, so Endicott should unpack and import the file as EC10.

## **SECTION VI: THE SID SURVIVAL KIT**

Whether you are on the soccer field, the baseball field, or the basketball court, it is always helpful to have materials to reference in the event an odd situation comes up, the program malfunctions, or anything else out of the blue that can happen. You should always have with you the following:

- ✓ A pad of paper, pens and pencils if you need to mark down something to edit during a break or if you need to start manually keeping stats
- ✓ Copies of the following: updated conference standings, list of officials, your roster, your updated stats, your opponent's roster, your opponent's updated stats, and media lists for both your institution and your opponent
- ✓ A backup scorebook (baseball and softball)
- ✓ The scoring software manual for that sport, including the command card
- ✓ The NCAA statistical manual or guidelines for that sport
- ✓ The NCAA rule book for that sport
- ✓ Computer essentials (portable printer (if you have one), spare battery, extension cords, Ethernet cables, wireless adapter, Flash Drive)
- ✓ Cell phone

Remember to rely on your peers for advice and answers to questions. Chances are they have gone through a similar situation and may or may not have an answer to fix a problem you are having. Stat Crew's support is very good and can be e-mailed at [support@statcrew.com](mailto:support@statcrew.com). Also, if you are a member of "The SID Board," There is an entire section of threads on statistical software (<http://sid.proboards100.com/index.cgi?> and Alex Grim, who wrote most of Stat Crew's programs (except basketball), is a frequent contributor.

**THE COMMONWEALTH COAST CONFERENCE  
HOST SPORTS INFORMATION DIRECTORS' PRE-, IN-, AND  
POST-GAME CHECKLIST**

**PRE-GAME CHECKLIST**

<ul style="list-style-type: none"> <li>✓ Contact your opponent <b>at least 48 hours</b> prior to the event to receive the following items: <ul style="list-style-type: none"> <li>◆ Updated Word roster</li> <li>◆ Updated Stat Crew roster</li> <li>◆ Updated statistics</li> <li>◆ Post-game media list</li> <li>◆ Check to see if there are any additional needs your opponent may have</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>✓ Import opponent's Stat Crew roster and edit team information to match conference policies: <ul style="list-style-type: none"> <li>◆ Correct Team ID</li> <li>◆ Correct Team Name</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>✓ Set up to score the game, making sure that you follow conference policies: <ul style="list-style-type: none"> <li>◆ Correct venue rules</li> <li>◆ Teams</li> <li>◆ Date (mm/dd/yy)</li> <li>◆ Site (City, State (AP abbreviation))</li> <li>◆ Stadium/Arena (Full Name)</li> <li>◆ Time (hh:mm am/pm), which for some sports will be altered for the <b>official start time</b></li> <li>◆ Weather, if applicable</li> <li>◆ Officials' names</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>✓ Save the game in accordance with conference policies in regards to naming game files</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Print out updated conference standings as well as rosters and statistics for both teams</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Check with official scorer and/or coaches to make sure there are no number changes. If there are, fix them and make sure to contact the opposing SID</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Get starting lineups from official scorer and/or coaches and input them into the scoring system</li> </ul>	

**IN-GAME CHECKLIST**

<ul style="list-style-type: none"> <li>✓ Make sure everything balances throughout the game; if there is a problem, write it down and go back and fix during a time out, halftime, or when the game ends</li> </ul>	
<ul style="list-style-type: none"> <li>✓ If there are members of the media (newspaper, radio, web) in attendance, print out box scores during timeouts for their use</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Print out halftime box scores for coaches, media, and public address announcer</li> </ul>	

**POST-GAME CHECKLIST**

<ul style="list-style-type: none"> <li>✓ Check the box score for accuracy (final score is correct, etc.), and that everything balances that needs to in accordance with that sport</li> </ul>	
<ul style="list-style-type: none"> <li>✓ Wrap-up the game, in accordance with the conference policies: <ul style="list-style-type: none"> <li>◆ Records (overall, league TCCC)</li> <li>◆ Time game ends (hh:mm am/pm)</li> <li>◆ Official time of game (hh:mm; time game ends minus time game starts, excluding weather delays)</li> <li>◆ Attendance (if baseball/softball doubleheader, "0" is first game attendance)</li> <li>◆ Individual records for goalkeepers and pitchers; also include home run totals in baseball and softball (the home run totals, as well as all other stats (except</li> </ul> </li> </ul>	

records) can be imported and updated, using the .CAP function)	
✓ Save game	
✓ Print out final box scores for coaches	
✓ Print out final packets (box scores and play-by-play) for media members, as well as for your use	
✓ Pack game file	
✓ Create XML file for Boston Globe website	
✓ E-Mail game file to conference office AND opponent (Home team duty for conference games)	
✓ Enter final score on any and all websites looking for it	
✓ Upload XML file to Boston Globe server	
✓ Write AP-style game story to send to both your media and your opponent's media—make sure to e-mail story to opponent SID (if you don't do a game story, inform your opponent of that ahead of time)	