

MID-STATES FOOTBALL ASSOCIATION 2009-2010

Constitution and Bylaws

ARTICLE I

Name

The name of this association is The Mid-States Football Association (MSFA).

ARTICLE II

Organization

Institutional members of the Association regard competitive football as a valuable part of their educational programs. Membership is based on mutual trust and respect among institutions dedicated to the education of students.

The member institution shall:

- A. Ensure that intercollegiate football is an integral part of the total education offering and under the control of those responsible for the administration of the institution.
- B. Encourage maximum student involvement in the football program.
- C. Maintain high ethical standards through commitment to the principle of self-report.
- D. Subscribe to the democratic principle of one school, one vote, and the privilege of any member to initiate legislation.
- E. Evaluate the football program in terms of the education purposes of the institution.
- F. Engage in competition with other institutions having similar athletic philosophy and policies.

ARTICLE III

Membership

Grand View College
Iowa Wesleyan College
Malone College
Marian College
McKendree College
Olivet Nazarene University
St. Ambrose University
University of St. Francis, (IL)
University of St. Francis (IN)
Saint Xavier University
Quincy University
Taylor University
Trinity International University
Waldorf College
Walsh University
William Penn University

- Section 1 Additional members may be admitted at any time by a 3/4 vote of the Association.
- Section 2 Institutional members may be put on probation for a specific length of time for non-observance of the provisions of the Association constitution. Such action will require 2/3 vote of the other member institutions. A member may be removed from probation upon 2/3 vote of the other member institutions.
- Section 3 This association shall be made up of institutions of not less than baccalaureate level.
- Section 4 New members pay an initiation fee of \$500.00.

ARTICLE IV

Governance

- Section 1 The Association is governed by the Chief Executive Officers of the member institutions or their designate representatives in consultation with the Athletics Director, Head Football Coach, and Faculty Athletics Representative.
- Section 2 Each member rotates to chair of the conference yearly.
- Section 3 Each member of the Association has one vote.

ARTICLE V

Dues

- Section 1 Annual membership dues are determined by the institution representatives and approved by the membership by a majority vote. Dues are payable immediately after July 1, the beginning of the fiscal year. Membership dues become delinquent after September 1.
- Section 2 All institutions delinquent in the payment of dues shall not be eligible for the league championship in the subsequent season of play. After receipt of written notification, a 10-day grace period is allotted to the delinquent institution.

ARTICLE VI

National Affiliation

This Association is affiliated and certified as a National Association of Intercollegiate Athletics (NAIA) Football conference.

ARTICLE VII

Amendments

Amendments in the constitution shall be made by a 2/3 vote of the Association.

ARTICLE VIII

Officership

Section 1 The Chair is an annual appointment. The initial chair selection will be made by the membership. Thereafter, the Chair of the Association comes from the institution (alphabetically) following the current selection.

Section 2 The institution makes the recommendation for the upcoming academic year Chair position. The position is designated as Chair-elect.

Section 3 The term of Chair commences with July 1 of the fiscal year and ends on June 30 of the fiscal year.

Section 4 The Chair and Chair-elect are elected at the yearly meeting of the Association.

Section 5 Vacancies are filled by the membership at the next regular meeting. Should both positions open in the same interval of time, a special meeting of the Association will be called to fill the vacancies according to the aforementioned guidelines.

ARTICLE IX

Commissioner

The Association selects a Commissioner to carry out Association business as defined by the membership. The Commissioner shall transact the necessary business of the Association in the interim between meetings of the Association.

- Section 1 The appointment is annual and is made at the yearly meeting of the Association.
- Section 2 The Commissioner assists the Chair in the development of the meeting agenda.
- Section 3 Duties of the Commissioner are:
1. To serve as the chief administrative officer of the Association.
 2. To serve as the resource person on any matters brought to the Association.
 3. To serve as an ex-officio non-voting member of the Association, and all councils/standing committees unless otherwise specified.
 4. To study the problems of the Association and give advice and guidance to the members in the solutions of those problems.
 5. To report at least once a year to the Presidents concerning Association affairs.
 6. To take the minutes of the meetings.
 7. To arrange for the selection and recommendation of the Supervisors of Officials.
 8. To serve as liaison between the Association and representatives of the media seeking to expand positive media coverage of the Association.
 9. To maintain and distribute historical and statistical records for all Association athletic competition.
 10. To maintain a compilation of precedents and interpretations of Association rules, regulations, and agreements from proceedings of the Conference.
 11. To supervise the activities of the Sports Information Director who shall:
 - a. Prepare and distribute reporting forms required by the Association.
 - b. Record and maintain statistics.
 - c. Act as a media liaison for the Association.
 - d. Administer the selection process for All-Conference selections, All-American recommendations, and Coaches of the Year.
 12. To select and recommend a treasurer, collect annual dues, to submit all requests for payment, and present the treasurer's report at each meeting.
 13. To assist in the preparation of the annual Association budget.

14. To serve as the arbiter in the event of any charges of inappropriate conduct by athletes or coaches.
15. To initiate and supervise fundraising activities on behalf of the Association in consultation with the Presidents.
16. To perform other duties as the Presidents may direct.

Section 4 The Commissioner develops a budget; keeps financial records; and prepares an annual report for audit by the Association.

ARTICLE X

Meetings

The Association meets yearly on the 1st Monday and Tuesday in May at Olivet Nazarene University, Bourbonnais, Illinois.

Section 1 Special Meeting: A special meeting may be called on written request by two member's institutions or by the Chair. The membership must receive the call for special meeting at least twenty-one (21) days prior to the date of the meeting. The agenda must be for one item and any other related items to the aforementioned item.

ARTICLE XI

Conference Spirit of Competition

The Mid-States Football Association member schools will provide an environment that embraces the highest standard of sportsmanship. Coaches and players alike should refrain from vulgarity, racial comments and trash talking. Each institution is expected to develop a statement of behavioral expectations for fans. The NAIA public statement should be read prior to the game by the public address announcer.

ARTICLE XII

Any student that transfers from one MSFA institution to another MSFA institution must meet the NAIA eligibility requirements to be eligible for participation intercollegiate athletics.

Any student that transfers from an MSFA institution to another MSFA institution must sit out one season of participation in football as a full-time student at the institution to which the student is transferring before the student becomes eligible to play football.

ARTICLE XIII

Withdrawal

Section 1 Member institutions may withdraw from the association by making notification, June first. This written notification must be received at least two years in advance of the official withdrawal date from the association. Any member institution which attempts to withdraw from the conference before satisfying the two year notification requirement may be assessed \$25,000 to compensate other association institutions as deemed appropriate by the Mid-States Football Association commissioner.

Section 2 Members will be dropped by the association for failing to live up the standard requirements and scheduling responsibilities of the association. Any member dropped by the association will be given one years notice.

ARTICLE XIV

Dissolution

Should the membership take legal action to dissolve the Association, all funds and other assets of the organization are divided on a prorated basis within the membership. The formula to be used in such proration shall be on the basis of the total years each institution shall have been a member of the Association.

ARTICLE XV

Roberts' Rules of Order Revised shall serve as final authority in parliamentary procedure.

BYLAWS

ARTICLE I

Memberships

Active membership shall be accorded colleges and universities, which meet the following requirements:

- A. Be a four-year college or university that awards a bachelor's (baccalaureate) degree or its equivalent.
- B. Be a full member of the National Association of Intercollegiate Athletics (NAIA).
- C. Administer the football program in compliance with the Constitution, Bylaws and other legislation and policies of the Association.
- D. Pay active institutional dues to the Association.
- E. When the number of schools in the MEL drops to 7; 1 Chicago land member will move to the east for 2 years on a rotational basis and play their crossover games with the remaining Chicago land schools.

ARTICLE II

Control of Athletics Program

The control of athletics shall be the responsibility of the institution's Chief Executive Officer or his/her appointed representatives to the Association. No member institution shall participate in a football contest which is not under the direct control and supervision of the institution's administration.

ARTICLE III

Representatives

The faculty athletic representative, athletics director or football coach shall be appointed by the Chief Executive Officer of each member of the Association to represent the institution in the Mid-States Football Association.

The faculty athletic representative, athletics director or head football coach shall meet the criteria as established by the NAIA Bylaws to serve in their capacities as the institution's representatives to the Association.

ARTICLE IV

Institutional Statement

Each member institution will prepare a clear statement of the aims and objectives of its intercollegiate program and publish it in the institution's catalog. The statement should indicate that the Association follows the NAIA Constitution, Bylaws and the NAIA Football Championship Policies and Procedures.

ARTICLE V

Financial Aid, Eligibility, and Athletic Recruitment

All rules pertaining to athletic recruitment, eligibility and financial aid, are stated in the NAIA Constitution and Bylaws as they pertain to football.

ARTICLE VI

Submission of Legislation

Any amendments to the Constitution and/or Bylaws must be sent to member institutions 30 days prior to the next annual meeting.

FOOTBALL GUIDELINES

The Mid-States Football Association began Association Championship play in 1994. The Association is a certified football conference in the NAIA.

The Association is divided into two certified leagues with the champion of each league qualifying for the NAIA National Championships. The league champions must meet playoff qualification criteria.

Begun in 1994, each team schedules the other league members and must schedule crossover game against team from the Association's other league each season. Crossover night games may be played upon mutual agreement by coaches.

The Association is divided into two leagues as follows:

Midwest League

Grand View College
Iowa Wesleyan College Tigers
McKendree College Bearcats
Quincy University Hawks
St. Ambrose University Fighting Bees
University of St. Francis Fighting Saints
Waldorf College
William Penn University Statesmen

Des Moines, IA
Mt. Pleasant, IA
Lebanon, IL
Quincy, IL
Davenport, IA
Joliet, IL
Forest City, IA
Oskaloosa, IA

Midwest League

Malone College Pioneers
Marian College Knights
Olivet Nazarene University Tigers
University of Saint Francis Cougars
Saint Xavier College Cougars
Taylor University Trojans
Trinity International University Trojans
Walsh University Cavaliers

Canton, OH
Indianapolis, IN
Bourbonnais, IL
Fort Wayne, IN
Chicago, IL
Upland, IN
Deerfield, IL
North Canton, OH

SCHEDULES

Football schedules are completed for four years into the future. The football coaches and athletic directors meet yearly to review the next four years' schedules to verify all member institutions having met the guidelines as established by the Association. Football schedules are arranged on a home-and-home arrangement with no financial guarantees.

HOME TEAM RESPONSIBILITIES

Field Uniformity

Each home site for MSFA member schools should be consistent in the following:

1. 25 second clock
2. Official college goal posts
3. Hash marks and numbers per NCAA guidelines
4. Locker room accessibility should be secured and monitored by the host school
5. Media should be accommodated in the press box with regard to space, phone lines, fax capability, etc. Any corrections or additions to the stats must be done within 72 hours after the game is completed.
6. Space should be provided for 2 visiting coaches in the press box
7. Display NAIA and/or conference banner

EACH HOME INSTITUTION MUST NOTIFY THE VISITING TEAM ABOUT ANY IRREGULARITIES. SUCH IRREGULARITIES WOULD INCLUDE USE OF HIGH SCHOOL GOAL POST, NO 25 SECOND CLOCK, UNSECURED LOCKER ROOMS, ETC.

Officials

1. Each institution shall utilize an approved officiating service to contract a minimum of seven officials for each of their home games.
2. Each institution is responsible for the officials' fee.

3. The officials' fee is consistent with that required by the approved officiating service.
4. OFFICIALS MUST BE ESCORTED BY SCHOOL PERSONNEL OR SECURITY AT HALF TIME, TO AND FROM THE FIELD, AND MUST BE ESCORTED BY SCHOOL PERSONNEL OR SECURITY AT THE CONCLUSION OF THE GAME.
5. The Commissioner shall establish a review of official's through the Supervisor of Official's working for each member institution. A weekly report shall be submitted to the Commissioner's office of any unusual circumstances of issues surrounding the games of each week. At the end of the season the Supervisors of Officials will file a season-long report on assigned officials with the Commissioner.

Facilities/Equipment

The home team is required to provide all field equipment and dressing facilities. It is recommended each institution develop home team hosting guidelines and distribute to all opponents.

Complimentary Tickets

The Commissioner's office will develop and send each member 25 complimentary tickets for use as admission to away games (15 Family and 10 individual tickets).

Press Box

1. Each member, at home games, will provide 4 spaces in the press box for visiting team coaches, especially as members develop new stadium or renovate old stadiums.
2. Each member at home games will provide a protective covered area for the visiting team film persons and radio station personnel.

Team Physician

Each host institution will provide a physician for both teams and an emergency medical vehicle, during the contest.

Athletic Trainers

The home MSFA Athletic Trainers are required to have available:

1. Water cooler, cups, ice chests and bags, crutches, and contaminated waste bags to be provided on the sidelines.
2. Water coolers, cups and ice to be available in the visiting team locker room upon arrival.
3. Transportation for training supplies to be made available from locker room/training room to the visitor sideline upon arrival and at the end of

- the game to visitor bus.
4. Information concerning team physician, hospital location, emergency phone numbers, and training room facilities shall be exchanged at the beginning of the season.

GAME FILM GUIDELINES: Exchange for scouting and game filming procedures

Film Exchange Guidelines:

1. Competing schools will exchange videos of all regular season games from the current season. Teams may exchange film from previous season by agreement.
2. The manner of exchange will be through GameTapeXchange.
3. Teams are required to upload all home conference games and all non-conference games (except those away games played against other GTX clients). All home games must be uploaded by Midnight on game day and all away non-conference games must be uploaded by Noon on Sunday.
4. The following materials should be provided to the opposing teams: media guide, play by play, stats, rosters and 2 deep depth charts with players numbers. Opponents should receive this information for all game films exchanged.
5. All teams agree not to give out game films of the MSFA teams to teams outside the conference and will not allow non-conference teams on your campus to view film of MSFA schools (Exception: non-conference schools).
6. Exchange of tight copies is not permitted inside or outside the conference.
7. All teams trade equal amounts of end zone copies.
8. Contact: Dwayne Richard, National Director of Sales, GameTapeExchange, Phone (W) 480-557-6800, Email: Dwayne@gametapexchange.com

Game Filming Guidelines:

1. All teams will use VHS or SVHS tapes.
2. All game filming tapes must be new and recorded at two hour speed ("SP" mode).

3. For taping of wide copy, each home team must provide space for one camera to each visiting team that is as adequate and comparable as possible to the home team space.
4. For taping of an end zone copy, each home team must provide space for one camera to each visiting team that is as adequate and comparable as possible to the home team space. If space cannot be provided, or opponent does not bring a filmer, home team shall provide an end zone copy.
5. Film the coin toss to show who won the toss and what decision was made.
6. The game will be filmed straight through the offense-defense and kicking game in continuous sequence.
7. Zoom in on chains before every play for a minimum 3 second count so that the down and distance can be recorded for each play.
8. Start each play by zooming in on the offensive huddle as it breaks then open to all 22 players in the picture before the ball is snapped with no "wasted" field behind the deepest running back to the widest or deepest secondary defender (must have all 22 in the picture).
9. When an offensive team uses no huddle, zoom in on the offense (get all eleven players) and then open to all 22 in the picture with no "wasted" field.
10. On running plays, the camera will follow the ball. If it is a break away run, the camera should widen to view all blocking.
11. On pass plays, the camera will keep all receivers/defensive backs and quarterback in the picture.
12. Cover scope of the field on all kicking plays using a wide angle without "wasted" field. Follow the coverage and get as much of the return as possible (do not follow the flight of the ball - follow the coverage and return).
13. The camera will remain running for a 3 second count after the play is blown dead.
14. On penalty plays, film the official as he gives the signal for the infraction and against the specific team.
15. Shoot (minimum 3 seconds) a close up of the scoreboard for the score and time remaining after every change of possession and score. Change of possession would include: any kick, lost fumble, interception, or turning the ball over due to downs. Also get a shot of the board during a called time out and at the end of each quarter.
16. For any fight that occurs, keep the cameras running.

Review of Filming Procedure and Exchange Policies:

1. Each year at the spring meeting, the league policies will be reviewed and

- discussed by the league football coaches.
2. Any changes or suggestions for guidelines will be discussed and voted on at the spring league meeting.

SPRING FOOTBALL PRACTICE

NAIA Guidelines are followed for spring football practice.

TIE GAMES

Tie games are decided by using the overtime procedures as outlined in the NCAA Rule Book.

LEAGUE CHAMPIONSHIPS

The team or teams with the best win-loss league record are recognized as the league champion or league co-champions. The champion team receives the championship trophy or if a co-championship exists, the tied teams receive like champion trophies.

NAIA PLAY-OFF REPRESENTATIVES:

- 1) Each league champion is the representative to the NAIA play-offs.
- 2) In case of a tie for the league championship, the head-to-head competition decides the play-off representative.
- 3) In the case of a three team tie for league championships, the best ranked team in the final NAIA poll determines the play-off representative.

AWARDS

MSFA All-American Nominations

The following timetable will be followed for selections and All-American nominations.

2008 - Send for nominations – October 31

- Vote by November 16 (last game is November 14)
- Conference calls on Thursday, November 19
- Sends pictures and info by express on November 19 or no later than November 20.

By consensus, the group approved the changes subject to the NAIA selection process

The awards presented are as follows:

- First Team All-League - Plaque
- Second Team All-League - Certificate
- Honorable Mention All-League - Certificate
- Academic All-League - Certificate
- Coach-of-the-Year (League) - Plaque
- League Championship Teams - Plaque

NAIA Representation from MSFA

**Raters Committee - Mike Magistrelli, St. Ambrose, MWL
Todd Hafner, William Penn, MWL
Ted Karras, Marion, MEL
Mike Feminis, St. Xavier, MEL**

All-American Selection Committee – Carl Poelker – MWL

ASSIGNORS OF OFFICIALS

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The Arbitor net will be used by Jim Keogh in 2009 season.

Officials Assignments – Each officiating crew for ALL MSFA games shall consist of seven officials.

OFFICIALS FEES:

Illinois-Iowa group- the fee remains \$145.00 per official in 2009.

Indiana group –the fee remains \$160.00/Referee and \$145.00 remaining officials in 2009.

Ohio group – the fee is \$150.00/official for 2008.