

# 2006-2007

## Constitution, By-Laws, and Guidelines



### Midwest League

Iowa Wesleyan College  
McKendree College  
Olivet Nazarene University  
Quincy University  
St. Ambrose University  
St. Xavier University  
Trinity International University  
University of St. Francis, IL  
William Penn University

### Mideast League

Geneva College  
Malone College  
Marian College  
Ohio Dominican University  
University of St. Francis, IN  
Seton Hill University  
Taylor University  
Urbana University  
Walsh University

# MID-STATES FOOTBALL ASSOCIATION 2006-2007

## 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**

- Geneva College
- Iowa Wesleyan College
- Malone College
- Marian College
- McKendree College
- Ohio Dominican University
- Olivet Nazarene University
- St. Ambrose University
- University of St. Francis, (IL)
- University of St. Francis (IN)
- Quincy University
- Saint Xavier University
- Seton Hill University (Not eligible for MEL Championship)
- Taylor University
- Trinity International University
- Urbana University
- 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  
Repre-  
senative.

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 2<sup>nd</sup> Monday and Tuesday in May at a place to be

determined by the membership.

Section 1 Special Meeting: A special meeting may be called on written request by two members 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**

### **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 standards requirements and scheduling responsibilities of the conference. Any member dropped by the association will be given one years notice.

## **ARTICLE XIII**

### **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 XIV**

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 (1/8/06).

The Association is divided into two leagues as follows:

### Midwest League

Iowa Wesleyan College Tigers	Mt. Pleasant, IA
McKendree College Bearcats	Lebanon, IL
Olivet Nazarene University Tigers	Kankakee, ILL
Quincy University Hawks	Quincy, IL
St. Ambrose University Fighting Bees	Davenport, IA
Saint Xavier College Cougars	Chicago, IL
Trinity International Univ. Trojans	Deerfield, IL
University of St. Francis Fighting Saints	Joliet, IL
William Penn University	Oskaloosa, IW

### Mideast League

Geneva College Golden Tornadoes	Beaver Falls, PA
Malone College Pioneers	Canton, OH
Ohio Dominican University Panthers	Columbus, OH
University of Saint Francis Cougars	Fort Wayne, IN
Seton Hill University Griffins (not eligible for MEL Championship)	Greensburg, PA
Taylor University Trojans	Upland, IN
Urbana University Blue Knights	Urbana, OH
Walsh University Cavaliers	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

Each institution provides 120 complimentary tickets to the visiting team.

## 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 coolers, 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 the **three previous regular season games from the current season. Teams may exchange film from previous season by agreement.**
2. The first two films exchanged shall be in the opponent's office by Wednesday noon of the week prior to the scheduled game.
3. The third film shall be exchanged so that it will be in the opponent's office by noon Tuesday of game week.
4. The manner of exchange can be mutually agreed upon. The following may be used: US mail, Federal Express, automotive, etc.
5. The following materials should accompany the film exchange: media guide, play by play, stats, rosters and 2 deep depth chart with players numbers. Opponents should receive this information for all 3 game films exchanged.
6. When copying the original game tape for exchange, use a new tape and copy using the "SP Mode" (2 hour). Trade no more than a second generation tape.
7. Check all copied tapes before exchanging film. Do not mistakenly send a tape of poor quality or a tape that is blank.

8. If mechanical camera failure occurs, a second-generation copy will be obtained from your game opponent to be used for the exchange. No third generation copies will be exchanged.
9. All teams agree not to give out game films of 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 games)
10. There will be no trading of film within the conference outside the three game trades between teams.
11. Exchange of tight copies is not permitted inside or outside the conference. (5/8/06 vote)

#### 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.

2006- Send for nominations – October 28

- Vote by November 16 (last game is November 11)
- Conference calls on Thursday, November 16
- Sends pictures and info by express on November 17 or no later than November 18.

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 -      Todd Sturdy – MWL  
   Mike Feminis – MWL  
   Geno DeMarco – MEL**

**All-American Selection Committee – Todd Sturdy – MWL  
   Todd Murgatroyd – MEL**

**Scholar-Athlete Selection Committee – Mike Uremovich – MWL  
   Mike Gardner – MEL**

## ASSIGNORS OF OFFICIALS

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

### OFFICIALS FEES:

The official's fee structure for 2006 is (1) Illinois-Iowa group \$130.00/official; (2) Indiana group \$155/Referee, \$130/remaining official; (3) Ohio group \$140/official and

(4) Pennsylvania group \$130/official.