



**HANDBOOK ON
THE GOVERNANCE OF ATHLETICS**

Wisconsin Intercollegiate Athletic Conference

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WISCONSIN INTERCOLLEGIATE ATHLETIC CONFERENCE

Handbook on the Governance of Athletics

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THE CONSTITUTION
OF THE
WISCONSIN INTERCOLLEGIATE ATHLETIC CONFERENCE

The Constitution of the WIAC consists of information relevant to the purposes, membership, governance and legislative authority of the Conference.

Article 1. NAME AND PURPOSE

Section A. Name

The name of this organization shall be the Wisconsin Intercollegiate Athletic Conference hereinafter referred to as "the Conference" or "WIAC".

Section B. Purpose

The purpose of this organization shall be:

1. To promote and coordinate intercollegiate athletics for the member universities.
2. To assist members in developing and maintaining quality intercollegiate athletics programs.
3. To foster the development of quality leadership for intercollegiate athletics programs.
4. To foster programs which encourage excellence in performance of participants in intercollegiate athletics.
5. To maintain fair play and sportslike behavior within competitive events so that the concomitant educational values of such experience are emphasized.
6. To foster gender equity in athletics programs at all member universities.
7. To increase public understanding and appreciation of both the importance and value of intercollegiate athletics.
8. To further the continual evaluation of conference standards and policies.
9. To cooperate with professional groups of similar interests for the ultimate development of collegiate athletics.
10. To conduct activities approved by the governing bodies of the Conference.
11. To assume responsibility for this conference, including priorities in scheduling athletics contests and competition in conference championships and events.

Article 2. MEMBERSHIP

Membership in the Conference shall be limited to four-year colleges and universities adhering to common standards of the Conference and NCAA Division III intercollegiate athletics competition and voluntarily associated in the operations of the conference.

Section A. Present MembershipFull Members

University of Wisconsin - Eau Claire
University of Wisconsin - La Crosse
University of Wisconsin - Oshkosh
University of Wisconsin - Platteville
University of Wisconsin - River Falls

University of Wisconsin - Stevens Point
University of Wisconsin - Stout
University of Wisconsin - Superior
University of Wisconsin - Whitewater

Affiliate Members

Finlandia University (men's soccer)
Gustavus Adolphus College (women's gymnastics)
Hamline University (women's gymnastics)
Winona State University (women's gymnastics)

Section B. Admission to Membership

1. An institution seeking membership in the conference shall make written application to the commissioner by letter signed by the chief executive officer of the institution.
2. Institutions may request full or affiliate (i.e., sports-specific) membership into the conference. [Adopted 2/7/02]
3. A favorable vote of three-fourths of the Council of Chancellors shall elect an applicant to membership in the conference. [Revised 2/7/02]
4. Institutions requesting membership must be active NCAA Division III member at the effective date of membership into the WIAC and are required to follow all NCAA rules and abide by the WIAC Constitution, by-laws, administrative regulations, and applicable sport codes for any and all sports for which membership is granted. [Adopted 2/7/02]
5. Institutions granted full-membership will assume all responsibilities (e.g., hosting championships, meeting attendance) and will be entitled to all voting privileges and benefits (e.g., awards) associated with full-member status. Institutions granted affiliate membership will assume all responsibilities and will be entitled to voting privileges and benefits exclusive to those sports in which WIAC membership is granted. [Adopted 2/7/02]
6. Membership will be granted for not less than a two-year period. [Adopted 2/7/02]

Section C. Termination of Membership

1. Any member may withdraw from the conference by filing with the commissioner of the conference, on or before July 1 of any year, an official notice of withdrawal signed by the chief executive officer of the institution. The withdrawal shall become effective two years following the July 1st notification date of withdrawal from the conference. [Revised 2/7/02]
2. A withdrawing member shall fulfill all agreements and contracts for athletics competition for two full years following the notification of withdrawal from the conference, unless such commitments are waived by written agreement of the member institutions. [Revised 2/7/02]
3. A withdrawing member forfeits any interest in accumulated conference funds.

4. A withdrawing member shall continue to fulfill its financial obligations to the conference until the effective date of termination of membership. [Revised 2/7/02]

Section D. Sports Module

1. To be eligible for WIAC Conference Championship participation in any sport, a member institution must meet the minimum of six conference championship sport requirement for each gender. Indoor and outdoor track count as two separate sports.
2. Changes (i.e., additions or deletions) to the Sport Module at any conference member institution are to be presented for discussion to the WIAC Council of Chancellors prior to rendering and/or publicizing a final decision.

Section E. National Affiliation

The conference is affiliated with the National Collegiate Athletic Association (NCAA). All members must be active members of the NCAA. The conference and all conference members will abide by the rules and regulations of the NCAA as well as additional rules and regulations passed by the conference and approved by the Council of Chancellors. The rules and regulations passed by the conference will be printed in the by-laws of the conference.

Article 3. PARTICIPATION

Section A. Member Universities

Member universities agree that they have primary responsibility to this conference including priorities in scheduling athletic contests and participation in Conference Championships and events.

Section B. Conference Championship Sports

1. Conference championship sports are those sports sponsored by a majority of member institutions and/or approved by three-fourths vote of the total membership as championship sports. Exceptions require a formal written request by a chancellor.
2. Varsity sports sponsored by member institutions, but not recognized as conference championship sports, are subject to the regulations of the conference.

Section C. Establishing Conference Championship Sports

1. Additions and deletions in conference championship sports shall be voted at the fall meeting of the faculty representatives to be implemented for the following year.
2. If a sport is recognized as a conference championship sport, member institutions which field a team in that sport shall be required to participate within the WIAC.

Article 4. GOVERNANCE STRUCTURE

The governance structure of the conference includes the Sports Committees, the Athletics Directors' Council, the Faculty Athletics Representatives' Council and the Council of Chancellors. (See Figure 1 on page 6.)

Section A. Council of Chancellors

The Council of Chancellors consists of the chancellors of the member institutions of the conference, constituted for the purpose of discussing and advising on matters of mutual concern. The Council of Chancellors meets on a regular basis with the Commissioner to discuss matters of mutual concern and meets as necessary with the Faculty Athletics Representatives' Council and/or the Athletics Directors' Council to review the athletics program of the conference. The Council of Chancellors has the right to veto or modify any action of the Faculty Athletics Representatives' Council, the Athletics Directors' Council, the Commissioner, the Executive Committee, or their designees.

Section B. Faculty Athletics Representatives' Council

1. Each member institution will appoint a male Faculty Athletics Representative and a female Faculty Athletics Representative.
2. Each member institution will have one vote in the Faculty Athletics Representatives' Council meetings.
3. The Faculty Athletics Representative must be a member of the faculty or administrative staff of the member school. Each FAR is appointed by the Chancellor or by the duly constituted authority of the university and must not hold an administrative or coaching position in the athletics department.
4. The Chair and Chair-Elect of the Faculty Athletics Representatives' Council are to be of the opposite gender and are elected for a two (2) year term. The Chair-Elect shall succeed the Chair for the next immediate two-year term, at which time a new Chair-Elect will be elected. Neither the Chair nor the Chair-Elect are permitted to serve successive terms.
5. There will be a minimum of two regular business meetings of all Faculty Athletics Representatives, one in the fall and one in the spring. Special meetings may be called by the Council of Chancellors, by the Chair of the FARs' Council or by the Commissioner.
6. A quorum of the membership shall be necessary to conduct business. A quorum shall be two-thirds of the active member institutions.

Section C. Athletics Directors' Council

1. The hiring of Athletics Directors is the province of member institutions.
2. Each member institution will have one vote in the Athletics Directors' Council meetings.
3. Athletics Directors have the responsibility of overseeing athletics on their campuses.
4. The Chair of the Athletics Directors' Council is elected for a two (2) year term and is not to serve successive terms.
5. Three regular business meetings shall be held each year, in the fall, spring and summer.
6. A quorum of the membership shall be necessary to conduct business. A quorum shall be two-thirds of the active member institutions.
7. The Senior Woman Administrator at each member institution may attend and participate in the Athletics Directors' Council Meetings.

Section D. Sports-Related Committees

1. At a minimum, Sports-Related Committees will meet annually for the purpose of bringing forth legislation for the good of the Conference.
2. Each recognized conference sport, as well as the Sports Information Directors, the Sports Medicine Personnel and the Student-Athletes shall be represented as a Sports-Related Committee.

Section E. Executive Committee

The WIAC Executive Committee will be comprised of the chair of the Faculty Athletics Representatives' Council, the chair-elect of the Faculty Athletics Representatives' Council, and the chair of the Athletics Directors' Council. The Commissioner will serve as an ex-officio member and recording secretary of the Executive Committee. The Commissioner and/or any member of the Executive Committee may call meetings of the Executive Committee at any time. Meetings may be conducted in person or via telephone conference. All formal actions of the Executive Committee will be recorded and are subject to approval and/or review by the Faculty Athletics Representatives' Council.

Any member, or members, of the Executive Committee representing an institution directly involved in a dispute shall be ineligible to participate in any resulting ruling, hearing or vote. The vacancy, or vacancies, created by such ineligibility shall be filled by a conference representative from an uninvolved institution selected by lot.

The powers and duties of the Executive Committee shall be in general as follows:

1. To appoint ad hoc or standing committees as needed.
2. To hear all appeals made on penalties and/or rulings imposed by the Commissioner.
3. To provide guidance to the Commissioner on matters pertaining to the operation of the Conference.
4. To amend and/or suspend Conference Administrative Regulations or Sport Code provisions in accordance with the stipulations in Article 6, Sections D and E.
5. To counsel the Commissioner on matters pertaining to the academic and athletic eligibility of student athletes and/or disciplinary actions pertaining to institutions, athletic department personnel, student-athletes or fans.

Article 5. COMMISSIONER

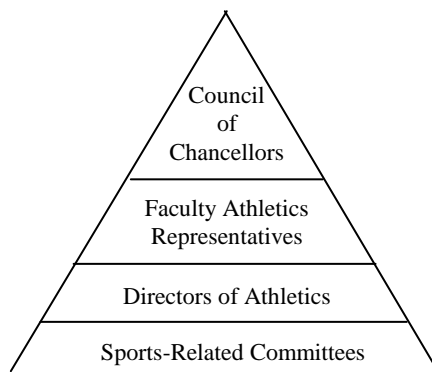
1. The WIAC Commissioner of Athletics is employed by the conference institutions and is ultimately responsible to the Council of Chancellors.
2. Appointment of the Commissioner is the ultimate responsibility of the Council of Chancellors, assisted by a Search and Screen committee consisting of two FARs (selected by the FARs); two Athletics Directors (selected by the Athletics Directors) and two students. The President of the Council of Chancellors will serve as the Chair of the Search and Screen Committee. Gender balance shall be maintained in the selection of the committee.
3. The Commissioner shall perform such duties as are prescribed within the Constitution and Bylaws and such other duties as may be prescribed by the Council of Chancellors or the Faculty Athletics Representatives.

Article 6. LEGISLATIVE AUTHORITY AND PROCESS

Section A. Process Overview

The affairs of the WIAC shall be governed by four distinct documents: Constitution, Bylaws, Administrative Regulations and Sport Codes. New legislation or changes to the existing Constitution, Bylaws, Administrative Regulations and Sport Codes can be initiated by any of the groups whose structures are outlined in Article 4. Legislation which passes must then be discussed and passed on to the next higher group (see following diagram). In some instances, legislation deemed noncontroversial or minor in nature may not be acted upon as a specific item by successively higher groups within the conference's governance structure. To assure compliance with NCAA rules, all legislation with academic or financial implications must be reviewed by the Faculty Athletics Representatives Council. [Revised 5/6/99]

Figure 1. Legislative Structure



Section B. Amendments to the Constitution

The Constitution of the WIAC consists of information relevant to the purposes, membership, governance, and legislative authority of the conference.

1. The Constitution may be amended at any regular or special meeting of the Faculty Athletics Representatives' Council by two-thirds of the membership, provided that the proposed amendment shall have been submitted in writing to the Commissioner thirty (30) days in advance of the meeting, and that copies of the proposed changes are received by all members of the faculty athletics representatives council at least fourteen (14) days prior to the meeting.
2. Amendments to the Constitution may be made without meeting the time lines stipulated in Section B.1 by a unanimous institutional vote of the membership at a meeting of the Faculty Athletics Representatives' Council.
3. Amendments to the Constitution are subject to approval by the Council of Chancellors and, unless otherwise noted, are effective the succeeding August 1st. [Revised 5/6/99]

Section C. Bylaws

The Bylaws of the WIAC consist of legislation adopted by the membership to uphold the principles of the conference and to ensure equal application of commonly agreed upon rules and regulations. The Bylaws are intended to address rules that are specific to the purposes of the WIAC, including rules not covered in existing NCAA legislation, or to apply a more restrictive interpretation to an NCAA rule.

1. The WIAC Bylaws may be amended at any regular or special meeting of the Faculty Athletics Representatives' Council by a simple majority of the quorum present.

2. Amendments to the Bylaws are subject to approval by the Council of Chancellors and, unless otherwise noted, are effective the succeeding August 1st. [Revised 5/6/99]

Section D. Administrative Regulations

The Administrative Regulations of the WIAC consists of those policies, procedures and practices that guide the day-to-day operations of the conference.

1. Administrative Regulations can be amended by the Faculty Athletics Representatives' Council at a scheduled meeting of the Faculty Athletics Representatives Council. [Revised 5/6/99]
2. The Executive Committee may temporarily amend and/or suspend Administrative Regulations until the next scheduled meeting of the Faculty Athletics Representatives Council, provided no changes are in conflict with the Constitution or existing Conference Bylaws. [Revised 5/6/99]
3. Changes to the Administrative Regulations are effective immediately unless otherwise noted.

Section E. Sport Codes

The Sport Codes for the WIAC consist of those policies, procedures and practices specific to the conduct and administration of each conference sport or recognized sports-related committee.

1. Sport Codes may be amended by the executive committee or the commissioner provided no changes are in conflict with existing conference bylaws or administrative regulations and provided the changes have no significant academic and/or fiscal implications. [Revised 5/6/99]
2. All changes to Sport Codes are subject to approval by the Directors of Athletics' Council and the Faculty Athletics Representatives' Council at regularly scheduled meetings. [Revised 5/6/99]

Article 7. PARLIAMENTARY AUTHORITY

Roberts Rules of Order shall be the parliamentary authority of the Wisconsin Intercollegiate Athletics Conference.

Article 8. EFFECTIVE DATE

This constitution of the Wisconsin Intercollegiate Athletic Conference combines the former Wisconsin State University Conference and the Wisconsin Women's Intercollegiate Athletic Conference. It became effective July 1, 1997.

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BYLAWS

The bylaws of the WIAC consist of legislation adopted by the membership to uphold the principles of the conference and to ensure equal application of commonly agreed upon rules and regulations. The bylaws are intended to address rules that are specific to the purposes of the WIAC, including rules not covered in existing NCAA legislation or to apply a more restrictive interpretation to an NCAA rule. Newly adopted bylaws or those that have undergone significant revision from the previous year are denoted in *italics*.

Article 10 Ethical Conduct/Sportsmanlike Behavior

10.1 General Principle. Individuals associated with the WIAC are expected to deport themselves with honesty, integrity and fair play. Their behavior shall at all times reflect the high standards of honor and dignity that characterize participation in competitive sports in the collegiate setting. Displays of sportsmanlike behavior and mutual respect of competitors and officials shall be considered an integral part of all athletics competition. Administrators, coaches, student-athletes and officials shall abide by the rules governing both the WIAC and the NCAA and fully cooperate in any and all inquiries related to possible violations of those rules.

10.2 Institutional Responsibilities. Each member institution is responsible for instilling an atmosphere consistent with the provisions of NCAA Constitution 2.4 and WIAC Bylaw 10.1. In doing so, institutions will ensure that all individuals associated with the athletics program are aware of the institutions expectations for such conduct and that appropriate action is taken against those individuals who choose to act in an unacceptable manner.

10.3 Unsportsmanlike Behavior. The commissioner shall be authorized to investigate cases involving unsportsmanlike conduct of any of the participants on teams representing member institutions; and, if sufficient evidence is found that they have been guilty of unsportsmanlike conduct, the commissioner shall be authorized to impose such penalties as in the commissioner's judgment the case warrants.

10.3.1 Profanity. Displays of public profanity on the part of coaches or student-athletes shall be grounds for suspension from the next immediate contest. [Adopted 5/6/05]

10.3.2 Contest Suspensions. Coaches are not permitted be on the site of an athletics event in instances in which they are serving a suspension imposed by the NCAA, the WIAC, the institution, or the playing rules of that sport. Furthermore, coaches are not permitted to travel with the team or perform any other coaching related duties on those days in which a suspension is being served. Exceptions to these requirements may only be granted by the commissioner. [Adopted 5/11/07]

10.4 Public Comments. All individuals associated with the WIAC and/or its member institutions (e.g., administrators, coaches, game officials) are to refrain from making public comments (verbal or written) of a negative or derogatory nature about other institutions, coaches, enrolled or prospective student-athletes or the conference office. Individuals found to have violated this provision are subject to disciplinary action.

Article 11 Finances

11.1 Budget. An overall budget for the operation of the conference office for the upcoming fiscal year will be prepared by the commissioner and presented for approval at the spring meeting(s) of the conference athletics directors and faculty athletics representatives. Final approval of the budget rests with the Council of Chancellors.

11.2 Conference Fees. Each member institution shall be assessed annual dues to cover the cost of conference operations. The statement of payment to cover general operating costs will be sent to each institution no later than May 1 of the previous fiscal year. Full payment is required no later than July 31 of the current fiscal year. [Revised 2/7/02]

11.2.1 Dues for Non-UW-System Institutions. Dues for Non-UW System institutions granted full membership in the conference will be determined on the basis of the total operational costs of the conference per member, including those costs absorbed currently by the UW System (e.g., staff benefits, office space) for the year of membership. [Adopted 2/7/02]

11.2.2 Dues for Affiliate Members. Dues for affiliate members are to be determined as follows: football, men's basketball, women's basketball and women's volleyball = 1/4 the per member operational costs for the year of membership; all other sports = 1/7 the per member operational costs for the year of membership. [Adopted 2/7/02]

11.3 Expenses of Institutional Representatives. All expenses of institutional representatives to attend conference meetings or to participate in activities related to the operation or governance of the conference shall be paid by their respective institutions.

Article 12 Recruiting

12.1 NCAA Rules. All member institutions shall abide by the recruiting rules adopted by the Division III membership of the NCAA with the exception of those conference rules that are more restrictive as set forth in Article 12.

12.2 Documentation. Records pertaining to official and unofficial visits by prospects shall be available on campus. These records should include a listing of names of visiting prospects and student-athletes serving as hosts, any meals and complimentary admissions provided the prospect and/or host, and housing (if any) provided the prospect. [See Appendix T]

12.3 Official Visits. Official visits are permissible in accordance with NCAA Bylaw 13.6 with the exception of the additional WIAC restrictions noted in 12.3.1, 12.3.2, 12.3.3 and 12.3.4. [Revised 7/11/02]

12.3.1 Transportation on Official Visit. The institution is not permitted to provide for or reimburse the prospect for travel expenses to and from the institution.

12.3.1.1 Air, Bus, Train Travel. During the official visit, transportation may be provided for a prospect between the campus and the bus or train station or major airport nearest the campus.

12.3.2 Meal Restrictions. The institution is limited to providing two (2) complimentary meals to a prospect during an official visit. Meals may not be provided to parents and/or guests accompanying the prospect.

12.3.2.1 Exception. An institution may provide a (one) complimentary meal to a parent(s) accompanying a prospect on an official visit provided that such meals are provided to the parents of all visiting students and no athletics staff members are present during the meals.

12.3.3 Lodging. A prospect on an official visit may be provided lodging only in an on-campus dormitory.

12.3.4 Student Hosts. The use of enrolled student-athletes to serve as hosts to prospective student-athletes on official visits is permissible. Only one host per athlete is allowed at the time of the prospect's visit. The institution may provide only the following to a student host entertaining a prospect.

- (a) One (1) complimentary on campus meal, provided the student host is accompanying the prospect.
- (b) One (1) complimentary admission to a campus athletics events, provided the ticket is utilized to accompany a prospect to that event during the prospect's visit.

12.4 Unofficial Visits. Unofficial visits are permissible in accordance with NCAA Bylaw 13.7.

Article 13 Eligibility

13.1 NCAA Rules. All member institutions shall abide by the eligibility rules adopted by the Division III membership of the NCAA with the exception of those conference rules that are more restrictive as set forth in Article 13.

13.2 Regular Term. A regular term is considered to be the traditional fall and spring terms as listed in the institution's official catalog, excluding intersessions (e.g., J-Terms, winter sessions). [Adopted 5/1/98]

13.3 Initial Eligibility. A first-time entering freshman student is eligible to represent an institution in intercollegiate athletics provided the student has been admitted to the institution in accordance with the provisions of NCAA Bylaw 14.1.7. [Revised 5/9/02, effective August 1, 2002 for those student-athletes first entering a collegiate institution on or after August 1, 2002.]

13.3.1 Academic Year of Residence. To satisfy an academic year of residence, a student shall:

- (a) Be enrolled in and complete a minimum full-time program of studies for two full semesters or three full quarters, or
- (b) Be enrolled in a minimum full-time program of studies for two full semesters or three full quarters and pass a number of hours that is at least equal to the sum total of the minimum load of each of the required terms. [Adopted 5/1/98]

13.3.1.1 Summer Term. A summer term shall not be used to satisfy a term of residence, but hours earned at the certifying institution during the summer may be used to satisfy the requirements of (b) above.

13.3.2 Freshmen Credit Rule. A student-athlete must have earned a minimum of nine (9) credit hours from the start of the first-regular term of attendance to the beginning of the second regular term of attendance to be eligible to compete the second-term of the first year of initial enrollment. [Revised 6/1/06]

13.4 Academic Eligibility. A student-athlete is eligible to compete provided the student-athlete meets NCAA eligibility requirements as stipulated in NCAA Bylaw 14. In addition, student-athletes must meet the WIAC grade point average and credit hour requirements as stipulated in WIAC Bylaw 13.4.1 and 13.4.2. [Revised 6/11/04, effective August 1, 2004]

13.4.1. Grade Point Average Requirement. A student-athlete must achieve a total cumulative grade point average of at least a 2.0 (based on a maximum 4.0 scale) if any of the following conditions have been met:

- (a) The student-athlete has been charged with one or more seasons of participation;

- (b) The student-athlete has earned 24 or more credit hours; or
- (c) The student-athlete has been charged with two or more full-time terms of attendance.

13.4.2 Credit Hour Requirements. To be eligible to compete the second season and subsequent seasons in any sport, a student-athlete must earn the following credit hours:

- (a) After the completion of the first season of participation: 24 semester/36 quarter degree credit hours.
- (b) After the completion of the second season of participation: 48 semester/72 quarter degree credit hours.
- (c) After the completion of the third season of participation: 72 semester/108 quarter degree credit hours.

13.4.3 Regaining Eligibility During a Term. A student-athlete who is not eligible to compete at the beginning of a regular term may not regain his/her eligibility during that term with the exception of incomplete grades (see WIAC Bylaw 13.4.9) and grade changes provided the incompletes and grade changes are processed in accordance with normal institutional policies and practices. [Adopted 5/1/98, Revised 5/6/99]

13.4.4 Eligibility Between Terms. A student-athlete who is regaining eligibility at the conclusion of the regular fall term may begin competing at the time his/her eligibility has been officially certified by the institution, but not sooner than the day after the date of the last scheduled exam listed in the institution's official catalog for the fall term. If a student-athlete is becoming ineligible at the conclusion of the regular fall term (e.g., GPA deficiency), the ineligibility shall become effective at the time his/her eligibility has been officially certified by the institution, but not later than the first day of classes of the regular spring term. [Revised 2/7/02] [See also WIAC Bylaw 13.4.12.]

13.4.5 Suspension. A student-athlete suspended by the institution for academic or non-academic reasons is to be rendered ineligible immediately. A student-athlete under suspension will not be permitted to compete (but may practice assuming they are enrolled full time) during an appeal process. [Adopted 2/7/02]

13.4.6 Transfers. To meet the provisions of 13.4.1, the cumulative minimum grade-point average must be achieved in all grades earned at all collegiate institutions during a transfer's first term of attendance at the certifying institution. In addition, credit hours earned at all collegiate institutions are to be used to meet the credit hour requirements of 13.4.2 during a transfer's first two terms of attendance [provided they are consecutive terms] at the certifying institution. Thereafter, the cumulative grade point average should be determined by whatever method is employed by the institution for students generally and only those credit hours which are accepted toward a degree and appear on the institutional transcript may apply. [Revised 5/6/99]

13.4.7 Repeat Courses. Repeated courses may be used to satisfy the minimum full-time enrollment requirement for practice and competition provided such courses are counted toward full-time enrollment for students generally. However, repeated courses (with a previous grade of "D" or better) may be used only once to satisfy the credit hour requirements of Bylaw 13.4.2. [Revised 5/1/98]

13.4.8 Remedial, Tutorial or Noncredit Courses. In accordance with normal institutional policies, remedial, tutorial or noncredit courses may be used to satisfy the minimum cumulative grade-point average and credit hour requirements of 13.4.

13.4.9 Incomplete Grades. Incomplete grades may be used to satisfy the requirements of Bylaw 13.4 provided they are removed in accordance with the institution's regulations applicable to all students.

13.4.10 Advanced Placement Credit Hours. Advanced placement (AP) credit hours are to be included in the credit hour and grade point average calculations to satisfy the requirements of Bylaw 13.4 in accordance with normal institutional policies pertaining to AP credits. [Adopted 6/11/04, effective August 1, 2004]

13.4.11 Medical Hardships. Medical hardship waivers may be granted by the conference if the request meets the NCAA requirements for a hardship and is submitted on the prescribed form (See Appendix E.)

13.4.11.1 Calculating Seasons of Participation. Years for which a student-athlete was granted a medical hardship shall be considered as seasons of participation for purposes of determining the grade-point average and credit hour requirements of Bylaw 13.4.

13.4.11.2 Participation Following Injury. Any athletically-related activities in which a student-athlete is allowed to engage in following an injury are limited to such things as film review or rehabilitation exercises/drills as opposed to full-fledged practices on the court or field. [Adopted 12/16/04, effective 12/16/04]

13.4.12 Mid-Year Transfers/First-Time Enrollees/Re-enrollees. If a student has not been identified and in attendance full-time or part-time at the certifying institution during the previous term, the student does not become eligible until the first day of classes for the following regular term, excluding intersessions (e.g., J-terms or winter sessions) as listed in the institution's official calendar. Exceptions would occur in the fall term if athletics contests are scheduled before the opening date of classes. [Revised 6/1/06]

13.4.12.1 Certification of First-Time, Mid-Year Enrollees for Subsequent Seasons of Competition. It is permissible to certify at mid-year those students-athletes who were first-time, mid-year enrollees (this does not apply to transfers or re-enrollees) for purposes of satisfying the credit hour requirements of Bylaws 13.4.2. [Adopted 2/4/99]

13.4.13 Mid-Term Enrollees. *Mid-term enrollees are not eligible for competition until the completion of that term.* [Adopted 12/04/08, Effective 12/04/08]

13.4.14 Intersessions. Credit hours earned during an intersession (e.g., J-Term) that are used to satisfy the requirements of 13.4 would apply towards whichever semester/quarter the intersession is applied institutionally. If the intersession is considered to be independent, the credits earned can be applied to either the fall or spring semester/quarter. [Revised 5/1/98]

13.4.14.1 Full-Time Enrollment. Hours enrolled during an intersession (e.g., J-Term) can be counted towards full-time enrollment for whichever semester/quarter the intersession is applied institutionally. If the intersession is considered to be independent term by the institution, those hours cannot be counted toward full-time enrollment for either the fall or spring semester/quarter. [Adopted 5/1/98]

13.5 Intraconference Transfers. Student-athletes who have competed for less than two years are eligible immediately upon transferring to another conference institution provided they have met all other applicable transfer requirements. Any student-athlete who has competed for two or more seasons (which may be nonconsecutive) at a single WIAC institution must establish a (one) year of residency (see 13.3.1) in order to be eligible to compete in that sport upon transferring from one conference institution to another. A season of participation regained as a result of an approved medical-hardship is not considered a season of participation in the application of this bylaw. [Revised 6/1/06]

13.5.1 One-Year Nonparticipation Exception. A student-athlete who has not participated for one year prior to the student-athletes participation at the certifying institution is eligible immediately upon transfer to another WIAC institution. [Adopted 5/9/02, Revised 3/5/08]

13.5.2 Discontinued Sport Exception. A student-athlete who is transferring within the conference as a result of a discontinuation of a sports program is eligible immediately provided the student-athlete participated in the discontinued sport the immediate preceding academic year. [Adopted 5/9/02]

13.6 Transfer Restriction. A transfer student is prohibited from competing for more than one institution in the same sport during that same academic year. [Revised 2/4/99]

13.6.1 Non-Traditional Season Exception. Competition during a non-traditional season shall be an exception to the provisions of 13.6. [Adopted 7/1/04]

13.7 Waiver of Eligibility Rules. A waiver request may be submitted on behalf of a student-athlete in cases where, because of special circumstances, the application of any rule results in an unintended hardship to a student-athlete. The WIAC Executive Committee is empowered to grant waivers to the conference's eligibility rules as the facts may warrant in each individual case. A waiver of one rule by the Executive Committee does not automatically waive any other rule. [See WIAC Administrative Regulation Article 22 for waiver process]. [Adopted 2/11/00]

Article 14 Financial Aid

14.1 NCAA Rules. All member institutions shall abide by the financial aid rules adopted by the Division III membership of the NCAA.

Article 15 Contest and Playing Season Limitations

15.1 NCAA Rules. All member institutions shall abide by the contest and playing season rules adopted by the Division III membership of the NCAA with the exception of those conference rules that are more restrictive as set forth in Article 15.

15.2 Maximum Number of Contests and Dates of Competition. All sports and student-athletes are permitted the maximum number of contests allowed by the NCAA. [Revised 2/11/00].

15.2.1 Subvarsity Competitions. Institutions shall be limited to playing the number of subvarsity competitions in the sports of football, volleyball, m/w basketball, m/w ice hockey, m/w soccer, softball and baseball equal to 25% (rounding-up any fraction of a number) of the maximum contests permitted by the NCAA for that sport in the traditional season. Specific limits are reflected in the operating code for each of these sports. In addition, no class time may be missed for subvarsity competitions.

Article 16 Squad and Travel Limitations

16.1 Squad Limitations. The number of student-athletes permitted to participate (practice or competition) in men's sports shall be limited to the numbers set forth in Figure 16-1.

16.1.1 Maximum Limits. Any student-athlete participating in the first regular-season contest and/or receiving coaching instruction following the first regular-season contest must count toward the limit. The total number of student-athletes who participated in the first regular-season contest and/or received coaching instruction subsequent to the first regular-season contest cannot exceed the number prescribed for that sport. [Note exception in 16.1.5] [Revised 5/4/00]

16.1.2 Preseason Scrimmages. Student-athletes who participate in a pre-season scrimmage and are no longer members of the team as of the first regular-season contest, do not have to count toward the limit, even though they may have received coaching instruction up to the first regular-season contest. [Revised 5/4/00]

16.1.3 Additional Slots/Transfers. Student-athletes can be added to a roster at any point in time provided the total CAP limit for that sport is never exceeded. Institutions may transfer unused slots from one sport to another in accordance with the maximums permitted in Figure 16-1. Football is not permitted any additional slots.

16.1.4 Prohibition on Replacing Student-Athletes. A student-athlete who has participated in the first contest/scrimmage and/or received coaching instruction after the first contest may not be replaced (except as noted in 16.1.5) even if that student-athlete quits, becomes ineligible, or incurs a season-ending injury.

16.1.5 Midyear Graduations. In sports that are divided into traditional and nontraditional segments or whose playing season transcend academic terms, midyear graduates who have subsequently withdrawn from the institution can be replaced by a student-athlete who had not been participating previously.

16.2 Travel Squad Limitations for Football. Travel squads (conference and non-conference) for football shall be limited to a maximum of 60 student-athletes who can travel to an away contest. Any student-athlete appearing on the institution’s eligibility list must count toward the travel squad limit. [Revised 4/15/08]

16.2.1 NCAA Championships. Teams qualifying for NCAA championships shall abide by the travel squad limits established for that sport by the NCAA.

Figure 16-1

Sport	Ceilings	Additions (if available)	Max Transfer From Sport
Football	100	0	20
Baseball	30	3	12
Basketball	20	2	8
Cross Country	24	3	10
Golf	12	2	5
Hockey	30	3	12
Soccer	28	3	12
Swimming & Diving*	27	3	11
Tennis	14	2	6
Indoor Track	55	6	22
Outdoor Track	55	6	22
Wrestling	30	3	12

Divers count as one-third (1/3)

Article 17 Conference Schedules

17.1 General Principle. All conference contests and meets, if at all possible, shall be scheduled upon such dates which will not conflict with established examination periods. In addition, conference schedules will be formulated so as to minimize the amount of regularly scheduled class time missed by student-athletes.

17.2 Scheduling Obligations. Conference members participating in a recognized conference sport are obligated to participate in the scheduling rotation or minimum number of contests established for each sport as stipulated in the respective sport code. Sports in which conference schedules are routinely established include: baseball, basketball, football, ice hockey, women’s soccer, softball, volleyball and wrestling.

17.3 Scheduling Flexibility. Flexibility with respect to scheduling is extremely important in order to provide all WIAC institutions with the opportunity to schedule the maximum number of contests permitted in each sport. In that regard, institutions are expected to avoid making commitments to setting a specific date for special events (e.g., homecoming, parent’s day, hall of fame) any sooner than is absolutely necessary.

- 17.4 Schedule Adjustments.** Any scheduling difficulties incurred because of examination periods and/or registration should be adjusted when the conference schedules are presented for adoption by the conference's athletics directors. Once a schedule has been adopted, proposed changes must be submitted to the conference office far enough in advance so as to allow the conference office to redistribute the schedule and/or inform all affected institutions as well as other interested and involved parties. Generally, proposed changes will be considered only if the athletics directors of the competing institutions agree and the change is not in conflict with the scheduling parameters stipulated in the respective sport code. If in the judgment of the commissioner the change would compromise the integrity of the conference schedule or place an institution(s) at a significant competitive advantage or disadvantage, the commissioner may reject the change and/or elect to submit the proposed change(s) to the athletics directors' council for review and approval.
- 17.5 Establishment of Schedules.** Whenever possible, conference schedules will be established at least one (1) year, and preferably three (3) years in advance.
- 17.6 Submission of Schedules.** Each institution is required to submit complete (i.e., conference and non-conference opponents) sport schedules to the conference office by the date requested by the conference office for each respective sport or sport season.
- 17.7 Exchange of Schedules.** Conference institutions are required to exchange sport schedules with member schools prior to the beginning of each sport season consistent with the dates established in 17.5. Each schedule is to be signed by the sending institution's athletics director and games between the involved institutions are to be highlighted. Any changes to existing schedules (e.g., date, time, site) should be visibly noted and dated on the schedules and followed-up with a telephone call between the respective athletics directors.
- 17.8 Contracts.** Contracts for conference contests may be issued at institutional discretion. Contracts received from a member institution must be verified and returned in a timely manner. Changes or variations to prescribed times must be communicated via a written contract. [Revised 7/1/01]
- 17.9 Contest Start Times.** WIAC schools are prohibited from starting a contest between 11 p.m. and 6 a.m. local time. *Trips taken over "spring break" are exempt from the applications of this bylaw.* The commissioner also may grant exceptions should there be extenuating circumstances (e.g., lightening delay in football) in which a later start time may an appropriate option. (Adopted 5/15/08, Revised 12/04/08).

Article 18 Penalties and Appeals

- 18.1 Request for Investigation.** A faculty athletics representative or athletics director may request like officials at another institution to investigate within their institution alleged violations of conference rules. As a principle of conference policy, it is recommended that such requests be made and the answers considered prior to the lodging of formal complaints to the conference office.
- 18.2 Submission of Rules Violations to the Commissioner.** Member institutions are obligated to report immediately confirmed, alleged or suspected violations of NCAA rules and WIAC bylaws, administrative regulations and sport operating codes to the commissioner. Reports must be submitted in writing by the institution's director of athletics using the form prescribed by the conference. [See Appendix S] Copies of the report are to be forwarded by the athletics director to the institution's chancellor and faculty athletics representative(s). The report shall include the following information:
- (a) The date and location of the violation;
 - (b) A description of the violation, including the rule citation(s) and the identity of the coaches, prospective and enrolled student-athletes, and other individuals involved in the violation;

- (c) The reason(s) the violation occurred;
- (d) The means by which the institution became aware of the violation;
- (e) A list of corrective and disciplinary actions taken by the institution (if any);
- (f) The institution's position regarding the violation;
- (g) A statement indicating whether any eligibility issues need to be resolved;
- (h) Any other information that should be considered in reviewing the case.

The commissioner also has the authority and responsibility to investigate concerns or allegations raised by individuals not associated with any conference institution.

18.3 Role of the Commissioner. The commissioner shall be the principle enforcement officer for the conference. The commissioner is empowered to conduct any such investigations as may be necessary to determine whether a violation has occurred. The commissioner's authority and responsibility to investigate also extends to those concerns or allegations raised by individuals not associated with any conference institution. In the event the commissioner receives a report of an allegation from a source outside the institution and there appears to be reasonable grounds to suspect a violation of NCAA and/or conference rules has taken place, the commissioner shall immediately notify the involved institution's chancellor, faculty athletics representative(s) and director of athletics. The institution will have ample opportunity to provide relevant information to the commissioner related to the alleged violation. Following review of this information, the commissioner will inform the institution's chancellor of the final disposition of the investigation and, if necessary, impose penalties as provided for in 18.5. Should the commissioner conclude that NCAA rules have been violated, the information and penalties imposed by the institution and/or conference shall be forwarded to the NCAA enforcement staff as required by NCAA Constitution 2.8.1.

18.4 Responsibility to Cooperate. Individuals refusing to furnish information or who knowingly provide false or misleading information concerning their involvement in or knowledge of matters relevant to an investigation may be found to have violated WIAC ethical-conduct rules (See WIAC Article 10.1).

18.5 Penalties. The commissioner is empowered to impose penalties in the event a member institution, staff member, student-athlete or booster is found to have violated NCAA and/or conference rules and the actions taken by the involved institution are deemed insufficient. These penalties may be in addition to those imposed by the NCAA. The penalties include, but are not limited to, the following:

- (a) The offending institution, or individual, may be reprimanded (publicly or privately) and warned against the repetition of the offense.
- (b) The offending institution may be required to forfeit all contests in which an ineligible student-athlete participated.
- (c) The offending institution or individual may be placed on probation for a period of one to three years.
- (d) The offending institution may be prohibited from participating in conference championships and/or other postseason events.
- (e) The offending institution may be denied the right to schedule games with other conference members in the sport in which the violation occurred. Such action can be taken only with the approval of the Council of Chancellors.

- (f) The offending institution may be required to strike or vacate any team/individual records or performances (including championships), and return any team/individual awards to the conference.
- (g) The offending institution may be required to recertify that its athletics policies and practices conform to all requirements of conference and NCAA regulations.
- (h) The offending institution may be assessed a financial penalty with a maximum amount of \$1,000.
- (i) The offending staff member may be issued a letter of admonishment. A letter of admonishment is intended to convey a warning or express disapproval of the staff member's actions or oversight. The letter should also provide written notice that the staff member needs to make a concerted effort to understand the involved legislation and to make every reasonable effort to avoid a similar violation in the future. It is not required that a letter of admonishment be placed in the offending staff member's personnel file; however, that decision is left to the discretion of each institution.
- (j) The offending staff member may be issued a letter of reprimand. A letter of reprimand is intended to be a severe or formal disciplinary action or reproof to a staff member's action. The letter should convey clearly that the staff member's conduct that resulted in the violation is unacceptable and that the individual is being formally disciplined. It is recommended that a letter of reprimand be placed in the offending staff member's personnel file and given appropriate consideration in performance evaluations; however, that decision is left to the discretion of each institution.
- (k) For serious or repeated violations committed by a staff member, the institution may be required to suspend the offending staff member from his/her coaching duties.
- (l) The offending staff member may be denied the privilege of recruiting any prospective student-athlete for a period of time; and the same restriction may be placed on all staff members of the sport involved.
- (m) For violations committed by a booster, the institution may be required to disassociate that individual from its athletics department for a specified period of time.

18.6 Appeals. Decisions of the commissioner can be appealed by an affected institution, staff member, or student-athlete to the WIAC executive committee. The appeal must be in writing and filed with the commissioner within five (5) days of the receipt of the notice of the commissioner's decision. All sanctions (e.g., suspensions) shall be in force during the course of the appeal process. The decision of the executive committee shall be rendered only after affording any institution, staff member, or student-athlete involved in the case an opportunity to be heard and present evidence. The executive committee's decision may be further appealed to the faculty athletics representatives' council provided the appeal is filed in writing within five (5) days following receipt of the executive committee's decision. The decision of the faculty athletics representatives' council shall be final. The processing of appeals should be completed in a timely manner. [Revised 7/1/04]

18.6.1 Recusal of Executive Committee Member. Any member, or members, of the Executive Committee representing a university directly involved in a dispute shall be ineligible to participate in the hearing or to vote. The vacancy, or vacancies, created by such ineligibility shall be filled by a conference representative from an uninvolved institution selected by lot.

18.7 Statute of Limitations. Generally, the penalty involved shall be applicable only to infractions reported to the commissioner during the current season or within 90 (90) days after its closure. Exceptions will be made for those violations that resulted in a significant competitive advantage, are of such severity so

as to be classified as “major”, or demonstrate a pattern of abuse. Violations involving NCAA rules are not subject to such limitations and shall be penalized in accordance with NCAA requirements.

ADMINISTRATIVE REGULATIONS

The administrative regulations of the WIAC consist of those policies, procedures and practices that guide the day-to-day operations of the conference. Newly adopted regulations or those that have undergone significant revision from the previous year are denoted in *italics*.

Article 20 Office of the Commissioner

The commissioner serves as the chief administrative officer of the conference and reports directly to the Council of Chancellors. The commissioner is vested with broad discretionary power and authority as may be reasonably necessary to discharge the duties of the office.

20.1 General Duties. The commissioner shall:

- (a) Administer, interpret and enforce the conference Constitution, Bylaws, and administrative regulations as well as those of the NCAA.
- (b) Serve as the recorder-treasurer of the conference, assembling and submitting materials and agendas for all conference meetings.
- (c) Issue the call for all meetings and be responsible for the arrangements for the meetings of the faculty athletics representatives, athletics directors, sport committees, and other such meetings as may be properly authorized.
- (d) Serve as an ex-officio nonvoting member on all ad hoc and standing Conference committees.
- (e) Be responsible for the distribution and retention in the Conference office of all minutes of any authorized meeting.
- (f) Serve as the Conference's primary liaison with the NCAA and other related associations and organizations (e.g., WIAA).
- (g) Prepare and submit for approval a yearly budget for the operation of the Conference office and collect the annual dues from all members.
- (h) Identify issues of critical importance to the Conference and offer strategies for resolving those issues.
- (i) Employ and supervise, upon approval of the Council of Chancellors, such personnel as may be necessary to the performance of functions of the Conference office.
- (j) Represent the Conference as the voting delegate at the annual and special NCAA Conventions.
- (k) Attend meetings or conventions of recognized associations or organizations concerned with amateur and intercollegiate athletics.
- (l) Conduct through the media, publications, meeting and the service of the Conference office, a continuous educational program emphasizing the development of scholarship, sportslike behavior, and understanding of the high ideals and of the values of competitive intercollegiate athletics.
- (m) Act as a mediator of controversies and disputes between member institutions.
- (n) Administer all Conference championships.

- (o) Establish an ongoing program of corporate financial support for the operation of the Conference office.
- (p) Perform such other duties as the Council of Chancellors, Faculty Athletics Representatives, Athletics Directors and/or Executive Committee may direct. If disagreement arises in the assignment of such duties, final resolution will rest with the Council of Chancellors.

20.2 Administrative Duties. The administrative duties of the commissioner shall include:

- (a) Overseeing the selecting, training, assigning, observing, grading, disciplining and dismissing of officials in designated sports.
- (b) Assisting in the preparation of Conference schedules for all sports.
- (c) Monitoring the conference budget.
- (d) Maintaining a compilation of precedents and interpretations of Conference rules and regulations from proceedings of authorized Conference meetings.
- (e) Preparing and distributing reporting forms required by Conference rules and regulations.
- (f) Maintaining and distributing historical and statistical records for all Conference athletics competition.
- (g) Receiving and filing all eligibility reports.
- (h) Standardizing and purchasing all Conference awards, medals, and trophies as are necessary for the conference meets and other purposes.
- (i) Administering Conference policies involving radio, television, and related programs as they develop.
- (j) Visiting each member institution as necessary to inquire into and observe operation of its athletics program. In doing so, the commissioner should have access to all relevant data and records of the institution, as well as full opportunity to interview student-athletes, institutional personnel and private employers.
- (k) Updating and reprinting as necessary the Conference Constitution, Bylaws, Administrative Regulations, and Sport Codes and distributing to each institution's chancellor, faculty athletics representative and athletics director.
- (l) Taking the necessary disciplinary action against any institution, individual or team found to have violated the rules and regulations of the Conference and/or the NCAA.
- (m) Assisting any member institution officially notified by the NCAA of alleged violations.

Article 21 Administrative Reports

Various administrative reports have been adopted by the conference membership to ensure the equal application of conference bylaws and regulations. These reports are to be submitted to the conference office within predetermined deadlines. Failure to submit required reports in a timely manner can result in reprimands and/or the imposition of sanctions against the offending institution(s). These reports are in addition to any reports that may be required by the NCAA.

21.1 Eligibility Certificates. Only those student-athletes listed on the official eligibility certificate are permitted to represent the institution in intercollegiate competition. Each institution is responsible for ensuring that all information included on the eligibility certificates is accurate and that each student-athlete listed meets the eligibility requirements of both the NCAA and the WIAC. Eligibility certificates must be postmarked or in the conference office prior to the first date of outside competition (excluding a preseason scrimmage) *for the traditional season in each sport. Eligibility certificates are not to be submitted for non-traditional seasons.* The certificates are to be completed by the institution's director of athletics and registrar (or designee within the registrar's office) with the faculty athletics representatives having final authority as the institution's certifying officers. [See Appendix B] [Revised 4/24/09]

21.1.1 Submission of Reports. All forms related to transfer student-athletes (i.e., Athletics Tracer Report, Transfer Player Eligibility Statement, NCAA Student-Athlete Statement) and international student-athletes (i.e., NCAA International Student-Athlete Form) shall be sent to the conference office with the eligibility certificates. If the eligibility certificates are sent to the conference office via facsimile, the transfer forms are to be mailed with the follow-up hard copies. [See Appendices C and D]

21.1.2 Mid-Year Report Submissions. At mid-year, (i.e., prior to the first day of the second term) institutions are required to submit to the conference office only changes (i.e., additions or deletions) in eligibility certificates submitted previously for those winter season sports that transcend the fall and spring semesters.

21.2 Season of Participation/Competition Record Report. At the end of each sport season, the institution shall submit varsity and subvarsity season participation reports to the conference office on prescribed forms. The participation report is to be submitted at the conclusion of the conference's recognized sport seasons and student-athletes who competed previously or subsequently as part of a nontraditional or traditional season should be added as part of the report as an addendum. The final participation report (including addendums) should include all participants both traditional and nontraditional. [See Appendix G]

Article 22 Waiver Process

22.1 Submission of Eligibility Waivers. A waiver request of a WIAC eligibility bylaw may be submitted on behalf of an enrolled, prospective, or transfer student-athlete. Waiver requests of eligibility bylaws must be submitted in writing by the institution's faculty athletics representative(s) on the conference's prescribed waiver request form. [See Appendix H]. It shall be the responsibility of the faculty athletics representative to determine the facts of the case, and to ensure the completeness and accuracy of the information submitted with the waiver request. Each filed waiver must include all pertinent supporting information/documentation, including academic transcripts of all work taken at any collegiate institution attended by the student-athlete. In the case of a prospective student-athlete, documentation related to the prospects standardized test score(s), high school GPA, and class rank is required.

22.1.1 Waiver Authority. Copies of a waiver request of a WIAC eligibility bylaw (with supporting materials) must be sent to the commissioner and each member of the Executive Committee. The chair of the Executive Committee shall determine the means by which the committee will consider any particular waiver request. In cases in which ample precedent has been established or the facts of the case do not raise disputed issues, the chair has the authority to grant the waiver absent any review by the entire committee.

22.2 Submissions of Non-Eligibility Waivers. Waiver requests of non-eligibility bylaws or administrative regulations can be submitted to the conference office by an institution's athletics director or faculty athletics representative(s). Such waiver requests must be submitted in writing and must include any pertinent supporting documentation.

22.2.1 Waiver Authority. The commissioner has the authority to act on non-eligibility waiver requests, or may choose to consult with the chair of the Executive Committee.

Article 23 Meetings

- 23.1 Meetings of the Faculty Athletics Representatives' Council.** The WIAC faculty athletics representatives council shall conduct at least two regular business meetings each year; typically late fall and late spring following regular meetings of the athletics directors' council. The chair of the faculty athletics representatives' council shall preside over all regular and special meetings of the council.
- 23.2 Meetings of Athletics Directors' Council.** The WIAC athletics directors' council shall conduct at least three regular business meetings each year; typically late fall and late spring prior to the regular meetings of the faculty athletics representatives' council, and during mid-summer. The chair of the athletics director's council shall preside over all regular and special meetings of the council.
- 23.3 Meetings of Sports-Related Committees.** All recognized sports-related committees shall meet in person or conduct a telephone conference call annually each year; preferably following the conclusion of that committee's sport season (where applicable) and prior to the regularly scheduled meetings of the athletics directors' council and faculty athletics representatives' council. Additional meetings are permitted provided they are held in conjunction with other designated activities (e.g., conference championships, media days, clinics) in which all sports-related committee members will likely be in attendance and these activities have been approved by the athletics directors' council and faculty athletics representatives' council as part of the sites and dates established by the conference each year. Under no circumstances may a sports-related committee meet on more than three occasions for the purpose of conducting conference business unless expressly approved by the councils of athletics directors and faculty athletics representatives. The chair of each respective sports-related committee shall preside over all regular and special meetings of that committee.
- 23.4 Special Meetings.** Special meetings of the faculty athletics representatives' council and athletics directors' council may be called by the respective chairs of those bodies and/or the commissioner. Sport committees may conduct a special meeting only if approved by the WIAC executive committee.
- 23.5 Parliamentary Procedures.** The parliamentary procedures of the Conference shall be governed by Robert's Rules of Order.
- 23.6 Order of Business.** The usual order of business at official meetings of the faculty athletics representatives' and athletics directors' councils shall be:
- (a) Call to order.
 - (b) Approval of minutes from previous meeting(s).
 - (c) Conference office report.
 - (d) Sports-related committee reports.
 - (e) Other business
 - (f) Future meetings.
 - (g) Adjournment.
- 23.7 Minutes.** The minutes of all recognized conference meetings (e.g., faculty athletics representatives, athletics directors, sport committees) shall be recorded and maintained in the Conference office. Generally, minutes shall reflect only actions (i.e., formal votes or "sense of the meeting") unless otherwise directed by the chair. Items warranting further discussion or requiring formal action at future meetings of the WIAC and/or Council of Chancellors are to be identified in italics.

23.7.1 Distribution of Minutes. The commissioner shall distribute copies of all minutes to each faculty athletics representative, athletics director and senior woman administrator. Athletics directors are responsible for distributing sport committee minutes to the affected coaches and other athletics staff members. Minutes of the faculty athletics representatives' council and athletics directors' council also shall be sent to each institution's chancellor by the commissioner. Minutes and/or actions of the Council of Chancellors shall be distributed to all faculty athletics representatives, athletics directors and senior woman administrators by the commissioner.

Article 24 Sports Chairs/Athletics Directors' Liaisons

24.1 Selection of Sport Chairs. Sports chairs are to be selected by their respective sports-related committees. The period of appointment shall begin on July 1 and continue until June 30 of the following year.

24.2 Duties and Responsibilities of Sports Chairs. The duties and responsibilities of the sports chairs shall include:

- (a) Serving as the primary liaison between the sport coaches and the conference office.
- (b) Identifying and communicating to the conference office pertinent issues and problems related to the sport.
- (c) Soliciting items from sport coaches, athletics administrators, faculty athletics representatives and others (e.g., sports information directors, athletics trainers, student-athletes) for inclusion on meeting agendas.
- (d) Assisting the conference office and the athletics administrator assigned sports coverage responsibilities with the notification, preparation, and conduct of the sport committee meeting(s).
- (e) Serving as the chair for the annual sports-related committee meeting(s), and special meetings.
- (f) Serving as a member of the Tournament Committee and assisting in the conduct of the conference championship(s), where appropriate.
- (g) Assuming responsibility for staying current with national trends and issues related to the sport.
- (h) Assisting in the overall evaluation of the sport season.
- (i) Assisting in the development of future sports schedules.
- (j) Assisting in the promotion of the sport at the Conference, regional and national levels.

24.3 Athletics Directors' Liaisons. Each sports-related committee shall be assisted by an athletics director or senior woman administrator assigned to that committee by the athletics directors' council. The athletics director liaison serves as an ex-officio member of each sports-related committee and shall represent the conference office at sports-related committee meetings in which a representative of the conference office is not in attendance. The athletics directors' liaisons are expected to work closely with the chair of the sports-related committee to which they are assigned and should be prepared to represent the views of the sports-related committee at meetings of the athletics directors' council.

Article 25 Awards

- 25.1 General Principle.** Achievements in all sports are equally valued in the Conference. Therefore, awards to be presented to individual student-athletes and institutions will be consistent for all sports to the extent possible given the differing nature of each sport. [See Appendix J] Awards shall be selected and, with the exception of those awards that are sponsored by approved outside groups or organizations, paid for by the Conference. Only those sports that are recognized as conference championship sports will be included in the conference awards program.
- 25.2 Team Champions.** All regular-season and postseason tournament team champions will be presented with a championship plaque.
- 25.3 All-Conference and Player of the Year Awards.** All-Conference teams and player(s) of the year shall be selected at the conclusion of each respective sport season. The selections shall be made by the coaches of that sport, in accordance with the approved criteria and selection procedures adopted by each sport. (See Sport Codes.) A suitable award will be presented to each member of an all-conference first team, second team and honorable mention and player(s) of the year by the Conference office.
- 25.4 Coach of the Year Award.** A coach of the year will be selected for each Conference championship sport using the following procedures and criteria:
- (a) The recipient will be announced at the Championship or at the end-of-season play and will receive a Coach of the Year award. The Chancellor, Faculty Athletics Representative(s) and Athletics Director(s) of the recipient's institution will be informed of the award along with the media and membership of the Conference.
 - (b) The award is to honor an outstanding individual for expertise and accomplishments as an educator and coach, and the following criteria should be considered in the nominating and selection processes:
 - (1) One whose athletes display the ideals and principles of sport as an educational experience.
 - (2) One who displays maturity and the ideals of fair play in and out of her/his competitive environment.
 - (3) One who provides and cares for the well being of her/his student-athletes.
 - (4) One who works toward the development of talents and potentials of her/his student-athletes.
 - (5) One whose team reflects unity and common purpose in a healthy competitive atmosphere.
 - (6) One who displays knowledge and expertise in skills, fundamentals, and rules pertaining to her/his sport.
 - (7) One who contributes toward the development and growth of her/his sport in the Conference.
 - (8) One who adheres to Conference and NCAA rules and regulations.
 - (c) A ballot including the names of all the current season coaches of the specific sport will be prepared by the conference office. Coaches will be asked to vote at some time during the championship, or at a meeting immediately following the season for those sports in which a championship is not conducted. The conference commissioner (or designee) will count the ballots and announce the recipient at the championship or postseason meeting.

- (d) A weighted ballot will be used. Each coach must vote for two coaches in rank order with first choice being worth three (3) points and second choice worth one (1) point. The coach receiving the highest point total will be declared Coach of the Year. In the event of a tie, the coach receiving the highest number of first place votes will be declared the winner. If a tie remains, the tied coaches shall be designated as Co-Coaches of the Year.

25.5 Athlete of the Week. An athlete(s) of the week will be selected in each Conference sport in accordance with the procedures and criteria established for each sport (See Sport Codes). The recipients will receive a suitable award from the conference office.

25.6 Scholar-Athlete Awards. An outstanding senior scholar-athlete will be recognized from each WIAC championship sport during the year. Each institution will be permitted to nominate more than one (1) member of their team, in each sport, for the award provided the nominee has met the established criteria. However, the institution must designate its top nominee. [Revised 5/4/00] The recipient will be selected by the conference office in accordance with the following procedures and criteria:

- (a) Candidates for the award must have a minimum 3.25 grade point average on a 4.0 scale.
- (b) Athletes may not be nominated until their final year of competition/eligibility in that sport. They must have competed in a minimum of two (2) years at that school in that sport in which they are nominated.
- (c) The Conference office will forward a nomination form (See Appendix I) to each institution's head coach prior to the conclusion at the season. The nominations must be sent to the conference office on the prescribed form within the specified deadline.
- (d) The Conference office will compile the nominations and make the final selection based on academic achievements, athletics accomplishments and involvement of the nominee in other campus activities, organizations and community service projects.
- (e) A listing of the nominees will be included in the championship program (if applicable) for that sport.
- (f) The announcement of the scholar-athlete award will occur at each respective championship, or in the event a conference championship is not conducted (e.g., football), after the conclusion of the conference season in that sport.
- (g) Each nominee will receive a certificate from the conference office.
- (h) The recipients will receive an appropriate award from the conference office. The award presented to recipients for men's sports will be designated as the Max Sparger Scholar Athlete Award. The award presented to recipients for women's sports will be designated as the Judy Kruckman Scholar Athlete Award.

25.7 Scholastic Honor Roll. The purpose of the honor roll is to give encouragement to and recognition of superior academic performances to varsity athletes engaged in intercollegiate sports. Designation for honor roll status is to be determined on the basis of grade point average attained during an academic year. Any varsity athlete who attains a grade point average of 3.0 (based on a 4.0 scale) or higher for the two semesters or three quarters comprising the normal academic year shall be designated for the honor roll, provided the student-athlete completed a minimum 24 semester or 36 quarter hours during the year. Each honor roll member shall receive an appropriate award of commendation and the complete list of honorees will be compiled and distributed to selected media outlets.

- 25.8 All Academic Award.** Each year, the conference will recognize those institutions in which the grade point average for its student-athletes is equal to, or greater than, the grade point average of the overall student body for the previous academic year. The following procedures and criteria will be used in determining the institution to receive the All Academic Award:
- (a) The award will be calculated in the same manner as the Scholastic Honor Roll (total grade/honor points divided by total credits attempted for each athlete) using Fall/Spring courses or Fall/Winter/Spring for the quarter system. The entire academic year must be included.
 - (b) Only the academic records of those student-athletes who appear on the institution's official eligibility certificate are to be used in the calculations.
 - (c) The conference office will provide forms to be completed at the end of the academic year.
 - (d) The total GPAs for all athletes in each sport will be divided by the total number of athletes (i.e., add all GPAs and divide by the total athletes).
 - (e) Indoor and outdoor track will count as one sport--athletes should not be listed twice.
 - (f) Include any and all student-athletes who appeared on the institution's official eligibility certificate during the previous academic year.
 - (g) Forms must be submitted to the Conference office no later than July 1.
 - (h) All institutions that meet the established standard will receive a plaque for permanent display. [Revised 7/1/01]
- 25.9 All Sports Award.** An all sports award will be presented to the institution that accumulates the highest total number of points each year beginning with the fall sports and ending with the completion of the spring sports season. Three separate awards will be presented recognizing the top institutions for men's and women's sports separately as well as an overall winner recognizing men's and women's sports combined. All sports have a point value equal to the number of teams participating. The awards for men, women and combined will be determined on the basis of the lowest number of sports offered by any WIAC institution in each category. Either (but not both) indoor and outdoor track are included in the calculations. The institutions with the highest number of points will receive a plaque for permanent display.
- 25.10 All-Sportsmanship Team.** An All-Sportsmanship team will be named in each of the conference's championship sports at the conclusion of each respective sport season. The team will consist of one member from each team (as selected by that team) who displays exemplary sportsmanship throughout the season. Each member of the All-Sportsmanship team will receive a certificate from the conference. [Adopted 5/1/07]
- 25.11 Special Recognition Award.** Individuals who have made unique contributions and/or have served the conference in an official capacity (e.g., athletics administrators, coaches, faculty athletics representatives, officials) over a number of years may be recognized with a special award from the conference. The following procedures will be used to select individuals for this award:
- (a) Nomination will be solicited from all athletics directors and faculty athletics representatives with the call for agenda items for the Spring Meeting of the athletics directors. (See Appendix K.)
 - (b) Nomination forms must be returned by the specified deadline and copies of the forms will be distributed along with the meeting agenda.
 - (c) Discussion regarding the nominees will take place at the athletics directors' meeting and voting will be by secret ballot.

- (d) Any nominee receiving a simple majority vote will be honored by a special recognition plaque. The award itself will be presented at the annual summer meetings or other appropriate date.

25.12 Award of Appreciation. An award of appreciation (i.e., certificate) shall be presented to individuals and/or groups who have made special contributions to the conference. This award is general in nature and nominations can be considered at any time.

Article 26 Conference Championships/Postseason Tournaments [See also Appendix L, *A Philosophical Framework for the Conduct of WIAC Championships and Postseason Tournaments* and Appendix M, *Guidelines for the Administration of WIAC Championships/Postseason Tournaments.*]

26.1 Championship/Postseason Tournament Participation. Member institutions that field a team in a designated conference championship sport must play an entire conference regular season schedule and compete in the championship/postseason tournament for those sports in which such an event is conducted with teams that meet the minimum number of participants as stipulated in NCAA Bylaw 20.11.3.5. Failure to abide by this declaration may jeopardize an institution's standing in the conference and will result in being prohibited from participation in the championship/postseason tournament.

26.1.1 Exception. Institutions may petition the conference for an exception to 26.1. The petition must be in writing and requires a two-thirds majority vote of the conference faculty athletics representatives' council.

26.1.2 Conflict with NCAA Championships. No WIAC championship/postseason tournament is to be scheduled in conflict with NCAA championships or other recognized national championships (e.g., NCGA) unless unanimously approved by the faculty athletics representatives, athletics directors and coaches of that sport.

26.2 Determining Conference Champions/Automatic Qualifiers. The conference champion/automatic qualifier in each sport shall be determined as follows: [Revised 2/11/00]

- (a) In the sports of cross country, golf, indoor and outdoor track and field, gymnastics, swimming and diving, and wrestling the conference champion shall be determined solely on the basis of a culminating conference championship meet/tournament.
- (b) In the sport of tennis, the conference champion shall be determined by a combination of the regular season final standings and the finish in the conference championship tournament. The NCAA automatic qualifier shall be the team that captures the conference's automatic qualifying tournament.
- (c) In the sport of ice hockey, the conference champion shall be determined solely on the basis of regular-season conference competition. All contests against other WIAC opponents as part of the NCHA schedule shall count toward the conference championship
- (d) In those team sports in which the conference receives an automatic bid to the NCAA playoffs and conducts (at least) a round-robin conference schedule [baseball, m/w basketball, football, women's soccer, softball, volleyball]:
 1. The conference champion shall be the regular-season champion. If two or more teams are tied, they shall be declared co-champions.
 2. If a postseason tournament/meet is conducted, the winner of the postseason tournament/meet shall be the NCAA automatic qualifier.

3. If a postseason tournament/meet is not conducted (e.g., football) the automatic qualifier is the regular-season champion, or in the case of a tie for the championship, the team that is selected based upon adopted tie-breaking criteria.
- (e) In those team sports in which the conference receives an automatic bid to the NCAA playoffs and the conference does not conduct a round-robin schedule, the conference champion and automatic qualifier shall be the postseason tournament/meet winner.

26.3 Championship/Postseason Tournament Sites/Formats. The host sites and formats for conference championships/ postseason tournaments will be determined as follows:

- (a) In the sports of cross country, indoor and outdoor track and field, gymnastics, swimming and diving, and wrestling, the championship site and format shall be as follows:
 1. All institutions sponsoring these sports shall participate in the championship.
 2. The championship site will be determined by a rotation recommended by each sport committee (normally alphabetical) and subsequently approved by the directors of athletics and faculty athletics representatives. No school shall lose its right to hold the championship/postseason tournament by passing its turn for one year or more, but shall retain its place at the top of the list each year until it has held the competition, unless otherwise stipulated in the sport code for that sport. By using an agreed-upon rotation the administration of the meet and travel costs should be more equitable and stimulate interest at each institution in the athletics program.
- (b) In the sports of volleyball and women's soccer the postseason tournament site and format shall be as follows:
 1. The top 8 teams based on the regular-season standings will qualify for the conference postseason tournament. The 9th place team will be excluded.
 2. First-round games will be played at the sites of the highest seeded teams (e.g., #8 at #1).
 3. The remainder of the tournament will be conducted either at the sites of the highest remaining seeded teams, or in a "final four" format at the site of the highest remaining seed or a predetermined neutral site.
 4. In the event the highest remaining seed declines to host the "final four", the finals are to be hosted by the next highest remaining seed.
- (c) In the sport of baseball, the postseason tournament site and format shall be as follows:
 1. The top 4 teams based on the regular-season standings will qualify for the postseason tournament.
 2. The tournament will be conducted at the site of the highest seeded team or at a predetermined neutral site.
 3. In the event the highest seeded team declines to host, the tournament will be hosted by the next highest seeded team.
- (d) In the sport of softball, the postseason tournament site and format shall be as follows:
 1. The top 8 teams based on the regular-season standings will qualify for the postseason tournament.
 2. The tournament site will be determined on the basis of an alphabetical rotation involving all nine conference institutions.

- (e) In the sports of tennis and golf, the conference championship will be conducted as follows:
 - 1. All institutions sponsoring these sports shall participate in the championship.
 - 2. The championships are to be conducted at a predetermined neutral site.
- (f) In the sports of men's and women's basketball, the postseason tournament site and format shall be as follows:
 - 1. The top 6 teams based on the regular-season standings will qualify for the postseason tournament.
 - 2. First round games will be played at the sites of the higher seeded teams (e.g., #6 at #3) with the top two seeded teams receiving first round byes.
 - 3. The remainder of the tournament will be conducted either at the sites of the highest remaining seeded teams, or in a "final four" format at the site of the highest remaining seed or a predetermined neutral site.

26.3.1 To the extent possible, no institution shall host more than three conference championships/postseason tournaments in any single academic year. [See Appendix M, Attachment No.1] An institution is not required to host more than one conference championship/postseason tournament within the same sport season. [Adopted 4/8/99]

26.4 Championship/Tournament Director. The host institution's athletics directors (or other administrative designee) shall be designated as the championship/tournament director. The championship/tournament director will be responsible for:

- (a) Planning the championship/tournament and ensuring that all WIAC, NCAA or other nationally recognized governing body (e.g., NCGA) regulations are followed.
- (b) Conducting the championship/tournament in accordance with the policies and procedures outlined in the WIAC Handbook, Guidelines for the Administration of WIAC Championships/Postseason Tournaments, and the applicable sport operating code.
- (c) Ensuring that all conference championship/tournament programs and merchandise (e.g., T-shirts) display the Conference logo.
- (d) Notifying the conference office and participating institutions, at least three weeks in advance, of the time schedule for the meet, entry deadlines, available housing/lodging, publicity needs, dressing facilities, and coaches' meetings (if applicable).
- (e) Sending meet results to the conference office immediately following the event.

26.5 Championship/Postseason Tournament Committee. Each championship/postseason tournament will have a committee that shall be convened to address issues that arise during the championship/ tournament that are not covered in the Bylaws, Administrative Regulations or the Operating Code for that sport. With few exceptions, the committee shall be comprised of the Commissioner (or designee), the athletics director of the host institution, and the sport chair.

26.6 Championship/Postseason Tournament Finances. The host institution shall assume all financial responsibility for conducting the conference championship (e.g., officials' fees, security, facilities) with the exception of the postseason basketball tournament (See Appendix N) and championships held at neutral sites. The costs and net revenue (if applicable) associated with neutral site championships will be divided equally among the participating institutions or the basis of a formula approved by the directors of athletics and incorporated into the sport code of that sport.

- 26.7 Championship/Postseason Tournament Banquets.** Banquets are not to be conducted in conjunction with WIAC postseason events. Any gathering of participants and/or fans shall be limited to the presentation of applicable awards. [Adopted 11/9/04]

Article 27 General Regulations

27.1 Contest Management

27.1.1 Facilities. All conference events shall be conducted in facilities owned or under the immediate control of at least one of the participating institutions. Community or high school facilities may be used to host conference regular season or postseason events provided they meet the official standards of that sport and permission is granted by the conference office.

27.1.2 Supervision. No WIAC athletics team shall be permitted to participate in an event unless that team is accompanied by their coach or a designated institutional representative.

27.1.3 Delay or Termination of Conference Events. The following are recognized as legitimate causes for delay or termination of a conference event:

- (a) Obstruction of the playing facility of any type that cannot be removed.
- (b) Failure of electrical power or other services necessary for the continuance of the contest.
- (c) Weather conditions making it impossible to start or continue the contest. (See Appendix Q)
- (d) When the conduct of any person or persons is such that the safety of those participating or in attendance is in jeopardy.

27.1.3.1 Procedures. The following procedures should be followed when determining delays or termination of conference athletics events:

- (a) The referee/head game official shall determine when a contest is to be delayed, terminated, or resumed if the cause is one of those listed in 27.1.3 (a), (b) or (c).
- (b) The home games management official with the visiting team's senior athletics administrative member (if present) and the assigned game officials will confer to determine when a contest is to be delayed, terminated, or resumed, if the cause is as presented in 27.1.3 (d).
- (c) At no time is either the home or visiting coaches vested with the authority to delay, stop or refuse to continue play. Coaches unilaterally taking their teams from the field or floor, or refusing to play, may be subject to severe sanctions and forfeiture of the contest.
- (d) A contest delayed by causes listed in 27.1.3 shall be resumed on the date scheduled regardless of the length of the delay unless it cannot be resumed before 12:00 midnight. If necessary and practical, the contest may be continued at another site within the community.
- (e) If the contest cannot be resumed prior to 12:00 midnight of the date scheduled, the game shall be terminated and rescheduled for continuation from the point of suspension unless otherwise prescribed by conference or NCAA rules.
- (f) If it is agreed upon by both institutions involved, the game may be terminated at the point of interruption with the results reported as a completed game within the prescribed playing rules for that sport or as stipulated by conference rules.

- (g) A complete written report detailing the unusual circumstances involved in the delay or termination of the contest shall be filed with the conference office following the event by the athletics director of the host institution and the head game official.

27.1.4 Ticket/Pass Policy. All institutions are required to honor the admissions policies of the conference as set forth in Bylaw 27.1.4. [See Appendix M for ticket policies pertaining to WIAC Championship/Postseason Tournaments]

27.1.4.1 Conference Passes. Each chancellor (3), faculty athletics representative (1), athletics director (1), senior woman administrator (1) and sports information director (1) shall receive yearly “conference pass(es)” that will admit two (2) individuals to all conference athletics events, including conference championships and postseason tournaments. Each institution also will receive four (4) conference passes yearly to be used by institutional staff members only. “Lifetime Passes” may be issued to individuals recognized for meritorious service to the conference.

27.1.4.2 Complimentary and/or Reduced Admissions. Member institutions are permitted to furnish complimentary and/or reduced price tickets to their home athletics contests except where prohibited by statute and/or NCAA or WIAC regulations. All institutional ticket policies, including those concerning the furnishing of complimentary and/or reduced price tickets, must be approved by the institution’s chancellor. Institutions shall keep written records pertaining to the furnishing of complimentary and/or reduced price tickets, and all such transactions shall be subject to institutional audit. [Adopted 12-5-97]

27.1.4.2.1 Visiting Team Parents. *Institutions are prohibited from providing free admittance to visiting team parents at those WIAC athletics events in which admission is being charged. [Adopted 12/04/08].*

27.1.4.3 Visiting Team Ticket Allotments. If requested, any number of tickets up to and including 500 for football and 200 for basketball shall be allotted to the visiting team. The tickets shall be provided at least two weeks prior to the scheduled contest and any unsold tickets returned at least two days prior to the contest starting time. Any additional tickets requested over the above number shall be at the discretion of the host athletics director. The visiting team shall account for all tickets issued at the established price. It is recommended that a specific group seating area be provided for visiting fans who have purchased such tickets.

27.1.4.4 Special Arrangements. Where unique situations exist, special arrangements should be made between competing institutions (e.g., one charges admission for a specific sport contest and the other does not, teams travel together and one plays the early game and then needs to wait for the other to finish.).

27.1.5 Spectator Control. Every effort shall be made by competing institutions to emphasize the importance of good sportsmanship by fans and spectators at all athletic events. Athletics administrators from each institution have the responsibility to control and assist in the curtailment of unsportsmanlike behavior from their respective fans, coaches, or athletes. However, in the event crowd control procedures must be initiated, this responsibility rests with each host institution, or with the tournament or meet director at off-campus championship events. Host institutions are responsible for taking reasonable measures (e.g., adequate security, public address announcements) to ensure that events are conducted in a safe and controlled environment, particularly in those instances in which questionable behavior or disruptive activities are foreseeable. The host institution shall take steps to ensure the safety and unabated movement of opposing teams and officials at the contest site.

27.1.5.1 Pep Bands/Noise Makers. All pep bands and noise makers must be cleared through the host athletics director’s office before they can be brought into a contest area during indoor athletics events. No pep band music or noise makers shall be used during a live ball period. Arrangements for visiting

bands (e.g., admission, seating, marching) must be approved by the host athletics director prior to the event.

27.1.5.2 Stoppage of Play. Once a contest is underway, the Referee/Head Official determines if the situation is too detrimental to continue play and has the authority to stop the contest. If a contest has been stopped by the Referee/Head Official, the decision to continue the contest is solely the authority of the host athletics director (or designee) in consultation with the Referee/Head Official.

27.1.6 Provision of Medical Services. The host institution is responsible for providing visiting teams with a description of all available medical and training facilities and services, including emergency telephone numbers. It is recommended that a conversation between athletics trainers from the participating institutions take place prior to any event. The visiting team's training staff is responsible for supplying its own equipment and training supplies (e.g., tape, braces, padding) for pre-game treatment, and should inform the host institution of any particular needs or treatments required. In addition, the host institution must ensure that (see also the WIAC Sports Medicine Operating Code):

- (a) A physician is on the sideline for every varsity football game.
- (b) An individual certified in first aid, AED & CPR is on site at every athletics event. [Revised 4/10/07]
- (c) Basic services and amenities (e.g., stretchers, basic first aid supplies, towels, water cooler, ice) are available at every athletics event.
- (d) A plan is in place for communication and transportation between the contest site and a medical facility (e.g., hospital, clinic) should emergency services become necessary.
- (e) A working telephone or other telecommunications device, whether fixed or mobile, is readily accessible.

27.1.6.1 Jurisdiction. Matters pertaining to the treatment of injuries rests with the athletics training staff of each institution, unless a physician is in attendance. A physician(s) shall have absolute and unquestioned authority on all medical decisions, including those related to a return to competition.

27.2 Officials. All conference contests shall be played under the supervision of officials properly authorized by the participating institutions and in accordance with the provisions in the operating code for each sport. Football, basketball, softball, baseball, women's soccer and volleyball officials will be assigned by the conference office.

27.2.1 Fees. Whenever applicable, officials shall be paid in accordance with the fee structure established by the conference. [See Appendix W.]

27.2.2 Comments on Officiating. Coaches and officials will refrain from post-game comments on officiating. Any comments, criticisms or complaints of game officials' performance should be directed to the conference office by a written memorandum from the head coach through the athletics director. In the sports of football, basketball, women's soccer, softball, baseball and volleyball coaches also may forward their comments via the written evaluation forms submitted to the conference office and/or the coordinator of officials for each sport. Complaints pertaining to officials shall not be released to the press or public either in written or verbal form. The distribution of a videotape of "questionable" calls to members of the media or general public is also prohibited. Any coach, student-athlete or other institutional personnel connected with an institution who publicly criticizes officials shall be subject to severe disciplinary measures including, but not limited to, suspension from future contests.

27.2.3 Direct Communication. Coaches and game officials shall not contact each other directly to discuss matters pertaining to the officiating of a contest. All such communications shall go through the conference office and/or supervisors of officials.

- 27.3 Official Rules Interpretations.** Only authorized institutional officials may call the conference office for interpretations related to conference or NCAA bylaws. The authorized officials include each institution's athletics director(s) and faculty athletics representative(s) and up to three additional officials inside or outside the athletics department (e.g., registrar). Coaches (with the exception of those also serving in the capacity of an athletics director) may not contact the conference office for official rules interpretations. Coaches and others are not precluded from contacting the conference office to request or report general information. Only those interpretations issued in writing are considered "official" interpretations. [Revised 7/1/01]
- 27.4 Sports Information.** Each institution is responsible for forwarding to the conference office information related to the results and statistics of their athletics teams and events. Statistics for all games shall be furnished to the Conference office by noon the following Monday in accordance with the provisions of the sports information directors' code.
- 27.5 Alcoholic Beverages, Tobacco and Substance Abuse.** The use of alcoholic beverages, illegal drugs, or tobacco products, including "smokeless" tobacco, by any participants (e.g., coaches, student-athletes, officials, chain crews, official scorers) in a practice or competition is strictly prohibited.
- 27.5.1 Alcohol Sales.** The sale or provision of alcoholic beverages at a conference event shall be left to the discretion of each institution within the guidelines established by the University of Wisconsin System. In any case, alcoholic beverages cannot be sold and/or consumed within the perimeter of the competition area.
- 27.5.2 Dietary Supplements.** Athletics department staff members shall not supply, endorse or promote the use of any dietary supplements (e.g., weight-gain muscle/strength-building supplements) among student-athletes. Furthermore, it is the responsibility of each institution to ensure that an educational program and/or resource person is in place to ensure that student-athletes can make informed decisions regarding the use of dietary supplements. [Adopted 2/11/00]
- 27.5.3 Substance Abuse.** The WIAC is committed to the enforcement and enhancement of NCAA rules and procedures regarding substance abuse as they pertain to student-athletes and staff; and a continuous effort will be made by the WIAC to develop and implement positive and effective policies which will discourage substance abuse within the conference.
- 27.6 Policy on Attire.** Conference teams and individual student-athletes shall conform to all WIAC and NCAA regulations governing uniforms. Decals or printing related to alcoholic beverages, controlled substances, tobacco products, and inappropriate language or pictures shall not be permitted. All competitors shall wear exclusively the official uniform of their institution in warm-ups and competition.
- 27.7 Health and Safety.** The health and safety of student-athletes is of critical importance to the conference. While participation in sports requires an acceptance of risk of injury, it is the responsibility of each institution to take reasonable measures to protect the health of and provide a safe environment for each of its student-athletes. Therefore, it is recommended that:
- (a) Student-athletes be required to take a pre-participation medical exam.
 - (b) Each student-athlete be covered by individual or parental medical insurance to defray the cost of significant injury or illness.
 - (c) Following serious illness, injury or surgery that a student-athlete's return to practice or competition be determined by a qualified medical practitioner.
 - (d) Great care is exercised in the transportation of student-athletes to and from practice and competition sites (See UW-System Travel Guidelines.).

- 27.8 Scouting/Videotaping of Opponents.** Coaches are not permitted to attend contests/events involving WIAC teams nor scout or videotape future WIAC opponents during the course of the playing seasons applicable to that sport. Furthermore, it is impermissible to receive scouting reports or videotape on future WIAC opponents from a third party unless otherwise stipulated in the sport code of the affected sport. The prohibition on attending and/or scouting is not applicable to NCAA playoff contests, WIAC championships/postseason events or when two or more conference teams are participating in the same event/tournament at the same site. [Adopted 3/27/07, Revised 5/15/08]

Article 28 Rights to WIAC Properties [Adopted 6/01/06]

- 28.1 Names and Marks.** The WIAC owns or controls all rights and interests in its name, logo, seal, trademarks and service marks, whether registered or unregistered, including the “Wisconsin Intercollegiate Athletic Conference” and “WIAC”. The WIAC will prosecute infringement of identical or confusingly similar marks. The WIAC shall maintain control over the nature and quality of the goods and services rendered under the marks; therefore, no use of the marks by others will be permitted in advertising, in association with commercial services or related to the sale of merchandise without the specific approval of the WIAC.

- 28.2 Media Rights.** The WIAC owns or controls all media rights to any and all WIAC postseason events (i.e., postseason tournaments and championships) as well as all regular-season events that are considered as part of an established conference schedule. As such, the conference can elect to transfer ownership or control of selected events to its member institutions and/or transfer distribution rights to a designated third party. These rights include television (live and delayed), radio broadcasting (see 28.2.3), internet streaming, IP-TV, commercial photography and any other present or future form of electronic or print reproduction or representation of WIAC events (e.g., DVDs).

28.2.1 Distribution Rights. The WIAC shall have the authority to negotiate and enter into agreements for the distribution rights to all WIAC events as defined in 28.2 so as to maximize the revenue potential and to ensure a relatively equal distribution of revenue as well as exposure opportunities for all of its conference members. Member institutions are precluded from unilaterally negotiated rights to WIAC events as defined in 28.2 without prior written authorization from the WIAC. Any conference-wide agreement for distribution rights reached with a third party shall include a clearly delineated protocol with respect to the manner in which the rights to any particular event are relinquished thereby transferring production and/or distribution rights to individual institutions.

28.2.2 Revenue Distribution. Unless otherwise stipulated, revenue generated from distribution rights pertaining to WIAC regular-season events shall be divided equally among the conference’s member institutions whereas revenue generated from distribution rights associated with WIAC postseason events shall remain with the conference office.

28.2.3 Radio Broadcast Rights. Radio broadcast rights for WIAC regular-season events shall be owned and controlled by the member institutions. Radio broadcast rights for all WIAC postseason events are to be owned and controlled by the conference.

28.2.4 Student Broadcast Productions. Any WIAC agreement with a third party to produce and/or distribute WIAC events will include the stipulation that the transference of media rights to the third party will not interfere with student broadcast productions provided the distribution of these events is limited to a localized geographical area and does not include the sale of electronic reproductions of WIAC events (e.g., DVDs).

- 28.3 Merchandise.** The WIAC owns or controls any and all merchandise that is to be sold or distributed at WIAC postseason events (i.e., postseason tournaments and championships) or merchandise to be sold or distributed elsewhere bearing the WIAC name or logo. Furthermore, any merchandise (WIAC or non-WIAC) to be sold or distributed at WIAC postseason events must have prior approval of the WIAC commissioner.

Article 29 Membership Requests

- 29.1 Reviewing Requests.** Requests for membership will be reviewed in succession by an ad hoc committee (comprised of athletics directors and faculty athletics representatives) appointed by the WIAC Executive Committee, the athletics directors' council and faculty athletics representatives' council with the final determination made by the Council of Chancellors.
- 29.2 Criterion.** Requests will be reviewed on a case-by-case basis with priority given to what is in the best interests of the WIAC. A number of factors will be considered including, but not limited to, geography, enrollment, emerging women's sports, rules compliance, facilities, other sports offerings, and scheduling ramifications.
- 29.3 Site Visit/Documentation.** The review process may include a site visit and/or the submission of documentation relevant to the membership request.

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