North Atlantic Conference
Men’s and Women’s Basketball Guidelines
2018-2019
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GENERAL PLAYING GUIDELINES

- Scheduling/Support Guidelines:
  - Start times/Scheduling:
    - Start times for mid-week and Friday weekday basketball doubleheader games are recommended to be 5:30/7:30 p.m. Start times for Saturday doubleheaders following a Friday night contest, should be 1:00 p.m. and 3:00 p.m. (March 2011) unless mutually agreed upon by all four institutions involved in weekend play.
    - Each team shall play twice per season, once at home and once away with order of the location alternating yearly unless changes in membership dictate otherwise.
    - NCAA guidelines for OT rules will apply.
  - Back-to-Back Games:
    - Teams shall have no more than 5 back-to-back weekends (2018).
    - Host team should wear their home (white) uniforms on the first day of competition and their away (dark) on the second day of competition of back-to-back play. Visitors should do the reverse.
    - Game times should allow for a minimum rest period of 17 hours (as per change for preferred time from 3/11) between back-to-back weekend games unless mutually agreed upon by all institutions involved in weekend play.
  - For Men’s and Women’s Double Headers:
    - In 2018-19, the Men will play the first game and the Women will play the second game.
    - 20 minutes will be put on the clock between games of the doubleheader.
      - The clock will start once both teams have cleared the floor and the floor has been swept.
      - The second game will not begin prior to the published game time.
  - Cancellations/Rescheduling:
    - Conference members must make conference games their first priority at all times. All cancelled games should be made up if at all possible. When weather dictates schedule changes for back-to-back conference play, all teams involved in that weekend should be consulted. All changes must be communicated to the conference office.
    - Once a visiting team has left campus en route to the competition site, every possible attempt will be made to complete the contest to avoid repeat travel.
  - Travel Support:
    - Lodging-The host institution shall assist all NAC institutions by providing a list of hotel accommodations in the area.
  - Conference Scouting Policy:
    - It is permissible to share scouting information on conference members with other conference members. It is impermissible to share any information on conference members with non-conference institutions (basketball coaches are allowed to participate in the national open library on Synergy). (May 2018)
• **Home Team Responsibilities:**
  
  o Setting competition times/sites—i.e. if a venue is not playable, if there are two games, etc.
  o Providing a court that meets minimum NCAA regulation standards.
  o Providing a certified athletic trainer at each contest.
    • All visiting teams must provide their own training supplies.
  o Providing game personnel including: 3 officials, official scorer, official timer, shot clock operator, stat keeper, crowd control, etc.
  o Providing event programs including at minimum the lineups for each team.
  o Providing locker rooms for the visiting team at all games.
  o All home games should be supervised by an athletic administrator/site director who is responsible for sportsmanship/behavior of fans.
  o If at an off-campus venue, the home team is responsible for having a game administrator present at least one hour prior to the contest to greet the visiting team.
  o Announcing the below NCAA sportsmanship advisory prior to each game:

  > The NCAA and the North Atlantic Conference promote good sportsmanship by the student-athletes, coaches and spectators at today’s/tonight’s contest. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from (site of competition). Any spectators that enter the playing area during a contest, will be removed from (site of competition).

• **Pre-Game Protocol (11/2018):**

  o The NAC will follow the pre-game protocol used for the NCAA Tournament. As such, five minutes prior to the scheduled start time, teams will clear the floor and stand in front of their benches. Players will stay there for general announcements, the National Anthem (first game only), and the NAC Sportsmanship statement. Next, starters will be introduced in alternating fashion, starting with the visiting team player followed by the home team player. Each starting pair will meet at half court in front of the scorer’s table to shake hands with the opposing starter and then return to the free throw line area directly in front of their own bench. Players will not shake hands with coaches or officials. Head coaches will be introduced last and will meet in front of the scorer’s table to shake hands and then return to their own bench area.

• **Instant Replay Option (5/2015):**

  o As permitted by Rule 11 of the Basketball Rules, when proper equipment is available, institutions may choose to utilize instant replay for conference games.
  o Assignors should be notified if instant replay will be utilized two days prior to the scheduled game to inform assigned officials. Assignors will be requested to provide detailed information regarding this Rule for coaches and officials to refer to during the contest.
• Visiting teams must be notified prior to Tip-Off if this option will be utilized.

• Media Timeouts (Regular Season):
  o Media timeouts should not be used by any institution throughout the regular season. (2017)

• Official Conference Ball:
  o Wilson Solution Wide Channel

• Film Exchange Policy
  o The men’s and women’s basketball film exchange will be an open library through Krossover.
  o There is a 24 hour deadline for all games (home and away non-conference/tournament games). For away non-conference/tournament games, the 24 hours will start once a team has returned to campus.
  o Hosts are not required to provide a DVD copy after the game.
    ▪ For games in which teams play the same opponent on consecutive nights, the host will be required to provide the game film on a USB. The visiting team must provide the USB for the film to be shared. (2018)
  o Protocol for filming games:
    ▪ Audio should be used.
    ▪ Show scoreboard at the start of the half, each timeout and any extended deadball situation (injury, etc.).
    ▪ Film must include all action during the game, including foul shots and out-of-bounds plays.
    ▪ A fine of $25.00 shall be placed on an institution each time they do not follow through with the film exchange policy.
      • If there are any technical issues with film for home games, coaches must email their peers and the conference office prior to the 24 hour deadline. If there are issues “beyond the institution’s control,” fines may be waived.
      • If there are any issues with away non-conference film (obtaining film/compatible film with Krossover), coaches must email their peers and conference office prior to the 24 hour deadline for fines to be waived (if available, coaches should share a link of film if provided and non-compatible with Krossover).
    ▪ Dissemination of scouting information on member institutions to non-conference institutions is not permitted - basketball coaches are allowed to participate in the national open library on Synergy (2018). It is permissible to share scouting information about conference opponents with other conference members.
• **Awards:**
  - It is the responsibility of each institution to submit nominations for their student-athletes for weekly (SIDs) and annual awards (Coaches) through the NAC website.
  - Weekly awards will begin the Monday following the first week of competition in which at least half of the member schools have competed. Weekly honors will conclude the Monday following the NAC Championship. Weekly nominations are due Monday at 10:00 a.m. and winners will be selected by the conference staff. The following weekly awards will be selected for both Men’s and Women’s Basketball:
    - Player of the Week
    - Rookie of the Week
  - Nominations for annual awards will be submitted by conference coaches through the conclusion of regular season conference play. Annual awards will be selected through a vote by conference coaches and will be announced prior to the NAC Championship game. Both Men’s and Women’s Basketball will select the following annual awards:
    - Player of the Year
    - Defensive Player of the Year
    - Rookie of the Year
    - Coach of the Year
    - Sportsmanship Team
    - Senior Scholar Athlete of the Year
    - All-Conference First and Second Team
  - All Conference First and Second Team
    - The top 5 players will be named to the first team. The next 5 players will be named to the second team.
    - Coaches may nominate up to five players from their own team regardless of position using the All-Conference Team form. Only Conference statistics will be included on the ballot.
  - Regional and National Award Voting
    - Coaches are strongly encouraged to become members of their respective coaching groups and to nominate worthy players and teams for award consideration. Participation in the voting process is strongly encouraged to increase the potential for the recognition of NAC student-athletes on the regional and national stages.

• **Sports Information:**
  - Maintaining an accurate schedule, including non-conference contests and notifying the conference office when there are postponements and cancelations.
  - Maintaining an accurate stat roster on the NAC website.
  - Submitting the score of all home contests and away non-conference contests to the Conference through the NAC website as soon as contests are complete.
  - Sending packed stat game file to the visitor and uploading the file to both the NAC website and the NCAA statistics and score reporting site following the contest.
  - Submitting nominations for weekly honors and recaps through the NAC website.
  - Assisting in the submission of nominations and votes for annual awards through the NAC website.
At the direction of the North Atlantic Conference Presidents and with the support of the Directors of Athletics, the conference embraces the theme "Creating an Atmosphere of Respect" for each of our sports. The ultimate goal for the NAC is to create an atmosphere that places the highest regard for exemplary behavior of all participants, coaches, administrators, fans and officials. The Basketball community has agreed to a set of behavioral expectations for coaches and student-athletes.

Behavioral Objectives for “Creating an atmosphere of respect” Initiative

- All conference members will show respect for the opponent, teammates, coaches, officials, and the game.
- Conference members will establish high expectations for all remembering that all individuals must represent their team, institution and conference well.
- Coaches will interact with game officials in a respectful manner. The goal of the conference will be to avoid technical fouls being issued to coaches during the season.
- Men's and Women's Basketball Coaches will engage in the process by "Creating an atmosphere of respect" and adhering to basic behaviors that are expected of all conference members. In turn, they will share this information with their respective teams and set the highest of expectations for achieving program objectives.
- A conference pre-game protocol was accepted. Prior to the start of the game, all team members and coaches will line up on their respective foul lines facing each other. While they are lining up, the conference sportsmanship statement will be read. The National Anthem will follow. When it ends, the teams will meet at center court and shake hands with a member from the opposing team. Both teams will then return to their bench areas for the introduction of starters. It should be noted; this protocol will be followed for both contests of a double header, but the anthem will only be played for the first game.
- Following each NAC Conference Game, visiting coaches and event managers will have the option to provide feedback on the behavior of other coaches, student-athletes and fans through the use of an evaluation tool aimed not at punitive action but on the enhancement of all NAC programs. To access the online form, go to www.nacathletics.com, select Inside the NAC and from Member Services, click on Contest Feedback form. The Commissioner will follow up with appropriate individuals on all feedback submitted.

NAC Expectations for Good Sportsmanship (from NAC Bylaws):

- Observing and supporting the rules of the game.
- Promoting the spirit as well as the letter of the rules.
- Placing fairness first as a goal in all competition.
- Taking personal responsibility for high standards of play and conduct.
- Showing civility toward competitors, coaches and officials.
- Playing cleanly while playing hard.
- Showing maturity and integrity in conduct on and off the field of play.
- Being a gracious competitor and accepting both wins and losses with dignity.

We all benefit by “Creating an Atmosphere of Respect.”
CHAMPIONSHIP GUIDELINES

- 2019 North Atlantic Conference Championship Date and Format:
  - Coaches Chair: Men - Miles Smith, Johnson State
    Women - Jamie Beaudoin, UMaine-Farmington
  - Coaches Vice Chairs: Men - TBD
    Women - Sean Lynch, Lyndon
  - Sport Liaisons: Men - Frank Pergolizzi, Husson
    Women - Trish Carver, Maine Maritime
  - Last play date: Tuesday, February 12, 2019
  - Seeding will take place following the completion of all conference games.
  - Format will be as follows:
    - Top SIX teams qualify for tournament.
    - Quarterfinals: Saturday, February 16 2019, at higher seeded institutions, with a preferred game time of 2:00 p.m.
      - Top 2 teams receive bye.
      - Pairings: #6 @ #3 and #5 @ #4
    - Quarterfinals - 2 Tournament Contests at one site:
      - If one traveling team is out of region (i.e. Vermont or New Hampshire traveling to Maine or the reverse), the out of region team will play in the first contest.
      - If both teams are in region or both teams are out of region, the rotation will follow the order of play rotation for that year (2019 - Men first and Women second).
    - Semifinals and Finals will be a final four format and are held on Friday, February 22, and Saturday, February 23, 2019, at the site of the highest seed.
      - The No. 1 seed will have the opportunity to decide if they will play in the first or the second semifinal game. This must be determined on the Wednesday, February 13, 2019, coaches’ conference call (added 3/2009). Men's Call - 10:00 a.m. Women's Call - 11:00 a.m. If one school is hosting both tournaments, the calls will be combined at 11:00 a.m.
      - If 2 games are to be played on Friday, game times will be 6:00 p.m. and 8:00 p.m.
      - If 4 games are played at one site on Friday, game times will be 1:00 p.m./3:00 p.m. (Men), and 6:00 p.m./8:00 p.m. (Women).
      - The Championship final on Saturday will be at 2:00 p.m. if 1 game at site, and 2:00 p.m. (Men) and 4:30 p.m. (Women) if 2 games at site.
• **Hosting:**

  - Higher seeds in all rounds of Championship play have the opportunity to host, if they meet the following criteria:
    - Court must meet minimum NCAA Standards (94’ X 50’).
    - Viewing capacity for 400 people.
    - The lower seeded team will be allocated seating for up to one third of the seating capacity of the facility based on the anticipated attendance. The host institution’s staff will determine the location of the seating.
    - Bench capacity for 18.
    - Adequate Parking.
    - Adequate Security and Crowd Control.
    - Official scorer’s table on the sideline.
    - Visible score board and game clock (with a 10th of a second display).
    - Visible shot clock (recessed with lights).
    - 2 NCAA regulation balls (Wilson Solution Wide Channel) must be provided by host institution.
    - Adequate and trained Stat Crew.
  - Institutions should meet all guidelines to host conference championships.
  - Any institution that does not exactly meet the standards, but wishes to host, may submit request w/hosting form to Commissioner of Championships prior to August meeting of the Athletic Directors Council.
    - These requests will then be voted on during Aug. meeting.
  - Host institution may request permission to use off-site gym to meet host requirements for championship play.
  - If higher seed is unable to host, the next highest seed will have the opportunity to host.

• **Coaches Meeting:**

  - Coaches will participate in a **Pre-Tournament teleconference on Wednesday, February 13, 2019, with the men at 10:00 a.m. and the women at 11:00 a.m.** If one school is hosting both tournaments, the calls will be combined at 11:00 a.m. The Sport Liaison and Conference Commissioner will facilitate this meeting. All coaches are invited to participate; attendance is mandatory for coaches of teams participating in the tournament. When there is a conflict with a scheduled contest, the Athletic Director or another institutional representative may serve as a substitute for the coach. An Administrator representative from host institutions is expected to participate on the call.
  - A Conference call of all coaches will be scheduled following the season at which point basketball issues and ideas will be discussed. The Sport Chairperson will be responsible for scheduling the call and will work with the conference office on the call agenda.
  - For all sport conference calls, all future Agenda items must be submitted two weeks prior to call so that these can be distributed to all coaches and AD’s prior to conference call.  
  (November 2010)
• **Seedings/Format:**

  o The Conference Commissioner and Associate Commissioner will seed teams following the last NAC competition date using results provided by the institution through the Conference website. Tiebreaking results will be shared with the conference coaches. The following criteria will be used to seed teams:
    ▪ Conference winning % - must have completed 2/3 of conference games to be eligible. Contests against institutions failing to meet this requirement will not be counted as conference contests for purposes of seeding.

  o In case of a tie, the following tie-break procedures will be followed:
    ▪ Head-to-head result (two-way tie).
    ▪ In ties among three or more schools or when head-to-head results between two teams are equal, the following criteria will be applied, in order, until a team is (or teams are) separated. At that point, the process begins anew, (returning to the first criteria) with the remaining teams.
      • Best record among tied teams. The conference will only examine records of tied teams in conference contests with each other.
      • Comparison of results against conference opponents one team at a time starting with the highest ranked team and continuing in downward rank order until the tie is broken.
      • Comparison of results against non-conference common opponents. During this step, non-conference games with conference opponents will not be considered.
      • Comparison of winning percentage vs. NCAA Division III opponents with .500+ winning. (added 3/2009)
      • Overall winning percentage.
      • Coin toss.

• **Uniforms:**

  o The higher seed will be the home team during all rounds of championship play and will wear home uniforms.
  o Color of uniforms may be changed to accommodate teams playing back-to-back if agreed upon by both athletic directors.

• **Officials:**

  o It is the responsibility of the conference office to secure officials for all rounds of tournament play.
  o The host institution will pay officials for all rounds of the tournament.
  o The same official may not be used for more than one contest in the semifinal and final rounds of the championship.
  o All games are to have three officials.
• **Pre-game announcement:**
  
  o The standard conference announcement regarding good sportsmanship (shown above on page 5) must be read before each game.

• **Athletic Training:**
  
  o Certified on-site training personnel must be available one and a half hours before game time and one half hour post-game.
  o Supplies to be provided by each institution.
  o Access to emergency transport required.

• **Locker rooms:**
  
  o Must accommodate two teams/game.
  o If only two available, game times should reflect needs.
  o Chalk Talk board should be available for each team.

• **Bathroom Facilities:**
  
  o Must be adequate, in close proximity to playing venue, and meet ADA requirements.

• **Contest Management:**
  
  o Site Director
  o Security/crowd control
  o Stat personnel
  o Official timer/clock operator
  o Shot clock operator
  o Official PA announcer
  o Official Videotape Personnel
  o A video from the semifinal contest must be made available to competing teams after the contest.
  o Student or Staff hosts to show teams to locker rooms and other parts of the athletic facility.

• **Pre-Game Meeting:**
  
  o A mandatory pre-game meeting will take place prior to each round of championship play with the officials, head coaches and host administrator to discuss overtime, rules, etc.
• **Instant Replay: (added 5/2015)**
  - If equipment is available for instant replay at both sites of competition (men and women), this option will be utilized for semifinal and final rounds of the NAC Tournament. (January 2018). More information will be provided prior to the start of the tournament.

• **Media Timeouts: (voted on April 2015)**
  - Media Timeout option, consistent with NCAA first round protocol, may be used for all rounds of tournament play if equipment is available. More information will be provided prior to the start of the tournament.

• **Game Programs:**
  - Game programs should include:
    - Name of all competing institutions
    - Complete roster of teams participating at specific site
    - Institutional synopsis of participating teams
    - NAC history/information etc.
    - Previous year’s tournament information including the previous sports champions
    - NAC/NCAA Sportsmanship expectations
    - NAC logo
    - School logos
    - Wilson logo (sponsor)
    - Award Guys logo (sponsor)

• **Championship Awards:**
  - Awards must be presented by a Conference Representative, the Sport Chairperson, the Athletic Director of host institution or other host institution representative. A script will be distributed to the host for awards ceremony.
  - Awards will be presented after championship contest. All-Tournament team members from previous games should be mentioned during the presentation.
  - Awards should be displayed prior to championship game if possible.
  - It is the responsibility of the conference office to order plaques and to have them delivered to the host institution in a timely manner.
  - All-Tournament Team will be named for each championship.
    - 3rd and 4th place teams receive one selection each
    - 2nd place team receives two selections
    - Champion received two selections plus an MVP selection
• Host site SID/Site director:
  o Entering contests into NAC Scoreboard and confirm game times.
  o Providing programs for all tournament contests.
  o Maintaining in contest scores on the NAC website.
  o Providing updates on social media platforms using institution and conference handles and conference hashtags.
  o Submitting the final score to the Conference through the NAC website.
  o Sending packed stat game file to the visitor and uploading the file to the NAC website following the contest.
  o Share neutral game summary and box score with opponent, conference office and media outlets following all hosted contests (media outlets must be provided to host institution in advance).
  o Taking a digital Championship Team Photo and sending it to the conference office with the neutral contest story. Photo should also be shared with championship team.

• Overtime:
  o Follow NCAA rules. These rules are to be discussed in the mandatory pre-game meeting with officials, head coaches and host administrator.

• Weather:
  o If the inclement weather occurs and games cannot be rescheduled by the day prior to the semifinals and the quarterfinals cannot be played, the higher seeds will automatically advance to the semifinals. The decision to postpone/cancel must be made by Host AD, traveling AD and conference commissioner. A rain or snow date will be built into the championship dates, should inclement weather continue, the top seed will be declared the conference champion for the NCAA selections of the AQ’s.

• Tickets/Concessions:
  o Ticket sales and concessions are optional.
  o The lower seeded team will be allocated seating for up to one third of the seating capacity of the facility based on the anticipated attendance. The host institution’s staff will determine the location of the seating.
  o If a gate is charged, institutions are permitted to charge the same prices they utilized during the regular season.
  o If a gate is being charged, all institutions must be notified in advance and complementary tickets for each tournament participant must be provided.
  o # of complementary tickets will be limited to two institutional representatives and two/roster member.