

# Upper Midwest Athletic Conference Bylaws

Last Updated: Dec. 4, 2020

## I. General

### A. Procedure

1. Roberts Rules of Order shall be the parliamentary authority of this conference.

### B. Special Assessments:

1. Special assessments may be levied, when necessary, by majority vote of the members of the conference at any regular meeting.

### C. Expenses:

1. The officers shall be allowed expenses for conducting the business affairs of the conference.
2. No loans or advances, other than customary travel advances, shall be made by the UMAC to any of its officers or directors.
3. 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 institution. The Conference shall reimburse institutions for direct expenses incurred by representatives serving on ad-hoc committees or incurred while on special assignment as approved by the appropriate level of the Conference's governance structure.
4. The Commissioner shall have the authority to approve a check request, approve a finance transaction (charge), and incur single-transaction expenses up to \$10,000. Any check request, financial transaction (charge) or single transaction expense more than \$10,000 must be approved by the Chair of the UMAC Council of Presidents.
5. The Commissioner shall provide to the Finance Committee by the 10<sup>th</sup> day of each month, an updated budget report for the current fiscal year with expenses to date. The Finance Committee will review the updated budget report in their monthly meeting.

### D. Attendance at Meetings:

1. Unless a member institution has been granted an excuse by the Commissioner, a \$50.00 fine shall be levied against the member institution missing a conference meeting.

### E. Authority of Minutes:

1. All recordings of the conference as recorded in the approved minutes of its meetings, together with the constitution and the by-laws, shall be equally binding upon its members.

## II. Sport Administration

### A. Conference Commissioner will perform the following duties in accordance with official job description:

1. Maintain, administer, & interpret the UMAC sport guidelines.
  - a. In maintaining the guidelines the commissioner shall edit and update the guidelines in accordance with the actions of the Athletics Director Council.
  - b. Additionally the commissioner should edit and update sport guidelines as he/she deems necessary to streamline, conform with NCAA bylaws, and to state current practices not in the guidelines, or address other pertinent issues. When these changes are proposed, the commissioner shall inform the coaches and athletic directors of the proposed change. If there is not objection within 30 days, the guideline will take effect; if any institution objects to the change it will not take effect until voted on by the Athletics Director Council.
2. Interpret and enforce UMAC and NCAA Division III legislation. The commissioner has the investigative authority to look into any reported irregularities or discrepancies that would potentially violate the rules and governing documents of the conference or violate the bylaws of the NCAA. A member institution must provide requested data as part of investigative research by the commissioner.

3. Investigate and arbitrate disputes between conference members, providing written documentation of disputes, resolutions, and maintain said documentation in conference office.
4. Discipline and sanction member institutions and its student-athletes, coaches, and athletics staff as deemed necessary based upon violation of UMAC governing documents, violation of sports guidelines, violation of NCAA bylaws, or inappropriate behavior including but not limited to the areas of sportsmanship, interaction with officials, and conduct unbecoming to the positive identity of the UMAC or not in agreement with UMAC Mission/Vision and Philosophy Statement. The rulings of the commissioner related to discipline and sanctions may be appealed to the UMAC Executive Committee. If the institution of a member of the Executive Committee is involved with the ruling, the applicable sport liaison will serve as a replacement on the Executive Committee.
5. Receive hardship waivers from member institutions, process hardship waiver requests and establish a permanent file of all processed hardship waivers.
6. Set time, place, & agenda for annual coaches' meeting for each sport.
7. Set & distribute conference schedules, based on conference approval process.
8. Arrange for the selection, hiring, and assigning of all game officials as requested by membership, including the oversight and annual evaluation of appointed conference officials' supervisors/coordinators.
9. Assure member schools receive a list of all assigned officials for contests or events each member school is hosting.
10. Administer selection of conference awards.
11. Prior to the season, inform Athletic Directors & head coaches of all conference awards protocol, including timelines, procedures, and forms (if applicable).
12. Two weeks prior to all conference selection, remind Athletic Directors and head coaches of nomination/selection protocol.
13. Administer actual selection of award winners, report results to conference schools and UMAC SID.
14. Oversee the conference tournaments and championships, set pairings/brackets, complete necessary reports.
15. Prior to the season, inform Athletic Directors & head coaches of conference tournament procedures.
16. As soon as practical inform Athletic Directors & head coaches of tournament pairings, dates and site(s).
17. Approve conference tournament game officials, officials shall have significant college experience and be considered well qualified for a conference tournament.
18. Provide a checklist for tournament administrator(s) containing all items that must be done.
19. Work with the UMAC SID in setting score and statistical reporting protocol.
20. Prior to the season inform Athletic Directors & head coaches of the protocol.
21. Be aware of any issues/changes that affect the sport and communicate with the conference coaches & administrators regarding such.
22. Serve as representative to any outside bodies when appropriate.
23. Administer the NCAA Division III Strategic Initiative Grant Program.
24. Prepare annual budget for formal approval of Athletics Directors and Council of Presidents.
25. Receive and hold all conference funds, maintaining proper accounting records, and dispersing funds as required.
26. Provide financial reports at all regularly scheduled meetings and upon request of Athletics Directors or Council of Presidents.
27. Responsible for filing all applicable taxes, returns, and annual reports with IRS, state, and federal government.
28. Supervise other conference employees in consultation with Athletics Directors as well as provide oversight of UMAC Student-Athlete Advisory Committee (SAAC).
29. Direct the conference's planning, including development of standing strategic-plan and annual goals.
30. Coordinate public relations, marketing and sports information advancement efforts.

#### *B. Sport Liaison*

1. Sport Liaison for each sport shall be an athletic director or senior woman administrator from a full member institution; he/she will serve as sport chair. Primary duty will be to chair the coaches' meeting and report minutes/action items at conference meetings. Additionally Commissioner will consult the Liaison when performing the duties related to the liaison's sport.

### III. Contest Management

#### A. Contest Manager

1. A non-coaching representative of the host institution shall serve as contest manager for all home contests in team sports.
2. The required responsibilities of the contest manager include:
  - a. Make sure an individual from the home/host team is available to greet the visiting team upon arrival and show them to locker room, training room, court/field, etc.
  - b. Make sure an individual from the home/host team is available to greet the officials upon arrival and show them to locker room and court/field, etc.
  - c. Introduce themselves to visiting team and to officials and indicate where he/she will be generally before, during and after the contest if there are any issues or concerns related to game management.
  - d. Assure safe and clear passage of officials to/from locker room and to/from field or court before contest, at halftime, and following the contest. Walk with officials or provide security during such times.
  - e. Be trained, prepared, and educated on all emergency action plans for the facility/venue in which the contest is taking place (fire, tornado, active shooter, etc.).
  - f. Maintain crowd control before, during and after the contest, including the addressing of comments from fans/spectators that are not appropriate in regards to swearing or vulgar language, gender orientation or sexual preference comments, racially insensitive remarks or other derogatory personal remarks or actions towards competing student-athletes and officials as well as participating coaches and administrators on site handling game management.
  - g. Enforce all UMAC rules of conduct and sportsmanship guidelines as articulated in the UMAC Constitution, UMAC Bylaws, and UMAC Sports Guidelines.
  - h. Report any incidents or issues/concerns to the respective athletics directors (home and visiting teams) as well as to the UMAC Commissioner.

#### B. Facilities

1. All athletic contests are to be played on safe and regulation facilities as recommended by the guidelines of the NCAA D-III. In the event of unforeseen circumstances, the Director of Athletics of the two institutions may agree to play on non regulation facilities. If mutual consent cannot be reached, the contest will be played at the site of the institution with regulation and safe playing facilities or at a neutral site. If an agreement cannot be reached by the Director of Athletics to play at the regulation site, the Commissioner will determine the site of the contest. The actual host school will reimburse the officials.

#### C. Certified Training/Medical Support

1. Certified Athletic Trainer shall be on site for all UMAC games in team sports.
2. UMAC Medical Guidelines shall be approved by the conference – these guidelines shall be considered an official addendum to these bylaws. *See Addendum.*

#### D. Sports Information

1. The host school shall be responsible for all sports information required by the UMAC Sports Information Guidelines.

#### **IV. Sports Information**

*A. UMAC Sports Information Guidelines shall be approved by the conference – these guidelines shall be considered an official addendum to these bylaws. See Addendum.*

*B. A conference SID shall be appointed by the UMAC. The following guidelines apply:*

1. The SID shall reports to the UMAC Commissioner.
3. The Sports Information Director provides statistical support for the assigned UMAC sports to include reporting to necessary conference and national affiliations, local and national news media, and the conference webmaster.
4. The SID also reports conference awards to applicable media.
5. Compiles UMAC statistics for sport and delivers statistics to appropriate persons and national organizations.
6. Publishes a weekly report of statistics, player(s) of the week, current standings, week's results, and upcoming contests and delivers it to all conference schools and local and national news media.
7. Compiles and publishes a complete comprehensive schedule for all UMAC sports.

#### **V. Conference Tournaments/Championships**

*A. UMAC Conference Tournament/Championship Manual shall be approved by the conference – these guidelines shall be considered an official addendum to these bylaws. See Addendum.*

*B. For the sports of men's and women's soccer, volleyball, men's and women's basketball, baseball and softball, the maximum number of teams eligible to participate in the UMAC post-season tournament/championship is 50% of the total number of teams participating in the conference in such sport, rounding up, but not less than four teams. Example: Nine full members = 4.5 (50%) so maximum of 5 teams would be allowed.*

*C. UMAC Conference Tournament/Championship ticket prices are: Adults (\$10), Seniors (\$5), College Students (\$5), Ages 6-18 (\$5), Under Age 6 (Free). Admission will be charged for the following conference tournament contests and championship events: Men's Soccer, Women's Soccer, Volleyball, Men's Basketball, Women's Basketball, Baseball, and Softball. Baseball and Softball have All-Tournament ticket option for: Adults (\$15) and Senior/Students/Ages 6-18 (\$7).*

## VI. Awards

### *A. Conference Championships*

1. Each sport with at least 50% of the teams competing shall name a conference champion in accordance with the appropriate sport guideline. In team sports this shall be the regular season champion, in individual sports this shall be the winner of the conference tournament.
2. A standard conference plaque which is representative of all conference schools will be awarded to conference champions.

### *B. Conference Tournament*

1. Winner of UMAC conference tournament will receive a plaque and will be the Automatic Qualifier to the NCAA Division III post-season tournament when applicable.

### *C. Individual Academic All-Conference*

1. The UMAC will name an Individual Academic All-Conference team in each of the three athletic seasons (fall, winter, spring). This will apply only to the sports in which the UMAC has conference championships.
2. In order for a student-athlete to be selected to the Individual Academic All-Conference team, he or she must:
  - a. Carry a 3.5 or better cumulative grade point average on a 4.00 scale for the semester(s) the sport is in season.
  - b. Compete in the sport in which he or she is nominated in the season that corresponds with the selection of the award.
3. The Faculty Athletic Representative or Registrar from the nominating school will verify the academic standing of the student-athlete.
4. The UMAC will provide a certificate for the students that achieve these criteria indicating their academic accomplishments.

### *D. Academic All-Conference Teams*

1. The UMAC will recognize a Team Academic All-Conference Award for each sport to the institution owning the highest average grade point average. This will apply only to the sports in which the UMAC has conference championships.
2. The award is found by adding the grade point average of all athletes who used a year of eligibility during the season and dividing by the total number of athletes who used a year of eligibility.
3. The grade point average used is the grade point average covering the semester or semesters the sport was in season (i.e. football – fall, basketball – winter & spring).
4. In order to be eligible for the team award, a team must meet the minimum number of participants as set by the NCAA.

### *E. All-Conference Teams*

1. Each sport shall name an all conference team in accordance with the appropriate sport guideline. All conference honorees shall receive a certificate.

*F. Player of the Year*

1. Each sport shall name a Player of the Year in accordance with the appropriate sport guideline. The honoree shall receive a plaque.

*G. Coach of the Year*

1. Each sport shall name a Coach of the Year using the following procedure:
  1. Coaches shall vote for two coaches in rank order.
  2. First choice receives two (2) points.
  3. Second choice receives one (1) point.
  4. In case of a tie, the award shall go to that person whose name appears most often on the ballots.

*H. UMAC Individual All-Sportsmanship Team*

1. Each team in every sport shall nominate one student-athlete from their respective team to be named a member of the UMAC Individual All-Sportsmanship Team for that specific sport.
2. This nomination shall be provided by the head coach of each team following the conclusion of the UMAC post-season tournament or championship on provided form from the conference office.
3. The UMAC Individual All-Sportsmanship Team will be announced the week following the conference tournament or championship.
4. Honorees will receive certificates provided by the conference office.

*I. UMAC Team Sportsmanship Award*

1. One team in each sport shall be recognized as the UMAC Sportsmanship Team Award winner for that specific sport using the following procedure to determine the winner:
  - a. Head coaches shall vote for two teams in rank order following the conclusion of the UMAC post-season tournament or championship on provided form from the conference office.
  - b. First choice votes will receive two (2) points.
  - c. Second choice voices will receive (1) point.
  - d. In the case of a tie, the award shall go to that team which appears most often on the ballots.
2. The UMAC Team Sportsmanship Award winner will be announced the week following the conference tournament or championship.
3. The UMAC Team Sportsmanship Award winner will receive a plaque provided by the conference office.

## **VII. Integrity and Image of the Conference**

*A. Institutions will refrain from any actions that would reflect poorly or cause harm to the conference or its members.*

1. Scouting – Conference members shall not provide any type of scouting report (verbal, written, video, etc.) on any UMAC team to members outside of the UMAC.
2. Institutional staff members, coaches, and student-athletes are strictly prohibited from making any public, negative comments regarding officials/umpires. Any coach, student-athlete, or institutional personnel from a member institution who publicly criticizes officials/umpires shall be subject to disciplinary measures taken by the UMAC Commissioner, including but not limited to, suspension from future contests.
3. Institutional staff members, coaches and student-athletes should exercise caution when engaging in the use of online social networks. In addition to any legal action imposed by state or federal authorities, the malicious use of social networks through derogatory language, inappropriate, lewd, threatening or demeaning statements or images, incriminating photos or statements depicting inappropriate behaviors such as hazing, sexual harassment or vandalism shall be subject to disciplinary action by the UMAC Commissioner, including but not limited to, suspension from future contests.

*B. Fines assessed to membership for failure to meet UMAC Bylaws, Sport Guidelines, or other membership requirements.*

1. The conference office shall reserve the right to impose a fine of \$50.00 on any member institution (full or associate member) for failure to meet UMAC Bylaws, Sport Guidelines, Sports Information or other documented membership requirements (game management requirements, etc.).
2. Fines will only be imposed after a formal written warning has been issued to the institution specifically articulating where the failure occurred. A second failure to meet the specific UMAC Bylaw or Sport Guideline will result in the assessment of the fine.
3. UMAC member institutions (full or associate members) reserve the right to appeal incurred fines to the UMAC Executive Committee within 30 days of the formal issuance, in which case, the Executive Committee will then make a final ruling on whether to uphold or eliminate the fine.

## **VIII. Conference Vote on NCAA Legislation**

*A. The conference vote on proposed NCAA legislation, as casted by the Commissioner annually at NCAA Convention, will be decided by a majority vote of the Athletics Directors Council at the January conference meeting at the NCAA Convention.*

## **IX. Emerging Sports**

- A. Any sport that is currently not required to be sponsored as part of full membership requirements as noted in UMAC Constitution Article III, Section 3, (b), can be recognized as a UMAC Emerging Sport, if approved by both the UMAC Council of Athletics Directors and the UMAC Council of Presidents.*
- B. Even if a sport is formally recognized as a UMAC Emerging Sport, in order for a conference championship to be recognized and all-conference/individual awards (player of the year, coach of the year, etc.) to be acknowledged, there must still be at least three teams, be it full or associate members, that meet the NCAA requirement of minimum number of participants (see NCAA Bylaw 20.11.3.8).*
- C. A sport that is formally recognized as a UMAC Emerging Sport will be granted an initial four-year term (based upon academic year) to follow the relaxed standards for minimum requirements for conference championship.*

*Following the conclusion of this four-year term, one additional four-year term could be approved by the UMAC Council of Athletics Directors and UMAC Council of Presidents.*

- D. Following the conclusion of either the initial four-year term as an Emerging Sport or following a second four-year term if approved, the sport must either return to being subject to regular conference championship and minimum participation requirements as defined in UMAC Bylaws or be eliminated as conference sponsored sport. This decision will be determined by the UMAC Council of Presidents upon recommendation from the UMAC Council of Athletics Directors.*
- E. The UMAC Council of Presidents may formally remove the label of an emerging sport at any point during its initial and/or second term.*
- F. During the term in which a sport is formally recognized as a UMAC Emerging Sport, a conference champion (regular and post-season if applicable) will be recognized with trophy provided to winning institution, all-conference and individual awards will be recognized in accordance with the applicable sport's guidelines, and all other aspects of the sport's general administration (i.e. post-season coaches' meeting, etc.) will be fulfilled. A team that does not meet the NCAA minimum number of participants requirement is still eligible to win the conference championship.*
- G. During the term in which a sport is formally recognized as a UMAC Emerging Sport, the championship team standings will count towards the Kruse Award Standings.*

## **X. Conference Scheduling Requirements**

### *A. Change of Schedule Policy & Procedures*

1. Please see Appendix A at end of UMAC Bylaws.

### *B. Total Number of Contests Required to be Scheduled Annually*



1. Each UMAC member institution is required to schedule annually at minimum the following number of total contests, including conference and non-conference, for those sports in which the institution uses such sport towards meeting NCAA Division III sports sponsorship requirements or for any sport in which the UMAC receives an Automatic Qualifier to the NCAA Division III Championships. This number represents the minimum number “scheduled” but recognizes for some sports (i.e. baseball, softball, tennis) the number of completed contests may be less than what was originally scheduled for the season.
  - a. M/W Cross Country – 6 Contests
  - b. Football – 8 Contests
  - c. M/W Golf – 9 Contests
  - d. M/W Soccer – 16 Contests
  - e. Volleyball – 18 Contests
  - f. M/W Basketball – 20 Contests
  - g. M/W Indoor Track & Field – 6 Contests
  - h. Baseball/Softball – 32 Contests
  - i. M/W Tennis – 15 Contests
  - j. M/W Outdoor Track & Field – 6 Contests

*C. Scheduling Requirements for Conference Schedules for Sports of Football, Men’s & Women’s Soccer, Volleyball, Men’s & Women’s Basketball, Baseball, Softball, Men’s & Women’s Tennis*

1. Number of Weekday Contests
  - a. UMAC schedules must include only one contest scheduled between Monday and Thursday of each week. Schedules should try to balance the day of the week when competition takes place (i.e. similar number of Tuesdays/Wednesdays) as much as possible.
  - b. UMAC Post-Season Tournaments and Championships will not be bound by the requirement of one date of competition between Monday and Thursday as UMAC post-season events are granted an exception to this parameters.
2. Balance of Home/Away Contests
  - a. UMAC schedules should be balanced as much as possible annually, in terms of the number of home and away contests, but schedules must be balanced in terms of the number of home and away contests over a two-year period.
3. All Contests Required to be Played by the Conference Must be Counted Towards Conference Standings
  - a. All contests that institutions are required to play by the conference (i.e. “conference schedule”) against a conference opponent, must count towards the conference standings.
4. Number of Conference Contests Required for Each Applicable Sport

- a. UMAC schedules must follow double round-robin format or include a minimum of 65% of the UMAC requirement of total number of contests that must be scheduled for particular sport (see separate UMAC Bylaw X.B.1). Specifically, this would include for each sport based upon current 9-team conference membership and rounded up as applicable:
  - Football: Minimum of 6 conference contests
  - M/W Soccer: Minimum of 11 conference contests
  - Volleyball: Minimum of 12 conference contests
  - M/W Basketball: Minimum of 13 conference contests
  - Baseball: Minimum of 16 conference contests
  - Softball: Minimum of 16 conference contests
  - Tennis: Minimum of 10 conference contests
5. Timing for Schedule Structures/Formats to be Modified by Sport Coaching Groups
  - a. Upon approval of a two-year schedule block by the UMAC Council of Athletics Directors for a particular sport, the structure and format cannot be modified by such coaching group until the completion of that two-year schedule. Any future changes proposed by a coaching group would still have to meet the other parameters and requirements that have been established.
6. Scheduling of Multiple Home Events/Contests in Conference Schedules
  - a. The conference staff shall create conference schedules that include no more than two sports (with men's and women's soccer defined as one for these purposes) being scheduled on the same date at one institution and that consideration of off-setting start times will be given when there is an overlap of sports if facilities and staff would permit.

## **XI. Roster Reporting Requirement**

### *A. Required Reporting of Roster Size to Conference Office*

1. Each UMAC member institution is required to annually report to the conference office their roster size for applicable sponsored sports at the beginning of the season by date indicated below for each sport as well as report immediately thereafter during the season if any sport's roster would fall below the number indicated for each sport.
  - a. M/W Cross Country – Season start reporting date: September 1<sup>st</sup>; thereafter if drops below 8
  - b. Football- Season start reporting date: August 25<sup>th</sup>, thereafter if drops below 44
  - c. M/W Golf – Season start reporting date: September 1<sup>st</sup>; thereafter if drops below 6
  - d. M/W Soccer – Season start reporting date: August 25<sup>th</sup>; thereafter if drops below 14
  - e. Volleyball – Season start reporting date: August 25<sup>th</sup>; thereafter if drops below 10
  - f. M/W Basketball – Season start reporting date: November 1<sup>st</sup>; thereafter if drops below 10
  - g. M/W Indoor Track & Field – Season start reporting date: Jan 5<sup>th</sup>; thereafter if drops below 14
  - h. Baseball – Season start reporting date: March 1<sup>st</sup>; thereafter if drops below 16
  - i. Softball – Season start reporting date: March 1<sup>st</sup>; thereafter if drops below 12
  - j. M/W Tennis – Season start reporting date: March 1<sup>st</sup>; thereafter if drops below 8
  - k. M/W Outdoor Track & Field – Season start reporting date: March 15<sup>th</sup>; thereafter if drops below 16

## XII. Student-Athlete Eligibility

- A. Conference members will abide by the NCAA Division III eligibility rules plus the additional following requirements as it relates to determining Good Academic Standing and Satisfactory Progress (two key components of NCAA Division III eligibility) for those student-athletes enrolled in an undergraduate-level program/degree:
1. If a student-athlete has completed less than 30 credits or is in either of their first two semesters at the institution, such individual must have a cumulative Grade Point Average (GPA) of at least 1.50. *Note: Member institutions have the autonomy to determine whether to use credits completed or number of semesters for determining eligibility until a student-athlete begins their third semester at the certifying institution or reaches 30 credits as then only completed credits shall be used to determine athletics eligibility.*
  2. If a student-athlete has completed anywhere between 30 and less than 60 credits, such individual must have a cumulative Grade Point Average (GPA) of at least 1.75.
  3. If a student-athlete has completed 60 or more credits, such individual must have a cumulative Grade Point Average (GPA) of at least 2.00.
  4. A student-athlete who has never practiced nor competed in intercollegiate athletics shall be immediately eligible if deemed otherwise eligible by the institution and meets all other eligibility requirements.

*Conference members retain the autonomy to impose additional more stringent academic eligibility requirements for student-athletes at their institution.*

- B. Each UMAC member institution is required to have a formally adopted institutional policy defining “Progress Towards Degree” or credit completion requirements as it relates to athletics participation for a student-athlete enrolled in an undergraduate-level degree/program.
- C. The UMAC will follow and adhere to the graduate-level eligibility standards established definitions as articulated in the NCAA Division III Bylaws including 14.1.9 (Graduate Student Participation) and 14.02.5 (Good Academic Standing and Satisfactory Progress).
1. UMAC member institutions are required to have a formally adopted institutional policy defining full-time enrollment, good academic standing (GPA), and satisfactory progress (credits) for student-athletes competing in intercollegiate athletics while pursuing a graduate-level degree/program.
- D. If a student-athlete is not eligible at the undergraduate-level or graduate-level due to an inability to meet the established UMAC eligibility standards as defined and articulated in XII.A. and XII.C. the institution may appeal the eligibility standing in accordance with the following process and policy:
1. The institution’s compliance officer and Faculty Athletics Representative must submit to the UMAC Commissioner all necessary documentation including completed UMAC form and documented support for the appeal request. The documentation should include a detailed explanation of the specific component of the established UMAC eligibility standards that the student-athlete is failing to fulfill, outline extenuating circumstances that should be considered, and state how the member institution plans to monitor and support the student-athlete in his/her attempt to return to compliance with UMAC eligibility standards.
  2. The UMAC Commissioner will make a formal ruling on the appeal within three business days from receipt of the completed documentation. As part of this appeal process, the UMAC Commissioner may interview the student-athlete and/or other administrators from the member campus.
  3. The decision of the UMAC Commissioner can be appealed to the UMAC Executive Committee; however, the UMAC Executive Committee’s decision is final and there are no additional appeal opportunities after this step. A member institution choosing to appeal the ruling of the UMAC Commissioner must indicate so within three business days of the Commissioner’s ruling and the UMAC Executive Committee will be arranged to meet within three business days of receiving notification for this final appeal step.

4. The ruling of the UMAC Commissioner will dictate if the student-athlete is still allowed to compete through the end of the current academic semester (or in the next semester if the appeal is submitted prior to the start of the next academic semester in the summer period). If needed, the institution can choose to submit additional appeal(s) for student-athlete for additional semester(s) in the future.
5. NCAA Division III bylaws regarding eligibility between terms (14.1.8.1.6.6) and change in eligibility status (14.1.10) will be utilized and applied as applicable.

### **XIII. COVID-19 Related Eligibility Exceptions**

A. *The UMAC will not restrict applicable student-athletes from utilizing the NCAA Division III blanket waiver that was issued in March 2020 because of the 2020 spring sports seasons being cancelled. Specifically, the UMAC will allow an additional season of participation and one additional semester to all student-athletes who had triggered a season of participation and semester used in the 2019-2020 academic year for the following applicable sports. This includes the potential participation of a student-athlete in a fifth UMAC championship for men's and women's golf and participation in non-traditional segment competition as applicable for the other spring sports noted below.*

1. Men's Golf
2. Women's Golf
3. Baseball
4. Softball
5. Men's Tennis
6. Women's Tennis
7. Men's Outdoor Track & Field
8. Women's Outdoor Track & Field

## Appendix A Change of Schedule Policy and Procedures

### General Process

In the sports of **volleyball, men's and women's soccer, football, men's and women's basketball, softball and baseball** the following steps must be followed to make a change (i.e. date, time and/or location) to a regularly-scheduled UMAC conference contest:

1. The head coaches of the two competing institutions wishing to change a regularly-scheduled UMAC contest must agree in writing (via e-mail) to a change.
2. The hosting institution head coach should then send the communication to the directors of athletics from both institutions for approval.
3. The directors of athletics from the competing institutions must agree in writing (via e-mail) to the change proposed by the head coaches.
4. The director of athletics of the hosting institution should then send the e-mail chain to the UMAC Assistant Commissioner for approval. The e-mail body should also include the following information in this format:

**SPORT:**

**DATE:**

**LOCATION/HOST:**

**OPPONENT:**

**ORIGINAL DATE & TIME:**

**NEW DATE & TIME:**

**REASON:**

5. The UMAC Assistant Commissioner (in consultation with the UMAC Commissioner) will review and approve/deny the request within 24 hours. Upon approval, the UMAC Assistant Commissioner will confirm the approved change and will include both competing head coaches, both directors of athletics, both institutional sports information directors/directors of athletics communication.
6. The UMAC Assistant Commissioner will send the approved change to the supervisor of officials for the respective sport with all details pertinent to the change and will also make any changes to the officiating systems.  
*Exception – For baseball, the head coach is responsible for communicating schedule changes to the organizing body used to assign umpires.*
7. The UMAC Assistant Commissioner will update the UMAC master schedule and all online outlets.
8. Institutional sports information directors should update institutional athletics website schedules accordingly.
9. The competing institutions are encouraged to notify game management personnel and certified athletics trainers of the approved change as soon as possible.

### Schedule Submission and Change Approval Timeline

Each head coach must submit an initial schedule to the conference office in a timely manner in order to allow adequate time for scheduling of officials. All requests for changes to regularly-scheduled contests must also be submitted in a timely manner. The deadlines to submit schedules and request changes are listed below by sport season:

- Fall Sports – Schedule draft due January 15; Final change request date, July 15
- Winter Sports – Schedule draft due May 1; Final change request date, September 15
- Spring Sports – Schedule draft due October 15; Final change request date, January 1

For the sports of **men's and women's tennis**, drafts of UMAC tennis schedules are due to the conference office from each institution by November 15. Any changes should be communicated to the UMAC Assistant Commissioner as they occur.

### Non-conference Schedule Changes

For the sports of **volleyball, men's and women's soccer, football, men's and women's basketball, and softball**, changes to non-conference contests – including those between two conference teams but not scheduled by the UMAC – should be communicated to the conference office by head coaches but do not need follow the change of schedule process. However, non-conference contests hosted by a UMAC institution – including tournament contests between two other teams – and any associated changes must be submitted to the UMAC office by the aforementioned dates in order to sufficiently allow for officials to be scheduled.

**NOTE:** Though baseball head coaches are responsible for scheduling and contacting officials for non-conference only, any changes to schedules should be communicated to the UMAC office so online schedules can be updated.

### **Inclement Weather Changes – Baseball and Softball Only**

In the sport of softball, changes to schedules due to inclement weather must be made in accordance with the UMAC Softball Guidelines I.B.1, 2 and 3. Any changes must be mutually agreed upon (I.B.1) first by the coaches and then directors of athletics.

In the sport of baseball, changes to schedules due to inclement weather must be made in accordance with the UMAC Baseball Guidelines I.C. Any changes must be mutually agreed upon (I.D.) first by the coaches and then directors of athletics.

In the event that a contest must be postponed less than 48 hours to the regularly-scheduled date and time for all UMAC contests and non-conference home games hosted by a UMAC institution, the following procedures should be followed:

1. The head coaches of the competing teams should agree to postpone/cancel the game if inclement weather or poor field conditions will make the contest(s) unplayable.
2. The head coach of the hosting institution should directly notify the scheduled umpires of the postponement/cancellation.
3. The head coach of the hosting institution should notify the UMAC Assistant Commissioner and include the supervisor of officials on the communication.
4. The UMAC Assistant Commissioner will postpone/cancel the game in the online officials system.

**NOTE:** Decisions to cancel or postpone a game should be made BEFORE the visiting team AND the officials leave for the contest. Institutions should not speculate about weather and reschedule contests more than 48 hours prior to the scheduled contest(s).

When choosing a date to make up a rescheduled UMAC contest, the next available date for both teams should be chosen for softball (I.B.3). For baseball, games must be rescheduled and attempted to be played within six days of the regularly scheduled date (I.C.) If possible, a game should not be rescheduled for a date before the regularly-scheduled date. This creates a challenge for the coordinator of umpires to find individuals who can work on a tight turnaround. ***If a game is desired to change prior to the regularly-scheduled date, the hosting head coach MUST first contact the coordinator of officials to see if umpires are available before notifying anyone internally or externally.*** The following procedures should be followed to reschedule a game:

1. Once the steps above have been followed, the two competing coaches and directors of athletics should agree upon a reschedule date and time.
2. The hosting head coach should immediately contact the supervisor of officials and the UMAC Assistant Commissioner with the date, time and location of the rescheduled contest.
3. The UMAC Assistant Commissioner will update the online officials system with the updated information as well as the conference website.
4. The hosting institution may then notify internal and external parties of the proposed schedule change.

### **Inclement Weather Changes –Tennis**

In the sport of tennis, changes due to inclement weather must be mutually agreed upon by the two competing head coaches, but approval is not required from the conference office. Rescheduled contests should be made on the next available date. The hosting head coach or sports information director/director of athletics communications should notify the UMAC Assistant Commissioner of changes to a tennis schedule so the conference website can be updated in a timely manner.

***\*It is recommended that rescheduled tennis matches do not extend in to the week of the UMAC conference tournament unless the match has no implications on the seeding of the tournament.***