



2007
Football
Game Management Guide

Revised 9/4/07

NEC Football Game Management Guide

The NEC Football Game Management Guide is meant to assist both the host institution and visiting team through the game management procedures for the sport of Football. The following regulations should be followed and monitored closely throughout the regular season. Though this guide is intended to be comprehensive in assisting member institutions with football game management regulations, additional regulations relating to football may be found in the NEC Policy Manual and NCAA Football Rules Book. Violations of any regulations or procedures should be reported to the Conference office immediately, along with any action taken.

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NEC Game Management Principles

1. The purpose of having sound game management procedures in place is to insure the competition, safety and enjoyment of an NEC athletic event for all participants and spectators alike.
2. All home NEC contests must have an administrator from the host institution present at the start of the contest. If possible, the administrator should remain throughout the contest, monitoring all game management issues. Should the administrator be called away from the site by other responsibilities, he/she must remain available via phone if circumstances warrant consultation and also identify an alternate administrator in charge.
3. The primary game management administrator *must* introduce himself/herself to the opposing team's head coach and game officials prior to the start of the contest to let those parties know they are available to assist with any crowd control or game management issues.
4. The host institution is responsible for providing a proper and appropriate level of security for all NEC contests. All on-site administrators should have immediate access to a phone in the event of a crowd control or medical emergency requiring additional assistance.
5. The host institution is responsible for giving the visiting team the same fair chance to compete that the host wants when it becomes a visitor. This includes insuring the security of the visiting team bench area and dressing room.
6. The host institution is ultimately responsible for controlling the behavior of its support groups and spectators. Incidents of physical abuse, repeated verbal abuse, throwing items at opposing teams or onto the playing field or court must not be tolerated. The host institution's security force should eject those committing these violations.
7. The NEC's sportsmanship announcement should be read prior to the beginning of the contest. Additionally, an announcement should be made informing spectators of the proper procedure to register complaints or concerns they may have regarding the behavior of other spectators. The host institution is responsible for addressing any such reported concerns in an appropriate and timely manner.
8. The host institution is responsible for providing adequate security for all participants and game officials entering and leaving the area of play. Both team and officials' dressing rooms should be private and secure.
9. The host institution must not permit organized groups of students from sitting directly behind the visiting team bench to harass, intimidate or otherwise verbally or physically abuse visiting team personnel. Students who are more intent on verbally abusing the opponents rather than cheering for their own team should not be welcome at NEC intercollegiate contests.
10. Coaches and administrators critical of game management practices at another member institution must have the courtesy and fortitude to contact the administration of the other institution and express their concerns as soon as practical after the contest is concluded. Critical comments made to the Conference office should be made only after contact has first been made with the other administration.

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Game Management

Artificial Noisemakers

NCAA rules shall be followed regarding artificial noisemakers. At no time will fans be allowed to use whistles, air horns, or electronically amplified noisemakers.

Arrival Times

Visiting teams should inform home teams of their approximate arrival times to campus for practice and game day arrival.

Band, Cheerleaders, Dance Teams

All uniformed members of bands, cheerleaders, and dance teams shall be admitted free. Band, cheerleaders and dance team should be provided a game itinerary upon their arrival and directed to their seating or field areas by a member of the home game day management staff. The visiting team should inform the host institution if they will be bringing their band at least two weeks prior to the contest in order to secure seating.

Complimentary Passes

The visiting institution shall notify the home team SID, in advance, of any requests for administrative complimentary passes.

Complimentary Tickets

The visiting team is entitled to 150 complimentary tickets unless otherwise agreed to by the respective Athletic Directors. An NCAA pass list should be employed for all student-athlete comps. All uniformed members of bands, cheerleaders, and dance teams shall be admitted free.

Field Communications

The home team must provide two phones or head sets for the visiting team. If phones/head sets for the visiting team cannot be provided by the home team, the visiting team must be so notified in advance, and arrangements must be made for the visiting team to bring its own field communications. In either circumstance, if field communications are interrupted, for any reason, on one side of the field, coaches are prohibited from using field communications until both sides have field communications that are operative. Two coaches from the visiting team shall be allowed space in the press box or equivalent vantage point.

Film Exchange

Off-campus, in-person scouting of opponents is prohibited. There shall be a maximum of three film exchanges permitted with each NEC opponent during the season, and the tapes shall be the three most recent contests played by that team. If the team has not played three games during the current season, tapes from the previous year's most recent games shall be used to reach a total of three. NOTE: Scrimmages do not have to be exchanged.

For films of a game taking place more than one week before the scheduled contest, the exchange must be completed by the Tuesday (AM delivery) of the previous week. For film of a game taking place one week before the scheduled contest, the exchange must be completed by the Sunday prior to the scheduled contest.

These time frames may be adjusted if mutually agreed upon by both head coaches. However, coaches may NOT agree to exchange a fourth game film.

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Game Management (cont.)

The team receiving the request for a film is responsible for choosing the proper method of shipment (i.e. overnight delivery, U.S. mail, UPS, etc.) to ensure the film is received on time by the requesting team. The carrier should be U.S.

Postal Service Overnight letter or equivalent for a first exchange and bus or air transport for second and third exchanges. All costs associated with shipping the film are the responsibility of the team receiving the request.

If so requested by the visiting team, the home team is required to provide a copy of the game tape before the visiting team departs from the game site.

All recordings must be at "SP" speed utilizing SVHS tapes; films should include 30 seconds of free tape prior to the beginning of the game; three second shot of the scoreboard must be filmed prior to each play; each play must be taped from the break of the offensive huddle; for no-huddle offense, shooting shall begin as soon as the ball is marked ready for play and must include chains if there is no time to secure a scoreboard shot; anything that appears on the game play-by-play must be filmed; games must be intercut with a wide (press box), then tight (end zone) view on three separate tapes: one for offense, one for defense and one for kicking; for kicking tapes, kicks are to be edited by type (i.e. first punts, then punt returns, then kickoffs, then kickoff returns, then place kicks, then blocks, etc.).

Tapes must include post-game handshake.

Film exchanges must also include two game programs, two play-by-play sheets, a two-deep roster and an up-to-date roster.

Each head coach must send the coordinator of officials (Milt Halstead) a videotape of all home football games. The tape must contain the full game (not coaches' cut) and arrive no later than Wednesday morning following the contest.

Game Ball

Each team may use any football it chooses while on offense, as long as it meets specifications under the NCAA Rule Book.

Game Day Management Administrator

On game day, the host *must* have someone present to do the following for the visiting team:

- Meet the buses as they arrive and escort the team to the dressing room.
- Identify the training room and indicate where and when player taping should take place.
- Review the procedures for dressing room security.
- Be sure the visiting coaches know how to access the press box.
- Indicate when field assignments will take place.
- Review telephone line availability.
- Provide a cart to haul heavier equipment and gear if the buses cannot park near the dressing room.
- Insure that the visiting team has a secure area for team meetings, complete with markers and marking boards both pre-game and at halftime.
- Provide a game day itinerary/timing sheet.

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Game Management (cont.)

Game Personnel and Setup

It is the host institutions responsibility to provide all game day personnel and setup at the field. Ball persons and chain crews should be experienced at working Division I collegiate games. All game equipment and field markings should comply with NCAA rules and regulations.

Game Tiebreaker

The NCAA Rule Book dictates that all games tied at the end of regulation play use the tie-breaker to determine a winner. In the event that a game in overtime has to be halted due to darkness or injury, the game will be terminated and the score shall be the final score at the last point that teams had an equal number of scoring opportunities.

Halftime

Standard halftimes (20 minutes) shall be followed. Both home and visiting institutions must be notified in advance of any deviations to this. Halftime deviations cannot be accommodated during conference televised games.

Home Team/Visiting Team Communications/Checklist (see example on pages 21-22)

At least two weeks prior to the contest, the home team should contact the visiting team to obtain the following:

- Estimated arrival time.
- Area hotel information.
- Cell phone numbers of primary contacts.
- Practice needs.
- Towel needs.
- Brand of ball used by the visiting team.

During this contact, the host should inform the visitor of the following:

- Practice time and field assignment.
- Cell phone numbers for primary host team contacts.
- Halftime and post-game refreshments to be made available.
- Brand ball used by the home team.
- Press box capabilities, number of visiting coaches permitted.
- Game filming logistical concerns.

Hospitality

Post-game refreshments (soft drinks, juice, bottled water, etc.), properly iced, shall be provided by the host institution for 75 persons on the visiting team. This should provide enough for all team members and traveling party. Prior notice must be given if this number shall be insufficient.

Medical/Safety Guidelines

The following guidelines must be in place for all Conference football games:

1. An ambulance must be present at the site of the contest.
2. At least two (2) EMS personnel must be on site at the contest. These may be the personnel assigned to the ambulance.
3. At least one physician must be present at the contest to assist in an emergency.

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Game Management (cont.)

4. The home team must have a minimum of three athletic trainers present at the contest, one of which must be a certified trainer.
5. The home team is responsible for providing the visiting team a pre-game sheet listing local hospitals that will be used in an emergency, the names of the athletic trainers in attendance, and a brief listing of all medical equipment and supplies. This pre-game sheet should be provided to the visiting team's athletic trainer upon their arrival.

Postponed Games

If an NEC game is postponed due to national events, severe weather conditions that affect team travel or some other reason, it will be made up only if both teams have a mutual open date and are agreeable to play on that date. If a game is postponed and cannot be made up under the above conditions, winning percentage in all completed NEC games at the end of the regular-season shall determine the league standings.

Pre-Game Warmups

Both teams shall follow the NCAA recommendations regarding field divisions during pre-game warmups. It is understood that this schedule could be modified to accommodate television or special activities associated with the game.

Pre-Game Schedule Example

10:30 am	Field available for teams.
11:00 am	Officials' meeting with timer, ball persons and chain gang.
11:45 am	Teams leave field.
11:45 am	Pregame activities begin. <ol style="list-style-type: none">a. Bandsb. National Anthem
11:55 am	Officials notify teams in locker rooms.
11:57 am	Actual coin toss.
11:58 am	Introduction of players.
Noon	Kick-off.

Pre-Game Timing Sheet

The host institution shall provide a pre-game timing sheet /game itinerary to both the home and visiting teams. The NEC reserves the right to adjust pre-game timing, after consultation with producer, during all conference televised football games.

Security

The host institution is responsible for providing adequate security for all participants entering, leaving and in the area of play. Both teams' dressing rooms should be private and secure. If fan seating is available around the visiting team's bench area, the host institution should provide security in this area.

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Game Management (cont.)

Sportsmanship Announcement

The following announcement should be read by the P.A. announcer prior to all NEC competitions. It should also be read again if problems occur.

“The Northeast Conference promotes good sportsmanship by student-athletes, coaches and spectators. 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 the site of competition. If you experience a problem caused by the actions or words of another spectator, please report it to an event management representative.”

Tailgating Crowd Control

Best Practices List Regarding Alcoholic Beverages/Tailgating At Athletic Events

- Establish “shut-down” times for alcohol consumption during events such as Homecoming.
- Limit alcohol consumption to a designated area of the parking lot for those 21 and older.
- Ensure there is adequate police monitoring and campus security in parking lots. Make sure officers are visible to the public.
- Prohibit drinking from glass containers, cans and kegs.
- Be sure to address complaints promptly.
- Have a tailgating area specifically for students.
- Encourage fans to enter arena/stadium once game begins to limit alcohol consumption.
- Along with monitoring, the use of portable restrooms and special containers for grill coals can make tailgating a positive experience.

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Sportsmanship Policy

1. Preface

NEC member institutions value the principles of sportsmanship and the ideal of pursuing victory with honor in intercollegiate athletics. The Conference believes that athletics should be conducted in a way that reflects positively on the individual participants and institutions. The standards of sportsmanship below are written to emphasize the basic expectations of the Conference related to sportsmanship and provide the Commissioner with broad authority to ensure that Conference activities are consistent with these principles.

2. Principles of Sportsmanship

The essential elements of sportsmanship and ethics in sports are embodied in the concept of character building and seven core principles: respect, responsibility, fairness, honesty, integrity, caring and civility. The highest potential of sports is achieved when competition reflects these seven principles.

3. Standards of Conduct

- a. Member institutions' student-athletes, coaches and staff shall conduct themselves in an appropriate manner in connection with all intercollegiate sporting events in which they participate ("Events"). They shall conduct themselves as positive role models and represent their institutions in a manner that exhibits the principles of sportsmanship. They shall exhibit respect and courtesy towards all participants, and comment about other institutions, coaches and student-athletes only in a positive manner.
- b. Behavior that is not considered sportsmanlike or appropriate in connection with Events includes, but is not limited to, the following:
 - i. Striking (e.g., kicking, hitting, throwing objects at) or other acts of violence, attempted acts of violence or attempts to incite violence;
 - ii. Obscene, profane, demeaning or unduly provocative language, gestures or actions directed towards an opposing team, institution, contest official, staff member or spectator;
 - iii. Public criticism of or publicly disparaging statements about an opposing team, institution, contest official, staff member, spectator, or the conference;
 - iv. All other actions, as determined by the Commissioner, in violation the principles and standards of sportsmanship.

4. Recruiting

- a. Institutional staff members shall maintain the highest standards of integrity in their recruitment of prospective student-athletes.
- b. The staff shall only comment about other institutions, coaches, and student-athletes in a positive manner.
- c. The staff shall fully disclose to prospective student-athletes all relevant information regarding the institution, its programs and the nature of any financial aid being offered.
- d. Negative recruiting concerning another member institution of the Conference shall not be tolerated. This includes derogatory statements about another institution's program, any of its personnel, or the quality of its facilities to a prospect, the prospect's parents, high school coach, or other person interested in the prospective student-athlete.

5. Competitive Environment

- a. The management and conduct of Events is the responsibility of the hosting institutions. In their discharge of this responsibility, all member institutions shall ensure a competitive environment that is safe, fair, and consistent with the principles and standards of sportsmanship.

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Sportsmanship Policy (cont.)

- b. All ancillary support groups subject to institutional control (e.g., spirit squads, bands, mascots) shall conform to the principles and standards of sportsmanship.
 - c. Institutions are responsible for the conduct of spectators at Events they are hosting. Spectators whose conduct is abusive to officials, participants or spectators, or that violates reasonable social standards of conduct, should be removed from the Event.
 - d. Spectators should be located in the stands during a contest. They may not stand or sit near the edge of the playing area in order to harass the opposing team or officials.
6. Member Institution Obligations
- a. Each member institution shall be responsible for promoting sportsmanship and appropriate conduct and for ensuring that its participants conduct themselves in a sportsmanlike manner in connection with intercollegiate sporting events.
 - b. Each member institution shall adopt policies and procedures to implement the principles and standards of sportsmanship.
 - c. Each member institution shall take appropriate disciplinary or remedial actions in response to any conduct in connection with sporting events that is not sportsmanlike or appropriate by its participants.
 - d. The athletic director of a member institution shall promptly inform the Conference Commissioner of any conduct or actions by participants in connection with events that are not sportsmanlike or appropriate, and of any actions to be taken in respect of such conduct.
7. Powers of the Conference Commissioner
- It shall be the responsibility of the Commissioner to promote and enforce these principles and standards of sportsmanship in connection with all Conference activities involving a member institution, including competition against non-conference opponents. The Commissioner shall have broad authority to interpret the standards, review disciplinary action taken by member institutions, and further penalize those deemed to have violated the standards.
8. Penalties
- a. Specifically and without limitation, the Commissioner has the authority to require a member institution to take any one or more of the following actions: (i) publicly or privately reprimand any participant; (ii) forfeit any sports events or competitions; (iii) suspend or expel any person from attendance at or participation in one or more events; or (iv) pay a fine to the Conference (not to exceed \$50,000) for each occurrence of unsportsmanlike or inappropriate conduct.
 - b. In instances of flagrant misconduct, regardless of circumstance, all individuals involved shall receive a minimum penalty of a suspension from one or more contests. Flagrant misconduct shall include, but not be limited to, striking (e.g., kicking, hitting, throwing objects at), or attempting to strike an official, coach, player or spectator.
 - c. Repeat violations by an individual, team or institution will subject them to increasingly greater penalties.
9. Procedure
- a. Incidents that may involve violations of these standards shall be immediately reported to the president and the director of athletics of the involved member institution and the Commissioner.
 - b. The director of athletics shall immediately review the incident to determine whether these standards have been violated.

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Sportsmanship Policy (cont.)

- c. As soon as possible, but no later than 48 hours or prior to the next competition, whichever is first, the director of athletics shall advise the Commissioner in writing of the finding and specific disciplinary action, if any, imposed by the institution. A copy shall go to the institution's president and faculty representative.
- d. The Commissioner shall promptly review the incident and action taken, and make a determination regarding whether additional penalties should be imposed. The Commissioner will notify the institution of any directive with additional penalties accordingly.
- e. Penalties shall be imposed prior to the next competition.
- f. Subject to the right of appeal established in Section 10 below, each member institution shall comply with all written directives issued by the Commissioner.
- g. The Commissioner and athletic director may designate another member of their respective staffs to act on their behalf, and the Commissioner shall have the authority to waive the timing requirements set forth above.

10. Right of Appeal

- a. Any member institution shall have the right to appeal any directive of the Commissioner to the Council of Presidents' Executive Committee. To properly appeal a directive, the member institution must submit a written statement to the Conference office within 24 hours of receipt of the directive. The appeal should include the nature of the institution's objections to the proposed directive, supporting information, and the actions, if any, that the institution contends should have been taken or required by the Commissioner in the directive at issue.
- b. The Commissioner shall promptly notify the Executive Committee and provide them with the institution's appeal materials, a summary of the directive, and supporting information.
- c. The Executive Committee may affirm, modify or set aside the directive with or without affording the appealing institution a formal or informal hearing. All decisions by the Executive Committee shall be final.
- d. If the Executive Committee finds that the appeal was made without basis, and determines that it was done in an effort to gain competitive or other advantage, it shall have the power to impose a fine to the institution no less than \$5,000 and no greater than \$50,000.
- e. An Executive Committee member from the institution making the appeal shall be recused from hearing the appeal.

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Adherence to Conference Bylaws and Regulations

A. Commissioner's Authority. The Commissioner, in his/her sole discretion, shall have power and authority to enforce all Conference Bylaws and Regulations. Should a member institution not comply with these Bylaws and Regulations, the Commissioner may impose penalties including, but not limited to: 1) issuing public or private letters of reprimand, 2) removing privileges provided in Conference regulations, 3) assessing fines, and/or d) declaring ineligibility for Conference Championships and awards.

B. Responsibility of Member Institutions. It is the responsibility of each member institution to know and abide by all Northeast Conference Bylaws and Regulations.

C. Procedure for Processing Violations of Conference Bylaws and Regulations.

(Separate from Sportsmanship Policy.)

1. An infraction is reported to the Conference office (through any source).
2. The Conference office staff researches the alleged infraction, getting information from the institution(s) and other parties involved.
3. The Commissioner, or designee, reviews the information, determines if an infraction occurred, the severity of the infraction, if it is a repeat offense, and issues a penalty.
4. Violations of Conference Bylaws and Regulations should be reported within 60 days of the incident.
5. Cases will be processed as timely as possible.

D. Guidelines on Penalties

1. Regulations

- a. In regulations structured to maintain competitive equity (e.g., video exchange, practice accommodations, squad size), the Commissioner may impose penalties that would remove like privileges from the offending party. The penalty would double the action of the offense for first time infractions and could escalate for additional infractions. For example, if a coach does not provide a videotape in the appropriate time frame or format, that coach would not be permitted to receive the next two requested tapes from opponents.
- b. In regulations affecting scheduling (e.g., Division I opponents), the Commissioner may impose fines ranging from \$1,000 to \$5,000.
- c. In regulations requiring meeting deadlines (e.g., entries), the Commissioner may impose fines ranging from \$100 to \$500 per day, beginning the day of the deadline.
- d. In regulations structured to increase awareness of the Conference (e.g., uniform, venue logo rules), the Commissioner may impose fines ranging from \$1,000 for low exposure sports to \$25,000 for high exposure sports.

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e. In regulations affecting game management (e.g., tarp, video, visiting team fan seating, facility availability), the Commissioner may impose fines from \$500 - \$5,000 based on the impact the violation has to the league and its members. For example, not having a tarp in baseball has greater impact than not having stat monitor in basketball.

2. **Bylaws.** Violations of Conference Bylaws (e.g., participation in championships, television, obligations of membership) shall be subject to a higher standard of scrutiny and penalty than the above Regulations. Penalties may consist of fines and/or ineligibility for Conference championships and awards.

3. **Repeat or Egregious Offenses.** In cases where an individual or institution repeatedly or egregiously violates a rule or series of rules, or damages the image of the Conference, the Commissioner can impose additional, more punitive sanctions.

E. Fines. Fines received by the Conference office shall be placed in the NEC reserve account.

F. Hearing and Appeal Process. In cases involving financial penalties and eligibility for championships only, a member institution may request a hearing with the Commissioner and/or appeal per NEC Bylaw 5.5.

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Officiating

Assignment

The Eastern Collegiate Football Officials Association (ECFOA) and its coordinator, Milt Halstead, shall assign all game officials for both Conference and non-conference home games. Schools shall adhere to all policies and fee structures of the ECFOA. It is recommended that an official timer be assigned if the host institution cannot acquire the services of a qualified equivalent.

Officiating assignments will be available to each institution via the Assign By Web service. A notice has been sent out to each AD and head football coach about the use of this electronic site. The site is www.assignbyweb.com/ecfoafb. Please contact Gail Barksdale in the NEC office if you have any questions regarding the Assign By Web website.

Arrival

Officials must be on the playing field prior to the start of each game in accordance with NCAA rules.

Communication

It is recommend that at least two weeks prior to the contest; the home team should contact the assigned referee to discuss all game logistics (e.g., arrival time, hotel accommodations, emergency contact information, confirm kick-off time).

Coordinator of Officials

Milt Halstead, 215-766-9667 (office), 215-704-4348 (cell), ecfoamilt@comcast.net

Fees

A fee of \$550 per institution will cover all of the general services for the season and will be included as part of the institution's Conference dues. Assignment of clock operators through the ECFOA will require a \$90 fee per official, per game. All varsity contests are assigned seven on-field officials with the following fee structure in place for this year of \$350 per official. The host institution is responsible for payment of officials.

Hospitality

The host must provide drinks and towels during the game and in the locker room or another designated area accessible to officials.

Locker Room

It is required of all Conference member institutions to provide properly located, secure, safe and adequate dressing facilities for officials. If possible, dressing rooms should be isolated from competing teams and easily accessible without the necessity of officials mingling with crowds and/or players. Where it is impractical or impossible to provide ideal arrangements, a police escort shall be provided.

No one, other than the Commissioner or one of his/her designees, may invade the privacy of the official's dressing rooms, before, during, or after the game.

Parking

Parking spaces close to the venue must be secured for all officials.

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Officiating (cont.)

Public Comments

Officials are not to discuss occurrences having to do with their game calls with news media representatives or at public gatherings.

Coaches are not to criticize officials to, or in the presence of, representatives of news media or other organizations. All criticism should be communicated through the Commissioner. Sports information directors shall make no references whatsoever in institutional media releases as to the quality of officiating. Any correspondence between coaches and officials pertaining to the work of the officials is to be carried on through the Commissioner or one of his/her designees.

Review Sessions

For all NEC conference games the officials will arrive the night before the contest for a review session. The host institution must secure meeting space and video equipment for this session and arrange to have someone meet the officials upon their arrival to the meeting site. At least 3 days prior to the contest, the host institution should confirm the meeting space's location and parking arrangements with the referee. Typically, the meeting will take place from 6-8 pm.

Security

The host institution is responsible for providing adequate security for all game officials entering and leaving the area of play. The officials' dressing rooms should be private and secure.

NOTE: Officials for JV contests will be paid \$100 per game. The ECFOA must be notified of cancellations by 12 noon on Friday or the JV fee will be automatic.

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2007 Major Rules Changes

Rule 3-1-1

The coin toss begins when the field captains leave the nine-yard marks and end when the captains return to the nine-yard marks.

Rule 3-2-2-h

Following television timeouts, the ready for play signal will, with the teams on the field, be 15 seconds.

Rule 3-2-5

When the ball is free-kicked, the game clock shall be started when the ball is legally touched in the field of play or crosses the goal line after being touched legally by team B in its end zone and subsequently stopped when the ball is dead by rule.

Rule 3-2-5-e

When Team B is awarded a first down, the game clock is stopped and starts on the snap.

Rule 3-3-7-a

A team timeout is 30 seconds plus the 25-second play clock interval.

Rule 6-1-1

Unless relocated by penalty, the kicking team's restraining line on kickoffs shall be the 30-yard line.

Rule 6-1-2, FR-85

Insertion follows the second sentence in the rules regarding kickoffs: "...between the inbounds lines. The referee shall declare the ball ready for play when the kicker receives it from the official. After the ball is ready..."

Rule 6-2-1-Penalty

Penalty for a free kick out of bounds altered to be five yards from the previous spot or the receiving team awarded the ball 35 yards beyond Team A's restraining line.

Rule 7-1-3, 7-1-4, 9-1-2, 9-3-3-a

Team A fouls added to administration of all kicks at the previous spot or succeeding spot.

Rule 9-3-5-b-3

Defensive players may not "be picked up by a teammate or elevated, propelled or pushed."

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Media/Sports Information

Announcement of NEC Scores

Sports information directors are obligated to provide the announcement of out-of-town NEC scores via P.A. system and radio announcers (when applicable) at all football contests. All SIDs should have a list of press box telephone numbers available for this purpose.

Broadcast of Games

Visiting institutions should notify the home SID in advance if they plan on broadcasting a football game via radio, internet or TV. Website links to radio or internet coverage should be included on the home, visiting and conference website, when possible.

Postgame Interviews

At the conclusion of each game, and following a brief cooling off period, coaches and players from both teams shall be available to the media. Each team's SID will be responsible for arranging the forum in which interviews are conducted, whether in a locker room, in a room adjacent to the locker room, on the field, or in a designated area in or near the working press room/box.

What's In A Name?

The following is a list of school names of NEC member institutions. Please be sure to use and that your PA announcer uses the correct usage/nicknames when referring to the Northeast Conference and its schools

Conference

Northeast Conference

Nickname

NEC

School

Central Connecticut State University
Fairleigh Dickinson University
Long Island University
Monmouth University
Mount St. Mary's University
Quinnipiac University
Robert Morris University
Sacred Heart University
St. Francis (NY) College
Saint Francis (PA) University
Wagner College

Usage/Nickname

Central Connecticut Blue Devils
Fairleigh Dickinson Knights
Long Island Blackbirds
Monmouth Hawks
The Mount or Mount St. Mary's Mountaineers
Quinnipiac Bobcats
Robert Morris Colonials
Sacred Heart Pioneers
St. Francis Terriers
Saint Francis Red Flash
Wagner Seahawks

Acceptable Abbreviations

CCSU
FDU
LIU
MU/MON
Mount/MSM
QU
RMU
SHU
SFC/SFNY
SFU/SFPA
WC/WAG

Note: Saint of Saint Francis (PA) University should never be abbreviated (i.e., St.).

NEC Football Game Management Guide

Marketing

Field Markings

All field markings should conform with NCAA Rules.

Each school should have received an NEC logo field stencil prior to the 2005-06 season. It is strongly recommended that this stencil be used to display the NEC logo on your football field.

NEC/NCAA Logos

All NEC schools must comply with one of the below two options with regard to NEC logos on their uniforms.

NCAA Branding Initiative

The NCAA is requesting that each football school comply with its football branding initiative. Each school should have received the following items for use during football season.

Patches for jerseys - Includes NEC in NCAA football logo

Decals for helmets

Caps/Hats and Vests for chain crews

NCAA football banner

NEC Logo Placement on Uniforms

All football teams are expected to either wear NEC logo patches or have the NEC logo screened onto one set of both home and road uniforms. Institutions are responsible for all costs associated with screening and/or sewing patches onto uniforms. The NEC office does have a limited number of logo patches left in stock, which are available on a first-come, first-served basis.

For placement purposes, please note the following guidelines for football:

1st option: High on the left side of the jersey, just below the shoulder pad, facing front.

2nd option: High on the right side of the jersey, just below the shoulder pad, facing front.

3rd option: Left sleeve of jersey, facing side.

TV-Games

Playing Surface

No commercial advertising or identification of any local sponsor shall be displayed on any portion of the playing surface of an NEC arena/field during NEC-produced television broadcasts or NEC-sponsored championship events without prior consent from the Conference office. In the event the Conference office grants approval to a member institution to display commercial advertising on any portion of the playing surface, said advertising must comply with all NCAA rules and regulations regarding such markings.

Scoreboard

An institution is permitted to display commercial advertising or signage on the front or sides of any permanent arena scoreboard.

NEC Football Game Management Guide

Marketing (cont.)

Seats

During any NEC-produced national, regional, or local television broadcast or league-sponsored championship event, an institution may not display commercial advertising on any seats located on the home or visiting team bench without receiving prior consent from the Conference office. In the event the Conference office grants approval to a member institution to display a local sponsor on seats located on the home or visiting bench during NEC-produced television broadcasts or NEC sponsored championship events, said advertising must comply with all NCAA rules and regulations regarding such markings.

Security for Broadcasters

The home team is responsible for providing adequate security protection for camera crews, radio and television commentators and their equipment, and for ensuring that no person is allowed to interfere with the actions of any of the announcers and television camera crews covering the game. This applies to pre-game, the game and post-game, not only in the area where the talent works, but also in any interview area. If a national network broadcaster reasonably requests additional security for a broadcast, the home team will be responsible for accommodating such request.

Signage

The NEC shall have exclusive control over all advertising inventory located in full view of television cameras (e.g., scorer's table, end zone, seat backs, playing surface, basket, basket supports, towels, cups, coolers) during NEC-produced television broadcasts on national, regional and local television outlets. In addition, the NEC shall have exclusive control over all advertising inventory located at any of the league-sponsored championships.

During any NEC-produced national, regional, or local television broadcast (i) no institution may permit an advertisement or identification of any local sponsor to be placed on a banner, placard, billboard, pole pad, steps, seat back, towel, message board, sign, arena structure or other surface clearly visible to the television cameras or any other press interview area without first requesting permission from the Conference; and (ii) each member institution must display Conference-mandated signage as directed by Conference personnel.

Permission to display local sponsors shall not be unreasonably withheld by the Conference office unless (i) the local sponsor is in direct conflict with a league-wide sponsor; (ii) the local sponsor violates current NCAA or NEC regulations; and (iii) the Conference office deems the local sponsor an "unfit" marketing partner.

Towels, Cups and Coolers

During any NEC-produced national, regional, or local television broadcast or league-sponsored championship event, an institution may not display commercial advertising on towels, cups or coolers used around the team benches or the playing area without receiving prior consent from the Conference office. In the event the Conference office grants approval to a member institution to display a local sponsor on towels, cups or coolers used around the team benches or the playing area during NEC-produced television broadcasts or NEC-sponsored championship events, said advertising must comply with all NCAA rules and regulations regarding such markings.

NEC Football Game Management Guide

Sample Checklist

INFORMATION FOR MONMOUTH UNIVERSITY HOME GAME EVENT MANAGEMENT FOR FOOTBALL

CONTACT NUMBERS:

	Office	Cell
Head Coach: Kevin Callahan	732-571-7582	
Associate Athletics Director/Internal Operations: Jeff Stapleton	732-571-3673	908-433-8375
Associate Athletics Director/Sports Medicine: Doug Padron, ATC	732-571-3672	732-299-907
Assistant Director of Athletics Communications: Greg Viscomi	732-571-4447	732-966-5821
Assistant Athletics Director/Event Management: Rich Carragher	732-571-3675	609-731-7525
Assistant Athletics Director/Equipment: Greg Decos	732-263-5552	732-618-2814

HOTEL NAME:

HOTEL ADDRESS:

HOTEL PHONE #

ESTIMATED TIME OF ARRIVAL FOR TEAM BUSES ON GAME DAY:

EQUIPMENT MANAGERS:

Do you bring an equipment truck (Y/N?)

Est. arrival time (equipment truck)

VISITING TEAM PERSONNEL NAMES AND CELL PHONE NUMBERS:

NAME:

CELL PHONE #

Primary contact person:

Athletic Trainer:

Assistant Athletic Trainer

Equipment Manager:

Assistant Equipment Manager:

Director of Athletics Communications:

Football used by your Team:

Desired Practice date/time:

(Please confirm with Jeff Stapleton, 732-571-3673)

GENERAL INFORMATION:

-FILMING LOCATIONS:

are located in front of the Press Box, and from a platform in the east end zone. (AC power available, please supply your own extension cord)

-COACHES SEATS:

3 coaches' seats are available in the west end of the Press Box. (AC power and phone jack available.)

NEC Football Game Management Guide

Sample Checklist (cont.)

-FOOTBALLS:

Monmouth University uses Wilson TDS Pattern 1005 footballs.

-REFRESHMENTS:

Water in meeting room (Boylan South Gym) pre-game and halftime; soft drinks in the Women's Locker Room for post game.

-PRACTICE TIMES:

Kessler Field is available for practice weather permitting. Please call Jeff Stapleton (732-571-3673) to reserve time.

-LOCKER/ MEETING FACILITIES:

Locker Rooms are located in the Women's Locker Room of Boylan Gymnasium. Meeting facilities are located in the South end of Boylan Gymnasium. Located here are water, cups, ice, tables, biohazard containers, seating and two chalkboards. All facilities will be locked when not in use. A member of the Monmouth University Athletics Department will lock and unlock all visiting teams' facilities.

-FIELD PHONE:

Monmouth University uses a Porta Phone set of field phones for each team.

-PARKING, LOADING/UNLOADING:

Visiting team buses shall load and unload players and equipment in front of Boylan Gym. Monmouth University Equipment personnel will assist in the unloading of the visiting teams' buses. Visiting teams' buses may park in Lot 18, located adjacent to the Department of Athletics building. Buses are not permitted to idle when parked in Lot 18.

Please fill this form out and return to Monmouth University Athletic Department
in the envelope provided, at least two weeks before the date of the game.

Thank you.