

SECTION 16: CONFERENCE POLICIES

*Updated 6/19/12

A. CONFERENCE REPRESENTATIVES TO NCAA COMMITTEES

1. NCAA Management Council - The conference Executive Committee shall serve as a nominating committee and will present nominations for a vote by the conference. The approved slate of nominees is then submitted to the NCAA Management Council for final selection.
2. NCAA Student-Athlete Advisory Committee - The conference Executive Committee shall receive nominations from the members and select the representatives.
3. NCAA Sports Regional Advisory Committees - The conference Commissioner will solicit nominations, including self nominations, from the conference for any vacancy on a Regional Advisory Committee; the commissioner will also confer with the chair of the Regional Advisory Committee regarding any special needs or considerations that must be addressed in the appointment(s). The Commissioner will make a report and recommendation to the conference Executive Committee, which will make the appointment(s).

B. WAIVERS

1. Waivers to NCAA Bylaw 14.2.5 ("hardship") shall be administered by the Conference Commissioner unless he chooses to bring the question to the institutional representatives due to unusual circumstances in the request. All waivers shall be reported to the Conference.
2. Waivers to NCAA Bylaw 14.4.3.5 ("satisfactory progress - medical absence, international competition") shall be administered by the Conference Commissioner unless he chooses to bring the question to the institutional representatives due to unusual circumstances in the request. All waivers shall be reported to the Conference.

C. INFORMATION EXCHANGE Conference members will provide the following information to the conference office:

1. For each conference sport, a list of eligible participants shall be submitted before the first contest and then updated as necessary.
2. A copy of the Equity in Athletics Disclosure Act (EADA) Report as submitted annually to the Department of Education. The report shall be returned by mail and postmarked no later than October 15 of each year. The commissioner may make summary information from this data and/or data itself available to conference members.
3. For each conference sport, the official NCAA squad list shall be submitted to the conference office before the first date of competition with the final copy being submitted at the end of each academic year. The assistant commissioner shall review each squad list for the purpose of identifying any problems. The assistant commissioner will provide summary data on aid and equivalencies to members after the information is submitted. (Note: All changes to NCAA Squad Lists should remain on file at each institution.) (Effective 8/1/06)

D. RULES VIOLATIONS

1. The conference shall be free to investigate any violation or allegation of violations of Conference or NCAA rules. The Commissioner and the Executive Committee are both authorized to conduct such an investigation. Conference members are obligated to share information pertinent to such an investigation with the Commissioner and/or the Executive Committee in a timely manner.
2. A conference member will notify the conference office of any NCAA violations, and shall share with the Conference Commissioner, by immediate copy, all correspondence with the NCAA regarding potential or real NCAA violations.
3. Process
 - i. Notification of violations shall include the statement of the bylaw violated; the date of the violation and the individuals involved; details of the violation and reasons it occurred; and preventative and punitive actions to be taken.

- ii. The Conference Commissioner will discuss the violation with the institution involved and determine any conference actions that may be necessary.
 - iii. The league office will provide an annual summary report, at the spring conference meeting, of all violations within the conference during the preceding year.
 - iv. Any major, or potentially major, violations will be discussed with the Conference Executive Committee as soon as they are so classified. The Executive Committee will recommend to the Council of Presidents the extent to which the conference should become involved with investigating the violation.
 - v. For any violation in which the conference becomes involved in the investigation, the commissioner will prepare a full report and disseminate it to the conference (Presidents, Institutional representatives, Athletic Directors). The Commissioner should share this report, and any report to the NCAA, with the involved institution prior to submitting it. The institution is responsible for all costs (i.e. travel, supplies, conference calls, etc.) incurred by the conference directly related to the investigation.
 - vi. The institution is responsible for all costs (i.e. travel, hotel, parking, meals, etc.) incurred by the conference when the Commissioner or their designee is requested to attend a NCAA Committee on Infractions hearing involving a member institution.
4. Following the submission of a NCAA Level I or II violation report to the conference office, a member institution is required to submit a GLVC compliance log verifying the action taken by the school in response to the violation. Updated forms must be submitted prior to the Compliance/Eligibility Advisory Committee meetings in July, October, and March.

E. CONFERENCE ELIGIBILITY REQUIREMENTS

1. Any student-athlete who has been enrolled in a collegiate institution as a full-time student for four semesters or who has utilized two seasons of competition, and who has attended the member institution for at least one semester, must have a cumulative grade point average of 2.00 or higher to be eligible, regardless of the institution's definition of good standing. Enrollment and competition include all transfer work; the GPA includes only work at the member institution. Effective date: Students enrolling after 1 January 1993 (Effective 10/11/05)
 - i. Enrollment and competition include all transfer work.
 - ii. The GPA is based on the method of calculation used by the institution for calculating grade-point averages for all students and includes only course work normally counted by the institution in calculating the grade-point average for graduation.
 - iii. The GPA includes only work after enrolling at the member institution.
 - iv. Grade(s) from courses taken between semesters must be posted to official transcript no later than the first day of classes of the following semester or quarter.
2. Student-athletes transferring from one conference institution to another must serve a year in residence (10/7/08) if the student-athlete received countable aid from the first institution to the extent of a 0.25 or higher countable athletic based aide.
3. Each student-athlete is required to sign a conference approved Pledge of Sportsmanship at the same time the NCAA Student-Athlete Statement is administered. The current form of this pledge is contained in [Appendix 1 to Section 1](#). The signed pledge will remain on file with the NCAA Student-Athlete Statement. A student-athlete is not eligible to participate in conference contests without a signed Pledge of Sportsmanship on file. [\[See Section 1.A.1.d.i\]](#).
4. Transfer student-athletes may not be certified as eligible to complete unless the institution has received official transcripts from all previously attended institutions.
5. A student-athlete who fails to disclose attendance at another institution shall be deemed guilty of unethical conduct under NCAA Bylaw 10.1. Such a student-athlete shall then be ruled ineligible under NCAA Bylaw 10.4 until such time as eligibility is restored not only by the NCAA Eligibility Committee (or its successor) but also by the GLVC Executive Committee.
6. For the purpose of determining transfer eligibility under NCAA Bylaw 14.5.4, member institutions will not consider as "transferable" any course that does not carry academic credit towards graduation at the institutional at which the course was taken.
7. All Division I transfer student-athletes must be reviewed by the conference office before final certification of eligibility may be granted. Institutions will be required to submit transcripts and other

supporting documentation to the GLVC office. Effective date: Aug. 1, 2004

F. DISCIPLINE OF ATHLETICS PARTICIPANTS AND CONFERENCE MEMBERS

1. The Conference commissioner is authorized to impose individual penalties of formal private or public reprimands, and suspensions for up to two contests, for violations of Conference Regulations or serious acts of unsportsmanlike conduct.
2. The Conference Executive Committee, including the Conference Commissioner as a voting member in this instance, may impose individual suspensions for periods it deems appropriate.
3. The Conference may impose financial penalties upon member institutions for failure to abide by conference regulations. Any such penalties will be withheld from revenue distributions unless paid directly.
 - i. The penalty for the use of an ineligible player that affects the distribution of NCAA monies will be repayment to the conference of all such distributed money for the year in question.
 - ii. The penalty for late payment of annual dues, following written notification by the Conference Treasurer, shall be: after November 1, 5 percent of the annual dues; after January 1, 10 percent of the annual dues plus probationary status for the following year.
4. The Conference may impose probationary status on an institution or any of its teams for violations of Conference Regulations, serious acts of unsportsmanlike conduct involving more than one individual participant, or NCAA rules violations. Teams or institutions in probationary status are not eligible for conference championships. Institutions in probationary status are not eligible for revenue sharing while in that status. All instances of forfeits or "no contest" will be reported by the commissioner to the conference at the spring meeting.
 - i. An institution that is responsible for more than two (2) conference forfeits or "no contests" in the same academic year will be subject to a mandatory vote on probationary status for the following academic year; the vote will take place at or before the spring conference meeting.
 - ii. Teams/institutions placed on probation, or NCAA probation that precluded NCAA championship participation, affect championships as follows:
 - i. Regular season standings are kept as usual but a team/institution on probation cannot be declared the champion or awarded an automatic qualifier based upon regular season standings. In such an event, the next place team becomes the champion.
 - ii. Individuals from a team/institution on probation remain eligible for individual awards.
 - iii. For sports where individual tournament results are combined to determine a team score (golf, cross country, tennis), a team/institution on probation may enter individuals in the tournament but does not receive a team score.
 - iv. For team sports where the conference championship is determined by a tournament, a team institution on probation is not eligible to enter the tournament.
 - v. All-sports points are awarded as usual, but an institution on probation is not eligible to win the all-sports trophy. In such an event, the next place institution becomes the winner.
5. The Conference may expel a member for a major violation of NCAA regulations following an NCAA investigation, or repeated violations of Conference Regulations. The Conference may also expel a member that consistently fails to field competitive teams in a significant number of the conference sports, but such action may not be taken until two years after the institution is put on notice for such failure. Votes to expel a member will be by secret ballot in executive session, excluding the member, and require a two-thirds majority.
6. Ejection Policy – All game personnel (i.e. coaches, student-athletes, trainer, manager, or any others associated with the institution or contest in an official capacity) who are ejected from a regular season or GLVC Tournament contest, will be suspended from the team's next contest. The suspension will carry over to the following season if the ejection occurs in the final contest. This policy will not be enforced as a result of an ejection that occurs in a NCAA Championship contest. (Effective 10/11/05)
7. Championship Policy: Any bench personnel, including student-athletes, other than the head coach who leaves the bench area when a fight may break out or has broken out, during a GLVC

Championship event, or Tournament, shall be ejected from the contest and suspended for the next game. The suspension will carry over to the following season if the ejection occurs in the final contest.

G. APPEALS

1. Appeals for waivers of conference eligibility requirements contained in Article 15.E may be made to the Conference at a regularly scheduled Conference meeting or to the Executive Committee at any time, if the institution believes that unusual circumstances warrant such a waiver. The decision reached by the body considering the appeal may be appealed to the Council of Presidents.
2. Conference disciplinary action taken by the Commissioner under Article 15.F.1 may be appealed to the Conference Executive Committee. Such an appeal must be filed with the Commissioner or the conference President within three days of the Commissioner's action. An appealed suspension by the Commissioner will not be imposed, pending the appeal. The Executive Committee will hear the appeal and may lessen, uphold, or increase the penalty. The hearing may be by conference call. A decision of the Executive Committee may be appealed to the Conference.
3. Conference disciplinary action taken by the Executive Committee under Article 15.F.2-3 or an increased penalty given under Article 15.G.2, may be appealed to the Conference. The Institutional Representatives will hear the appeal and may lessen, uphold, or increase the penalty. The hearing may be by conference call. The Institutional Representatives decision may be appealed to the Council of Presidents.
4. The Council of Presidents may elect not to hear disciplinary appeals.
5. To initiate an appeal or request a hearing, a member institution must include a \$50.00 nonrefundable filing fee with the written request. The written request must include either the signature of the Chief Executive Officer or Faculty Athletic Representative, along with the signature of the Athletic Director. (Effective 8/1/04) If the appeal or request is rejected, all related costs (e.g. telephone, mailings, etc.) will be the responsibility of the institution initiating the action.

H. EVALUATION OF PROSPECTIVE MEMBERS

1. Process The process for evaluating and accepting prospective members of the conference will include:
 - a. Preliminary discussions with the prospective member and a presentation at a conference meeting;
 - b. Submission by the prospective member of a formal letter of interest
 - c. A recommendation to the Council of Presidents that an evaluation visit to the prospective member's campus be undertaken, along with a recommendation timetable for the process;
 - d. An evaluation visit and report by the evaluation committee to the conference;
 - e. An application by the prospective member that they be admitted to the conference;
 - f. A second presentation at a conference meeting;
 - g. A recommendation to the Council of Presidents regarding acceptance;
 - h. A decision by the Council of Presidents on acceptance;
 - i. Payment of the initiation fee and dues.

The conference may elect to alter the order or omit some of steps if the situation warrants.

2. Evaluation Visit
 - . The Evaluation Committee will be appointed by the conference commissioner.
 - a. Expenses for the Evaluation Committee will be paid as follows: the applicant institution will be responsible for all overnight accommodations and afternoon and evening meals; the conference will be responsible for travel expenses and will reimburse any driver at the current rate for his or her institution or the current rate allowed by the Internal Revenue Service, whichever ever is lower.
 - b. The committee may request a presentation by the institution on its athletic program. Specific information requested could include items such as the program's philosophy; sports sponsorship; the academic success of its student-athletes; data on athletic scholarships and equivalencies, by sport; personnel; previous year's schedules and

- records; schedule commitments for upcoming years; the athletic budget for previous years and the coming year; any departmental policies, handbook or similar documents; information on the Faculty Committee or similar body overseeing intercollegiate athletics and any constitution, Bylaws, or similar documents for such a committee; information on booster organizations and any Constitution, Bylaws, or similar documents for such organizations; the most recent NCAA self-study; reports from any NCAA evaluation visits; reports of NCAA violations.
- c. The committee will assess the institution's compliance program and may undertake a review of individual academic records and/or a review of financial aid records.
 - d. The committee will assess the institution's athletic facilities.
3. Application
 - . The conference may request written supporting information prior to the recommendation to the Council of Presidents as part of the application.
 - a. Any formal application format will be specified by the Council of Presidents.
 4. Recommendation to the Council of Presidents The Faculty Athletics Representatives will vote, in executive session at a conference meeting, on a recommendation to the Council of Presidents regarding the application.
 5. Council of Presidents Decision
 - . If the vote of the Council of Presidents is favorable, the initiation fee is payable within 30 days. The institution becomes a voting member upon payment of the fee.
 - a. Dues begin the year immediately following the acceptance decision.
 - b. The institution will be eligible for all individual sport championships in the year immediately following the acceptance decision.
 - c. The institution will be eligible for each team sport championship as soon after their acceptance as they can play the conference schedule in that sport.

I. EVALUATION OF CURRENT MEMBERS

1. The Self Study required by the NCAA Constitution (Article 6.3) shall be shared with the conference by submitting it to the conference commissioner. The report shall be available to all conference members in the conference office.
2. Conference members are required to complete a compliance review in accordance with either A or B below in relationship to the submission of the NCAA Self Study:

PEER REVIEW

- i. The Self Study will be reviewed by a conference evaluation committee. The committee shall consist of the Conference Commissioner, one Institutional Representative and one Athletics Director. The latter two individual shall be appointed by the Conference President. The appointed individuals must represent two different institutions and may not include representatives of the institution being evaluated.
- ii. The committee shall visit the institution no later than one semester after the due date for the completion of the self study and participate in a thorough discussion of the results. The institution's Athletics Director has the responsibility for scheduling the visit with the Commissioner; the Commissioner may delay a visit so that no more than three institutions are visited in any one year. The institution's Athletics Director also has responsibility for arrangements during the visit, subject to the approval of the Commissioner. During the visit particular attention is to be paid to compliance with academic eligibility and financial aid regulations. This may include both an analysis of the institution's system and verification of selected records.
- iii. Expenses for the Evaluation Committee will be paid as follows: the institution will be responsible for all overnight accommodations and afternoon and evening meals; the conference will reimburse any driver at the current conference rate.

- iv. Any report by the Evaluation Committee will be issued only by the Conference Commissioner and only after the affected institution has had the opportunity to review and respond to the report.

NCAA REVIEW

- v. Member institutions are responsible for having a compliance audit conducted by the NCAA within one year of their next scheduled NCAA Institutional Self Study.
3. A member institution that is required to host a conference-imposed compliance visit, separate and distinct from the Peer Review in 15.J.2.a., will be financially responsible for the compliance team's overnight accommodations, meals, and travel expenses (i.e. mileage reimbursement, flight etc.) during the visit, as well as all consultant fees and expenses, if applicable.

J. STUDENT-ATHLETE ADVISORY COMMITTEE

1. The GLVC SAAC shall be comprised of two student-athletes, an upperclassman and an underclassman, from each member institution.
2. When a vacancy occurs, the conference member with the vacancy shall nominate two student-athletes, one male and one female, to serve on this committee; member institutions may indicate a preference between the two if so desired. The conference Executive Committee shall select the representatives with the aim of
 - (a) balancing sport representation as much as possible
 - (b) choosing as many first preference nominees as possible, and
 - (c) attaining diversity
3. Student-athlete members must be a participant in a conference sport and must maintain a cumulative grade point average of at least 2.50 to serve on this committee. Committee members serve until replaced by the institution they represent.
4. The GLVC student-athlete representative to the NCAA Division II Student-Athlete Advisory Committee shall chair this committee, and the vice chair will be elected from the GLVC Student Athlete Advisory Committee (SAAC) by the GLVC SAAC members.
5. The GLVC Assistant Commissioner and the conference representative to the NCAA Management Council shall serve as the conference liaisons to this committee.
6. Meetings:
 - (a) The committee shall meet annually at the GLVC spring meeting
 - (b) Additional meetings may be called by the committee chair, or the GLVC Assistant Commissioner, as needed.Other than the GLVC spring meeting, committee meetings may be by conference call.
7. SAAC Mission Statement: The mission of the GLVC SAAC is to enhance the overall student-athlete experience by maintaining a commitment to academic and athletic experience while promoting diversity, serving as ambassadors to the community and acting as liaisons between every GLVC student-athlete, the conference office, and the NCAA.

K. TRAVEL

1. The conference may reimburse individuals for automobiles travel for conference business when the business does not involve a representative from each institution.
2. The conference rate for travel reimbursement will be the current rate per mile allowed for business travel by the Internal Revenue Service.