



**BY-LAWS AND
ADMINISTRATIVE POLICIES
OF
THE SUN CONFERENCE**

BY-LAWS

THE SUN CONFERENCE ("SUN")

Article I

Membership

- A. Applicants to SUN must be members of the NAIA.
- B. Applications must be submitted prior to the anticipated year of membership and not less than ninety (90) days prior to a scheduled meeting. Applicants will be charged a one-time application fee of \$1,000.
- C. Membership will be effect after July 1 of the ensuing year. New members must serve a one-year probation period, which allows for, but does not require, full participation in Conference schedules and SUN governance. New members may participate in conference post-season competition during the probation year, subject to COAD approval.
- D. Any accepted member of the conference will be assessed a one-time new membership fee equal to one year of current annual member dues.
- E. The COAD may designate a probationary status with additional guidelines for any new member.
- F. A member college must give written notice of its intention to withdraw from the conference two years in advance. Should a member institution withdraw from the SUN without a two (2) year notice (Notice must take place prior to any fiscal year which is July 1) the following fees will be assessed:
 - 1. 1-2 years notice: One year of current annual conference dues (in addition to actual dues)
 - 2. Less than 1 year: 2 times the current annual conference dues.
- G. Any member may be dropped from membership by two thirds (2/3) vote of the other members of the Council of Presidents but only after due notice and appropriate hearings.
- H. Members and Associate members are required to have an identified Athletic Director and Sports Information Director (SID). The SID is required to perform the duties as outline by the Sports Information Directors Conference By-Laws.
- I. Member institutions and institutions being considered for The Sun Conference membership must sponsor teams in at least 50% of conference-sponsored sports to be considered full members. Additionally, as a condition of membership, institutions may be required to add conference-sponsored sports within a set timeperiod.
- J. If requested by the Commissioner, Member institutions shall submit the following information to the Commissioner's office annually. Institutions under consideration for conference membership shall submit the following information upon application to the

conference:

1. Operational budgets for each sport:
 - a. "Operational budget" is defined to include the following: Team travel, uniforms and shoes, equipment, recruiting, official's fees, and general. "General" includes all other budgeted dollars utilized for the operation of that sport. "Operational budget" does not include grants-in-aid or staff salaries.
2. Grant-in-aid amounts for each sport:
 - a. Member institutions (annually) and institutions submitting application for membership (upon application) must complete and submit the official NAIA Financial Aid Report form and the official NAIA Exemption Worksheet to the Commissioner's office. The NAIA Institutional Financial Aid Policy will be provided to the prospective member institution upon application.
3. Athletics Department Staffing:
 - a. Member institutions and institutions submitting application for conference membership must provide the Commissioner's office with a report detailing the employment status (full-time, part-time, or volunteer institutional employee) and primary, secondary, and tertiary job titles/responsibilities of all athletics department personnel.

K. "Affiliate" Membership:

1. Institutions may apply to the conference for Affiliate Membership if one or more of the following conditions are met:
 - a. The addition will allow The Sun Conference to achieve, or make progress towards achieving, recognized NAIA Affiliated Conference status in that sport (6 member institutions sponsoring that sport.)
 - b. The addition will enhance The Sun Conference recognition, reputation, or revenue production.
 - c. The applying institution meets all The Sun Conference standards relative to its operation of that sport.
2. An Affiliate member shall be eligible for conference post-season competition and all conference awards and recognition relative to that sport. Affiliate members institutions may participate in COAD meetings and will have voting privileges during COAD meetings on issues relative to the sport for which they are members.
3. The Council of Presidents shall determine conference membership dues for one-sport members.

L. "Associate" Membership:

1. Institutions may apply for Associate Member status in The Sun Conference if the applying institution meets all The Sun Conference standards relative to the operation of its athletics program other than the minimum number of sponsored sports.
2. Associate member institutions shall be eligible for conference post-season competition and all conference awards and recognition relative to the sports which such institution sponsors.
3. Associate member institutions may participate in COP and COAD proceedings and will have voting privileges on both councils.
4. Upon application, associate member institutions shall submit an athletics expansion plan to the COAD detailing which sports the institution currently sponsors, which sports it will add in future years, and what years those sports will be added.

5. The term of an associate membership shall be a maximum of 3 years but may be less if the associate member institution reaches full conference status. Associate member institutions may reapply for additional terms as associate members if they have not met the required minimum sport sponsorship at the conclusion of their first term.
6. Conference membership dues for associate members shall be determined in the same manner as for full members.

Article II

Participation

- A. An intercollegiate sport shall be considered a conference-sponsored sport when a minimum of six SUN members declare to participate in that sport.
- B. Current SUN Sponsored Sports:

MEN'S SPORTS

Cross Country
Golf
Tennis
Indoor Track & Field
Outdoor Track & Field
Baseball
Basketball
Soccer
Football
Swimming

WOMEN'S SPORTS

Beach Volleyball
Cross Country
Golf
Tennis
Indoor Track & Field
Outdoor Track & Field
Softball
Basketball
Soccer
Indoor Volleyball
Flag Football
Swimming
Lacrosse

COED

Esports

- C. All institutions must submit to the Commissioner's office an annual Intent to Participate for Conference Championships in all sports in which the conference sponsors championships. The exact date for this document will be determined in conjunction with the NAIA Declaration of Intent. This document will be binding for representation in conference championships for one year.
- D. All institutions submitting a Declaration of Intent form for any given sport are committing to completing the Conference Championship Event. All teams and/or individuals agree to fulfill the requirements of the championship. Institutions failing to complete the event are in violation of the Declaration of Intent bylaw and subject to penalty.

Article III

Awards

- A. SUN approved awards will be given to individuals and teams in relationship to competition, academics and character.

- B. Individual awards will include all-conference, academic all-conference, Champions of Character, Coach of the Year and Player of the Year. The coaches of each sport may propose such other individual awards as they deem appropriate, subject to COAD approval.
- C. Team awards will include regular season champion, tournament champion and tournament runner-up awards.
- D. Any additional awards must be approved through the amendment process to the By-Laws of SUN.

Article IV

Conference Officers

A. PRESIDENT

- 1. The Conference President shall:
 - a. Be a president or chancellor at a current member institution;
 - b. Be elected by The Sun Conference COP;
 - c. Serve a two-year term;
 - d. Serve as Chair of the COP Executive Committee;
 - e. Work with the Commissioner to establish meeting agendas and dates for COP meetings;
 - f. Undertake and/or direct any special studies of conference plans, problems, or special projects as may seem necessary or if requested by the COAD or COP;
 - g. Represent the COAD at all COP meetings; and
 - h. Provide the COP reports and evaluations on behalf of the COAD.

B. COP EXECUTIVE COMMITTEE

- 1. The COP Executive Committee shall consist of three members nominated and elected by the COP; the conference president, a vice chair, and a second vice chair. Members of the COP Executive Committee must be a president or chancellor at a member institution.
- 2. The COP Executive Committee shall work with the Commissioner and the COAD Executive Committee to provide strategic planning for the conference and provide a high level of communication between the COP and COAD.
- 3. Succession: the COP Executive Committee vice chair shall succeed the president when his/her two-year term is complete, with the second vice chair moving into the vice chair role. A new second vice chair shall be elected by the COP every two years. The outgoing COP President shall remain on the COP Executive Committee for one year in the position of past president. If a member of the Committee leaves before their term is complete, the other members will move up and a second vice chair shall be elected.

C. COAD EXECUTIVE COMMITTEE

- 1. The COAD Executive Committee shall consist of three ADs, elected by the COAD.
- 2. The COAD Executive Committee shall serve staggered three-year terms.
- 3. The COAD Executive Committee shall work with the Commissioner to resolve issues and assess penalties for NAIA or Conference violations.

- a. Irrespective of the stated penalties in Article XI, the COAD Executive Committee shall have the power, in consultation with the Commissioner, to assess penalties which are different from those stated in Article XI against any member institution who has acted inappropriately or in contravention of the 5 Core Values of the NAIA's Champions of Character.
- 4. Appeals
 - a. Any decision of the COAD Executive Committee may be appealed to the COAD.
 - b. This appeal shall be sent to the Commissioner within 24 hours of the Executive Committee's decision, unless circumstances warrant that the appeal be sent sooner than that.
 - c. The COAD's decision may be appealed to the COP within 48 hours of the decision of the COAD, for its final determination. There are no appeals after the COP decision.
- 5. The COAD Executive Committee shall undertake and/or direct any special studies of conference plans, problems, or special projects as may be necessary, or if requested by the COAD or COP, with one member attending each COP meeting as a non-voting representative of the COAD.
- 6. The COAD Executive Committee shall consult with the Commissioner regarding all SUN sponsorship agreements and shall provide advice and counsel before those agreements are executed.

D. TREASURER

- 1. The position of Treasurer will be nominated by the Commissioner, in consultation with the COAD, and approved by the COP. The Treasurer is a non-voting position. The Treasurer shall:
 - a. Maintain all necessary bank accounts, financial records, etc., as needed, and pay all obligations of the Conference promptly.
 - b. Annually bill all members of the Conference for conference dues and other financial assessments.
 - c. In conjunction with the Commissioner, prepare an annual budget for the upcoming year. This report shall be received and reviewed by the COAD and forwarded to the COP for review and approval.
 - d. Assist the Commissioner in annually filing any government forms for tax and/or other purposes.

Article V

Committees

A. ELIGIBILITY COMMITTEE

- 1. The Council of Athletic Directors shall select at least three qualified institutional representatives (FAR's, AD's, Registrars) and one alternate to serve as the Conference Eligibility Committee. At least one of these members must be a registrar or FAR. The number of members of the Eligibility Committee shall always be an odd number, for voting purposes.
- 2. The Conference Eligibility Committee shall have the responsibility to administer eligibility rules and policies within the Conference as adopted by the Conference and the NAIA.

3. The Conference Eligibility Committee shall fulfill all requests, reviews and interpretations as outlined by the NAIA and the SUN.

B. SPORTS COMMITTEES

1. Sports Committees shall consist of the head coach of each sport for each institution participating in that sport in the conference.
2. The Chair is nominated by the Committee and shall be approved by the COAD.
3. Meetings shall be held annually after the season to review and evaluate the procedures, policies and conduct of the sport within the SUN.
4. The Committee may make recommendations to the COAD regarding changes in constitution, by-laws, administrative policies and/or sport guidelines.
5. Sports committee minutes must be sent to the Commissioner within seven days of the completion of the annual meeting.

C. ASSOCIATION OF STUDENT-ATHLETES

1. The Sun Conference Association of Student-Athletes (ASA) shall be established for the following purpose:
 - i. Provide an opportunity for leadership and growth for student-athletes outside of competition
 - ii. Examine and provide feedback on conference issues from a student-athlete perspective
 - iii. Educate student-athletes at each respective campus on current national and conference issues through the conference representatives
 - iv. Promote collaboration and unity within the conference
 - v. Contribute to the continued development and preservation of the core values of The Sun Conference
 - vi. Present new initiatives to enhance the student-athlete experience
 - vii. Bridge the gap between campus ASAs and the National ASA
2. ASA representation will be made up of two representatives per University, one per gender who meet the following requirements:
 - i. Student-athlete in good standing within the institution of representation
 - ii. Hold a GPA of 3.0 or higher
 - iii. Compete in a NAIA sponsored sport
 - iv. Eligible for competition within their sport
 - v. Completed a minimum of one season of competition
 - vi. Minimum of two seasons and four semesters remaining of eligibility
3. Preference will be placed upon having one representative from each conference sport. ASA appointments will be for a two-year term.
4. Nominations shall be submitted to the Conference Office by August 1 of each year. In the case of a change in representation, the Conference Office must be notified within 15 days.

Article VI

Conference Office Duties

A. COMMISSIONER

1. The commissioner's duties shall be to:
 - a. Serve as a liaison for, and between, the COP and the COAD, and the Executive Committees of each.
 - b. Assist the President in assembling and submitting material, agenda, or minutes for the Conference meetings.

- c. Serve as an ex-officio member of the Council of Athletic Directors and all other Conference committees.
 - d. Chair the meetings of the COP and the COAD in conjunction with the President and COAD Executive Committees.
 - e. Submit annual budget to the Council of Presidents and Council of Athletic Directors for review and approval.
 - f. Present an annual financial report to the COP and COAD. The report will include an itemized listing of all revenues and expenses and current balances as well as a list of sponsors and sponsorship revenues and costs for the current fiscal year.
 - g. Hire and supervise the conference Sports Information Director.
 - h. Appoint, with confirmation of the COAD, and supervise the conference Eligibility Chair.
 - i. Contract and coordinate with approved supervisors of officials.
 - j. File any required government forms for tax and/or other purposes.
 - k. Work with the COAD Executive Committees to take disciplinary action, short of the Third and Fourth Penalties, against conference members for violations of NAIA and SUN rules, including conduct of coaches, student-athletes and spectators.
 - l. Undertake and/or direct special studies of conference plans, issues or problems.
 - m. Promote the conference with the media and seek sponsorships or endorsements of conference championship events. All sponsorship agreements shall be presented to the COAD Executive Committee for their advice and counsel before being executed, with input from the COP Executive Committee when necessary
 - n. Standardize the purchase of conference certificates, awards, medals, and trophies.
 - o. Update constitution, by-laws, administrative policies and sports guidelines on an annual basis and distribute them to each member institution.
 - p. Recruit and mentor potential new SUN members.
2. Appeals
- a. A dispute over any Commissioner's decision may be appealed to the COAD Executive Committee. The appeal must be received within 48 hours of the Commissioner's decision in question. The COAD Executive Committee will rule on the appeal with input from the COP Executive Committee, when necessary.

B. ELIGIBILITY CHAIR

- 1. The Conference Eligibility Chair ('Chair') shall be retained by the Conference and report to the Commissioner. The commissioner shall annually review the Conference Eligibility Chair's performance and recommend changes in compensation.
- 2. It is expressly understood and agreed by the Chair and SUN that, with respect to all terms and conditions of this Agreement and its implementation and performance thereof, the Chair and each member of the Chair's Committee are independent contractors and not employees of The Sun. As such, The Sun shall not provide any benefits to the Chair and each member of the Committee, including but not limited to fringe benefits, health insurance, unemployment insurance, paid vacation, or any other benefits usually provided by an employer to its employees.
- 3. The SUN Conference Eligibility Chair duties shall be to:
 - a. Educate faculty athletic representatives, registrars, compliance

officers and/or eligibility coordinators at member institutions.

- b. Fulfill duties of Conference Eligibility Chair as outlined in NAIA Official Handbook.

C. SPORTS INFORMATION DIRECTOR

1. The SUN Sports Information Director ('SID') shall be retained by the Conference and report to the Commissioner. The Commissioner shall annually review the SUN Sports Information Director's performance and recommend changes in compensation.
2. It is expressly understood and agreed by the SID and SUN that, with respect to all terms and conditions of this Agreement and its implementation and performance thereof, the Chair and each member of the SID's Committee are independent contractors and not employees of The Sun. As such, The Sun shall not provide any benefits to the SID and each member of the Committee, including but not limited to fringe benefits, health insurance, unemployment insurance, paid vacation, or any other benefits usually provided by an employer to its employees.
3. The SUN Sports Information Director's duties shall be to:
 - a. Maintain SUN web page (schedules, results of contests, statistics, standings and other pertinent information).
 - b. Assist the commissioner in communication with the NAIA national office.
 - c. Assist sports chairs in the gathering and disseminating information for conference and national awards.
 - d. Update the SUN directory annually.
 - e. Assist the Commissioner in maintaining updated sports guidelines.
 - f. Update SUN history and record book annually.
 - g. Prepare the Minutes of all Council of Athletic Director meetings, in accord with Roberts Rules of Order.
 - h. Fulfill duties of Conference Sports Information Director as outlined in NAIA Official Handbook and NAIA Sports Information Manual.

Article VII

Meetings

- A. Meetings of the COP or COAD have the following requirements:
 1. Agenda and pertinent information must be provided to the attendees at least seven days prior to the meeting.
 2. All proposed amendments or policy changes must be submitted in writing to the Commissioner at least fifteen days prior to any regular or special meeting.
 3. At least one representative must be present from all member institutions at all meetings of the COAD.

Article VIII

Membership Dues

- A. Membership dues structure will be proposed annually by the Commissioner, reviewed by the COAD and approved by the COP.
- B. Dues are payable annually on August 1 and become delinquent on September 15.
- C. Institutions who are delinquent on annual dues shall be ineligible for post-season competition until such dues are paid. In addition, institutional dues shall increase by \$100.00 per week (or partial week) for each week past the delinquency date.

Article IX
Infractions and Penalties

- A. The Commissioner has the power to enforce provisions of the Constitution, By-Laws and all other SUN policies. Should any Chief Executive Officer, Faculty Athletic Representative, Athletic Director, coach or athletic administrator become aware of an apparent violation involving a student-athlete or institutional representative, it shall be the responsibility of that individual to notify the Commissioner immediately.
- B. Institutions failing to submit the Intent to Participate form by the required time shall:
 - 1. Be assessed a fine of \$500.00.
- C. Institutions failing to adhere to their Intent to participate form in any sport will be subject to the following penalties:
 - 1. Be assessed a fine of \$1,000.00.
 - 2. A letter shall be sent to the President of the offending institution with a copy to the Athletic Director addressing the problem for the first offense.
 - 3. A second offense will cause a review of the membership of the offending institution with the possibility of dismissal from the conference.
 - 4. Failure to properly notify a conference institution when a contractual agreement needs to be broken:
 - a. Be assessed a conference fine of \$1,000.00 payable to the institution with which the contract was broken.
 - b. Be ineligible for postseason play in the offending sport.
- D. Failure to adhere to the event management policies or other conference obligations shall result in the following:
 - 1. First offense – letter of reprimand sent to:
 - a. Institution's Athletic Director
 - b. Institution's President
 - 2. Second and subsequent offenses
 - a. \$250.00 fine
 - b. Notification to the institution's president upon each infraction; and
 - c. Verification to Commissioner that corrections have been made.
 - 3. Third offense, or if corrections are not made
 - a. At the recommendation of the COAD by two-thirds vote, the institution shall be placed on probation for a specified length of time. Before such action is put in place, it shall require a two-thirds vote of the COP. The responsibility for initiation of this process shall fall with the COAD Executive Committee.
 - b. During the probationary period, the Commissioner and the COAD Executive Committee will mentor that institution in an effort to correct the actions which led to the probationary status. As part of this process, the COAD Executive Committee may assign a mentor AD to work with the probationary institution.
 - c. During the probationary period, the institution will not be eligible for conference championships.
 - d. The institution may request a hearing with the COP and COAD Executive Committees at any time to demonstrate correction or elimination of the situation which caused the probation. The institution shall provide, in writing, the reasons for request of the hearing as well as written corrective measures taken to rectify the situation.

- e. Following the hearing, the institution will be removed from probation upon a two-thirds favorable vote of the COP.
- 4. Fourth offense
 - a. At the recommendation from the COAD by two-thirds vote, the offending institution shall be expelled from the Conference by two-thirds vote of the COP.

Article X

Eligibility

A. OBLIGATION OF MEMBERSHIP

- 1. The members of the conference agree to administer their intercollegiate athletic program in accordance with the Articles and Bylaws of this Conference and the Constitution and Bylaws of the NAIA.

B. CONFERENCE STANDARDS

- 1. The FAR, in cooperation with the Athletic Director at each member institution, is responsible for validating the eligibility of all student-athletes prior to their competing as a representative of the institution in each sport.
- 2. Each institution shall send its eligibility roster to the SUN Eligibility Chair prior to its first competition, in accordance with the NAIA policy.
- 3. If an ineligible student-athlete participates in any intercollegiate contest, all such contests shall be forfeited, and team standings revised if necessary. Team awards shall be redistributed in accordance with any revised placing.
- 4. All suspicions or allegations of eligibility violations should be reported to the Commissioner in writing.

C. INTRA-CONFERENCE TRANSFER GUIDELINES:

- 1. A student-athlete who participates in a countable contest in a sport at a SUN institution, or signs a conference Letter of Intent, is not permitted to be certified as eligible to compete in that same sport at another SUN institution for 365 days from the last date of attendance at the previous SUN institution or the year for which the Letter of Intent was signed, *unless* that student-athlete has received a written release from the previous institution.
- 2. A student-athlete who has not participated in a sport, however, has received athletic related financial aid for any sport must sit for 365 days from the last date of attendance at the previous SUN institution *unless* that student-athlete has received a written release (using approved conference form) from the previous institution's Athletic Director. A written release will apply to all other SUN institutions.
- 3. A student-athlete who complies with the Exception under Article V, Section G, Item 1 of the NAIA Official & Policy Handbook shall be eligible to compete immediately with no written release required.
- 4. A student-athlete who is not granted a written release by his or her previous institution and can demonstrate extreme hardship shall have the opportunity to appeal the decision no later than 21 days following notice of denial of the release. Appeals will be heard by the Council of Athletic Directors Executive Committee, which shall have full authority to grant or deny any appeal and to request supporting documentation.
- 5. A student-athlete who has not participated in a sport, and has not received

- any athletic related financial aid, and has not signed a SUN Letter of Intent, may play immediately upon transfer to another SUN institution.
6. The Intra-Conference Transfer Rule will not apply to any Sun Conference student-athlete whose institution has publicly announced that it will discontinue the sport in which the student-athlete participated. In that case, the student-athlete will be immediately eligible, assuming he/she meets all other regulations of the Conference and the NAIA before being allowed to compete.

Article XI

Financial Aid

- A. Member institutions will conduct their intercollegiate athletic programs in compliance with all financial aid rules adopted by the NAIA and within the designated limitations as established by the NAIA and within the SUN.

Article XII

Amendments

- A. These By-Laws may be amended by two thirds (2/3) majority affirmative vote at a meeting of the Council of Presidents provided a quorum is represented. Any approved By-Laws change becomes effective immediately, unless otherwise indicated.

ADMINISTRATIVE POLICIES

THE SUN CONFERENCE (“SUN”)

Section I

Membership

A. Full membership in the SUN is as follows (as of July 1, 2024):

1. Ave Maria University
2. College of Coastal Georgia
3. Florida Memorial University
4. Keiser University
5. New College of Florida
6. St. Thomas University
7. Savannah College of Art & Design-Savannah
8. Southeastern University
9. Warner University
10. Webber International University

B. Affiliate members in SUN is as follows (as of July 1, 2024):

1. Brenau University
2. Florida National University
3. Life University
4. Loyola University New Orleans
5. University of Mobile
6. Point University
7. Reinhardt University
8. Spartanburg Methodist College
9. St. Andrews University
10. Thomas University
11. Truett-McConnell University
12. William Carey University

Section II

Participation

A. SCHEDULING, CONFERENCE CHAMPIONSHIPS AND POST-SEASON PLAY

1. Regular season schedules are under the charge of the Scheduling Committee consisting of three SUN Athletic Directors. Post-season plans must be submitted by the sport chairs to the COAD for approval.
2. The conference commissioner is required to distribute the approved conference schedule 12-months in advance for all sports. Any changes to the distributed schedule must be approved by the COAD.
3. Regular season game management policies fall under the direct supervision of the host athletic director and his/her staff. Post-season game management policies will be coordinated by the host athletic director, the conference commissioner and the conference sports information director.
4. The SUN tournament champion shall receive the first automatic qualifier to the NAIA national championship. Should any sport elect to not have a post-season tournament, the format to determine the SUN automatic qualifier shall be submitted and approved by the COAD.

5. In order to be eligible for a championship, each conference team shall meet every other team in the conference as follows:

Baseball	Four games all at same site
Basketball (M/W)	Home & Home
Cross Country (M/W)	Conference meet
Golf (M/W)	Conference meet
Soccer (M/W)	Single round
Softball	Three games all at same site
Tennis (M/W)	Single round
Track & Field (M/W)	Conference Meet
Indoor Volleyball	Double Round
Beach Volleyball	Single Round
Flag Football	Single Round
Women's Lacrosse	Single Round
Football	Single Round
Swimming[M/W]	Conference meet
6. When a scheduled contest is canceled for uncontrollable reasons, the host Athletic Director must notify the Conference Commissioner within twenty-four (24) hours.
7. All sports which are eligible for the Commissioner's Cup shall have six teams participating.
8. A team under NAIA or Conference suspension or ineligible for NAIA post-season play is not eligible for a Conference Championship.

B. REGULAR SEASON PROTESTS

1. A written protest must be emailed to the conference commissioner within 24-hours of the protested contest. The Commissioner will gather the facts of the protest from all parties and refer them to the COAD Executive Committee for appropriate action.

C. POST-SEASON PROTESTS

1. A post-season protest committee must be established and approved prior to the start of any post-season tournament.
2. During a tournament an onsite protest committee will be appointed by the sports committee and rule at the point of the protest. That decision is final.

D. PLAYING RULES

1. Competition shall be conducted in accordance with the rules and policies adopted by the NAIA for intercollegiate sports competition.

E. CONDUCT

1. Failure to conform to pre or post-game regulations, breach of ethics, unsportsmanlike conduct, and any other conference rules or standards, etc., by any student, athlete, coach or any other official institutional representative shall be reported by the Athletic Director to the Commissioner within forty-eight (48) hours of the alleged event.
2. Where appropriate, every effort should be made to resolve the conflict informally prior to reporting the event to the Commissioner; however, the event should still be reported to the Commissioner for documentation.

Section III

Awards

A. INDIVIDUAL AWARDS

1. The process for nomination and selection of individual awards shall be established by the SUN Commissioner, SUN Sports Information Director and/or SUN Eligibility Chair.

2. Conference awards will include: SUN AD of the Year, NAIA/SUN A.O. Duer Award, NAIA/SUN Liston Award, NAIA/SUN LeRoy Walker Award, NAIA/SUN Wally Schwartz Award, and NAIA/SUN Charles Morris Award. The awards criteria for each of these awards are outlined in the NAIA Policies & Procedures Manual.

B. TEAM AWARDS

1. The SUN COAD may implement awards to reinforce the Conference, the Champions of Character program or the men's and women's programs it sponsors.
2. SUN Sports Guidelines which outline specific sport awards shall be approved by the COAD.

C. COMMISSIONER'S CUP

1. Commissioner's Cup points are awarded in descending order to full SUN members based on regular-season standings in all conference sponsored sports plus an additional five points to the conference tournament champion. The point allocation, regardless of number of SUN members who sponsor the sport, will be 20 points for first place, 15 for second place, 12 points for third place, 10 points for fourth place, eight points for fifth place, seven points for sixth place, and so on.
2. The conference tournament champion for sports without regular season standings (M/W Cross Country, M/W Track and Field, and M/W Golf) will receive 20 points with the rest of the point allocations following the same format listed above; 15 for second place, 12 for third place, and so on.
3. If two or more teams finish with identical conference records in the final conference standings for that sport, the point values of the teams' positions are added, then divided by the number of tied teams to determine each team's share. For example, two teams tie for second place in volleyball. The total points for second and third are added together (27 points) and then divided by two (13.5).
4. The points are then calculated by adding the top four men finishes and the top four women finishes for each full member school. The team with the highest point total at the end of the spring season will be awarded the Commissioner's cup.
5. In order for a sport to be considered in the Commissioner's Cup it must be sponsored by at least six SUN full members and be classified as an NAIA Invitational or Championship sport.
6. Affiliate members shall not be eligible for Commissioner's Cup scoring.
7. The calculation of Commissioner's Cup points shall be coordinated by the SUN Sports Information Director at the conclusion of each sports season and posted to the SUN website within one week of the conclusion of play.
8. The SUN Commissioner shall present the Commissioner's Cup Trophy to the winning institution on their campus at a mutually agreed upon event.

D. ACADEMIC AWARDS

1. Academic Awards shall be coordinated by the SUN Sports Information Director in conjunction with each institution's SID. The SUN SID will print and mail certificates to each winning institution.

Section IV

Coaches and Sport Liaisons

A. CONFERENCE SPORT COACHES' MEETINGS

1. The conference sport coaches shall meet annually after the conclusion of their regular season and, if possible, prior to the next COAD meeting. The Minutes of the meeting must be submitted to the SUN Commissioner within seven days of the meeting.
2. The chairperson and rater of each coaches' committee shall be approved by the COAD and serve for a two-year (2) period unless otherwise stated in sport policy. The chairperson and rater may be reelected. It will be his/her responsibility to prepare a

meeting agenda, arrange, convene and preside at the meeting; and prepare and submit the minutes of the meeting to the Commissioner and the COAD. The Sport Chair, if requested, shall be present at the next COAD meeting, to present all recommendations made by his/her committee.

3. The coaches shall discuss matters relevant to their sports; consider desired changes in the Sport Guidelines for recommendation to the COAD; and approve the Assignor of officials. All suggested agenda items should be submitted to the chairperson at least fifteen (15) days in advance of the planned meeting date. A completed agenda for each meeting should be distributed to all appropriate parties at least one (1) week prior to the meeting date.

B. SPORT LIAISONS

1. Each Sport shall be assigned a Sport Liaison, who shall be a conference AD. The duties of the Sport Liaison shall be as follows:
 - a. Serve as a resource for the Sport Chair and coaches in that sport throughout the year.
 - b. Be present for all coaches' meetings, either by phone or in person.
 - c. Be in attendance at the conference tournament Final Four site and provide oversight and assistance to the Conference Commissioner, as needed.
 - d. Serve as part of a three-member committee during conference tournaments to make decisions on issues that may arise. The other two members of that committee would be the Commissioner and the Sport Chair. If the Sport Chair's team is involved in the issue, the Sport Chair would recuse his/herself from the decision.
- C. Should a coach have any issue, the coach is to first take that issue to his/her AD, and then to the Sport Liaison.

Section V

Financial Issues and Fees

- A. Membership dues are outlined in the SUN Constitution and Bylaws. Other financial fees could include:
 1. Officiating fees, if paid through an assignor;
 2. Some sports will be required to pay a lump sum for officiating prior to the season; This fee is due within 30-days of invoice;
 3. If payment is not made within 30 days of invoice, the institution shall be notified and given a final 15-day grace period.
 4. If payment is not made by the end of the grace period, the delinquent team is ineligible for post-season play until payment is made and will be assessed a fine of 10% of the balance due to be split between the conference and the officiating group.
- B. TOURNAMENT REVENUE
 1. In SUN sports that are required to submit a post-season financial report (as determined by the COAD), such reports and the payment for net revenue (if any) shall be submitted to the SUN Commissioner within 14 days of the conclusion of the tournament.
- C. FINES
 1. Any fines assessed to member institutions by the SUN are payable within 14 days of invoice. If payment is not made by the deadline, delinquent institution is ineligible for post-season play in all sports until payment is made.

D. APPEALS

1. Any appeal of a fine imposed by the Commissioner shall be made to the COAD within 72 hours of such fine being levied. The COAD shall act upon such appeal within 10 days of the appeal being filed.

Section VI

Amendments

- A. Administrative Policies and Sport Guidelines may be amended by a simple majority vote at a meeting of the Council of Athletic Directors provided a quorum of 75% of membership is represented.

Section VII

Game Management

A. EVENT MANAGEMENT

1. All member institutions should follow the guidelines of the NAIA's Conduct in Competition Guide, found at:
http://www.naia.org/fls/27900/1NAIA/championsofcharacter/NAIACHampionsofCharacter_ConductinCompetitionGuide.pdf?DB_OEM_ID=27900
2. Host teams must designate an event manager and inform the visiting team. The event manager shall not be the home team coach and may have no other assigned duties.
3. The event manager is required to greet the visiting team upon their arrival at the host institution and direct the team to the appropriate area for pre-game activities, warmups, etc. The event manager is also responsible for crowd control during the time that the visiting team is on the host institution's campus.
4. Official clock operators and scorekeepers should not be students, unless those students are properly trained and certified. Sufficient personnel must be provided to handle game management functions: scorekeeper, clock operators, statisticians, security, linesmen (volleyball), etc.
5. Home team must designate specific visitor seating area separate from home seating. Home seating may not be directly behind visitor's bench area.
6. Home team pep bands may not be seated directly behind the visitor's bench area.
7. Event manager is responsible for crowd control. This includes before, during and after games.
8. Profanity and/or interfering with a game/official will result in immediate ejection from facility and possible ban from future SUN athletic events.
9. Team bench area must be clearly identified and restricted to team personnel.
10. There shall be a buffer zone behind the visitors' bench, which may be used by the visiting spectators.
11. Amplified sound systems will be kept at a minimal level. Event manager will lower volume if requested by visiting team. Music cannot contain profanity or abusive language.
12. Separate and secure locker rooms must be provided for all officials.
13. Whistles and air horns are strictly prohibited at all SUN events. Instruments can only be played in accordance with individual sport rules. Boom boxes/sound systems are to be limited to use during pre-game, halftime and time-outs. No fans anywhere on the floor, at any time, including pre-game/halftime warm up.
14. Cheerleaders are to be kept off the floor and bands shall not play during live ball situations.

B. FACILITIES

1. Playing surface (court, field, etc.) will be available one hour prior to the start of the contest. Locker rooms must be provided with the following:
 - a. Clean shower facilities with hot/cold water.
 - b. Chairs/benches to accommodate full team.
 - c. Locker rooms to be secured by either lock & key or security personnel.
 - d. Functioning, clean restroom facilities must be provided.
 - e. Appropriate dry erase boards and/or chalkboards with markers, etc.
 - f. Water available.

C. PUBLIC ADDRESS ANNOUNCERS

1. Public address announcers may not be “cheerleaders” or used to incite the crowd during a game. The public address system may not be used by cheerleaders once the game has started. SUN public address announcers are expected to exhibit professionalism at all times.

D. PUBLIC ADDRESS ANNOUNCEMENTS

1. The SUN in conjunction with NAIA Champions of Character has adopted a pre-game read for all games played at a SUN institution. Time should be taken prior to the start of each competition to read the Champions of Character announcement before starting each event.
2. The SUN reserves the right to request that institutions hosting post-season games read sponsor announcements. If a sponsor is secured for a specific event, the host institution will be notified and provided with a script.

Section VIII

Sports Information

- A. Members and Associate members are required to have an identified Sports Information Director (SID). The SID is required to perform the duties as outline by the SUN Sports Information Directors By-Laws.
- B. It is the responsibility of each institution to maintain an accurate and consistently updated athletic website. Information such as team record, rosters, coaching staff and statistics are often referenced in game programs and should be as accurate as possible on your website on a daily basis.
- C. The SID of each member institution is required to submit news articles and stories of general interest to the Conference to the SUN website on a regular basis, not less frequently than twice a month. Each member institution’s SID shall have access to the SUN website to submit these articles.
- D. Each SUN member institution shall have the official SUN logo displayed on the main page of their athletic site, linking directly to the SUN homepage.
- E. In conjunction with the NAIA, each SUN institution shall also display the NAIA logo and link to the NAIA homepage.
- F. The home institution is required to live broadcast all contests online and must adhere to guidelines as outlined in Appendix A.
 1. If If a school is unable to stream a conference event and meet the league’s streaming standards, it must get an exemption by the SUN Commissioner 48 hours prior to the event.

- G. Conference tournament broadcasts for baseball, softball, soccer, volleyball, and basketball must include audio commentary and on-screen scoreboard.

H. STATISTICAL PROCEDURES

1. The following compilation of statistics service policies should not be considered a definitive list. Much of the information is taken directly from NAIA and NCAA Manuals and additional material is included to help clarify inquiries the staff receives during the year. Sports information directors are encouraged to alert us to other areas not covered in this document that could be added to future versions.
2. All Sports - Exhibition Games
 - a. A game will be counted by both teams as an official contest for purposes of won-loss records and team and individual statistics unless both institutions agree before the game that it is to be an exhibition contest. If it is an exhibition contest, the team and individual statistics and records cannot be counted for either team.
3. Career Statistics
 - a. All official games played count toward an athlete's career statistics including games played in a "hardship" season. Example: Joe plays the first six games of the basketball season his sophomore year and then breaks his ankle. Joe doesn't play the rest of the season but is awarded a medical hardship and has three more years of eligibility left. These six games would count in Joe's career statistics and he will be credited with five years of playing if he plays in five different seasons.
4. Changing Official Statistics
 - a. When an error or discrepancy in the official statistics is discovered after a contest has concluded and the official statistics have been distributed, use the following procedure.
 - b. If the sports information director of the home team discovers the error, the SID must alert the visiting SID of the change within 72 hours of game completion. The home SID must also send notification to the conference office along with new stat file and outline the change and why it was made.
 - c. If the visiting SID needs to make a change in the final statistics, he or she must call/e-mail the home team's SID within 72 hours after the event. If the home team SID agrees, then the home team SID must confirm the changes in writing (e-mail is acceptable) with the visiting SID and send a copy to the conference office along with updated stat file.
 - d. However, if the home team SID disagrees with the change, then the visiting SID must file an appeal with the conference office in writing (e-mail) with the 72-hour period. The FSC media relations department will review the case and make final judgment. Every effort should be made between the two institutions to resolve the issue. In the event the dispute reaches the conference office, both parties should know the decision of the conference office is final.
5. Class Listing in Rosters
 - a. A student-athlete's class (Fr., So., Jr., Sr.) should always be listed by eligibility on rosters to be used for statistical purposes. For example, a player that is a sophomore academically but redshirted his freshman year should be listed on the roster as a freshman since he has four years of eligibility remaining.
 - b. The SUN requires the following class notation on all rosters for websites and

documents distributed between institutions, to encourage consistency and save time of formatting game publications. (Fr., So., Jr., Sr.) - Please do not spell out FRESHMAN, do not use alternate abbreviation (Soph.) and do not use numbers (1-4).

6. Countable Opponents

- a. Only games against varsity teams of four-year, degree-granting colleges/universities shall be included in team statistics, won-lost records and coaching records. If you are unsure if a team can be counted, contact the NAIA National Office.

7. Forfeit Scores (In Game)

- a. If the game officials declare a forfeit and the game has not progressed to a "reasonable point of conclusion", then the official game score should be recorded from the following chart. The team's won-loss record shall include the forfeit, but if the statistics are voided, all averages in future rankings shall be computed without the inclusion of the forfeited contest.

Baseball	9-0
Basketball	3-0
Golf	Withdraw
Soccer	1-0
Softball	7-0
Tennis	Withdraw
Volleyball	3-0
Football	7-0

8. Forfeit Scores (Post-Game)

- a. If at any point after the conclusion of a game the result is to be changed to forfeit (i.e. ineligible players participating, etc.) use the following guidelines:
- b. To record a forfeit, the wins of the penalized team must be changed to losses and losses of its opponent must be changed to wins.
- c. This affects season records, all-time records and coaches' records, and should be changed whenever and wherever these records are referred. Except for any student-athletes declared ineligible, the individual statistics are not affected by this action. Example: If Team A was 18-10 for the season but has to forfeit five wins, then Team A's record would now stand at 13-15 for the season and the won-lost records for each of the opposing teams affected would also be changed.
- d. Individual records and performances of other players (teammates and opponents) who participated in these games shall not be altered except for those players who were declared ineligible.

9. Postseason Records and Statistics

- a. Postseason games including conference, regional and/or NAIA tournaments, shall be included in the official records and statistics for all sports.

10. Reporting Scores Regularly

- a. For a member institution to remain in good standing with the SUN, scores must be reported in a prompt manner following the guidelines below. Beginning with the 2008-09 academic year, a new enforcement system has been instituted by the SUN regarding score reporting and statistics.
- b. The NAIA requires that results be reported as follows:

1. Enter all sports schedules online at <http://www.naiasports.org>
2. Post scores online immediately following the conclusion of an event at <http://www.naiasports.org>
- c. Web-Sync game files using Dakstats or Converter for Statcrew/Cybersports is MANDATORY for the following sports: Football, Men's and Women's Soccer, Volleyball, Men's and Women's Basketball, Baseball and Softball. Game files must be completed and web-synced within 24 hours for sports that you host and within 48 hours for sports you don't host.
- d. The host institution is responsible for being the official statistician for BOTH the home and visitor.
- e. The host institution is required to produce live in-game statistics that are viewable to both teams and the public.
- f. For The Sun Conference games, the host SID will post the score to the SUN site and the NAIA site, and report/email the game score/file to the appropriate parties within TWO HOURS of game completion.
- g. For non-conference games, each school's SID must report the score via the SUN website.
- h. In the event that the 24-hour rule cannot be met, it is the responsibility of the member school's SID to notify the conference office.
- i. Please note that each school is responsible for web-syncing their individual stats.

11. Fine System for Non-reporting

- a. If timelines are not met in reporting scores and/or statistics the following action will be taken by the SUN:
 1. First Offense: Letter of reprimand sent to institution's SID, institution's respective coach, institution's Athletic Director and institution's President.
 2. Second Offense: \$250 fine.
 3. Third Offense: Conference probation for one year. This means that offending institution will be ineligible for FSC championships and awards and all sports will be on probation until problem is resolved (individual sports may be punished).
 4. Fourth Offense: Violations occurring during the probationary year will cause the offending institution to be brought up for an expulsion vote by conference membership.

12. Roster Formatting

- a. Please adhere to the following roster format for website posting (your athletic site) as well as any word documents being sent as official rosters. This format will ensure consistency within the conference and save time in reformatting rosters for game programs. If your coach handles the posting of rosters to your web, or creates their own roster, please be sure they use the format below.

Name	Pos.	Ht.	Wt. *	Yr.	Hometown/High School (Previous School)
John Adams	SS	5-10	180	Jr.	Anytown, Mich./Anytown (Fenway JC)

*(weight not required for women's sports)
Include B/T for baseball
(bats/throws)

13. Position Abbreviations By Sport:

- a. Volleyball
 1. OH = Outside Hitter | MH = Middle Hitter | S = Setter | DS = Defensive Specialist | LIB = Libero | MB = Middle Blocker
- b. Soccer
 1. F = Forward | MF = Midfielder | D = Defender | GK = Goalkeeper
- c. Basketball
 1. F = Forward | C = Center | G = Guard (note we will not use small forwards, wings, etc.) (you may use F/C for dual positions)
- d. Baseball/Softball
 1. C = Catcher | 3B = Third base | SS = Shortstop | 2B = Second base | 1B = First base | INF = Infielder | OF = Outfielder | DH = Designated Hitter | LF = Left field | CF = Center field | RF = Right field | RHP = Right handed pitcher | LHP = Left handed pitcher | UTL = Utility | DP = Designate Player (softball only)

Section IX

Athletic Training/Sports Medicine

A. MINIMUM REQUIREMENTS FOR THE HOST INSTITUTION:

1. An Athletic Trainer will be available two hours before each event, either in the Athletic Training Room, at the field or on the court.
2. Cooler with water and cups will be available on the visiting team bench.
3. Ice and ice bags available for injuries.
4. A physician on call.
5. Electrical Stimulation and Ultrasound are available per written request from a Certified Athletic Trainer.
6. An Automated External Defibrillator (AED) must be available on site at all athletic events hosted by an SUN institution.

B. VISITING TEAMS ARE REQUIRED TO BRING THE FOLLOWING:

1. A medical kit with necessary supplies for their team.
2. Towels for showers and for the bench.
3. A written request for modalities signed by the athletic trainer or team physician, if a certified athletic trainer will not be traveling with their team.

Section X

Champions of Character

A. ABOUT CHAMPIONS OF CHARACTER

Champions of Character is a program of the NAIA designed to promote character development in youth and change the culture of sport.

The NAIA developed the Champions of Character program in response to the growing problem of deteriorating standards of integrity in sports and society. At a time when all of sport has experienced increasingly abhorrent behavior by athletes, coaches, fans and parents, NAIA Champions of Character raises the standards for positive youth development in athletics and

academics.

B. LEARNING CHARACTER VALUES FROM SPORT

The NAIA has been informally teaching character development through athletics for decades. Now our core values of respect, responsibility, integrity, servant leadership and sportsmanship are addressed comprehensively in the Champions of Character program.

The NAIA sees a tremendous need to supplement character development in younger students from the elementary through high school level. Lessons on character and integrity through sports are a natural extension of classroom learning.

"Sports can provide a venue for social adjustment, character building, a sense of belonging, usefulness, psychological well-being, and ultimately a springboard to the highest values of citizenship." - American Sports Data

With nearly 300 colleges and universities around the U.S. and Canada, the NAIA can bring Champions of Character into communities throughout North America. The program shares practical tools for student-athletes, coaches and parents to use in modeling exemplary character traits. The NAIA also provides character training and resources through campus-based Program Centers for teams of all sorts from youth sports programs to high school yearbook staffs, as well as business and community groups.

C. AN INNOVATOR IN YOUTH DEVELOPMENT

Since its inception in 1937, the NAIA has long been an innovator in youth sports and academics. The NAIA has a history of leadership and innovation with initiatives such as racial and gender integration, and a proven ability to affect positive outcomes in educational settings. Today, the Champions of Character program's emphasis on character development is educating youth to make better choices throughout their lives.

For decades, the NAIA has upheld the highest standards of academic achievement along with athletic excellence. In competitions among member colleges and universities, the NAIA maintains the expectation of ethical behavior and commitment to scholarship, sportsmanship and leadership.

For more information on the NAIA Champions of Character Initiative, please visit: WWW.CHAMPIONSOFCCHARACTER.ORG