

Bylaws

New England Football Conference

ARTICLE ONE

Dues

- I. Members shall pay annual dues in the amount to be determined by 2/3 approval of the membership and shall be payable on or before October 1 annually. The fiscal year shall be from July 1 to June 30.
- II. The assessment fee for institutions accepted for new membership shall be decided by the Executive Board at the time of acceptance.
- III. Said assessment fee shall be held in reserve and not spent on operations unless approved by the Executive Committee.

ARTICLE TWO

Conference Scheduling

- I. The Conference:

Bogan Division

Bridgewater State College
Fitchburg State College
Framingham State College
Maine Maritime Academy
Mass. Maritime Academy
U. S. Coast Guard Academy
Westfield State College
Worcester State College

Boyd Division

Curry College
Endicott College
UMass-Dartmouth
MIT
Nichols College
Plymouth State University
Salve Regina University
Western New England College

- II. Conference members must play all scheduled NEFC games from the conference-approved schedule.
- III. The following exceptions shall be handled on an individual basis:
 - A. League expansion
 - B. Emergency situations

- IV. The master schedule of Conference games shall be set by the Scheduling Committee with the approval of the Membership.
- V. The final schedule of each Conference member institution, including non-conference games, shall be submitted to the Conference Media Relations Director before April 1.
- VI. A master schedule of games shall be distributed to each of the Conference members at the May meeting.
- VII. No Conference member institution shall participate in varsity football games with club teams. Club teams may be scheduled for JV games or scrimmages.
- VIII. A conference championship game between the Bogan Division and Boyd Division champions shall be played on the final week of the regular season to determine the conference Automatic Qualifier to the NCAA post-season tournament.
 - A. The site of the game shall alternate between the home field of one of the two participating institutions. The site will alternate each year between the Bogan and Boyd Divisions.
 - B. At the beginning of the season, each team in the NEFC shall be asked by the Commissioner to declare its ability and intention to host the championship game. Should the winner of the Division slated to host the game have stated it could not do so, the opportunity to host shall revert to the other Division winner.
 - C. The Bogan Division winners shall be scheduled to host in the even numbered years and the Boyd Division winners shall be scheduled to host in the odd numbered years.
 - D. The rotation shall not change even if one Division winner opts not to host.
 - E. Should both Division winners declare their inability to host the game, the Commissioner will attempt to convince and, if possible assist, one of the two Divisional champions to host.
 - F. Subsequently, if neither Division winner can host, the Commissioner shall make every attempt to identify a potential host site within the Division that is slated to host.

ARTICLE THREE

Penalties for Violations

- I. If a member institution violates Conference, NCAA or ECAC rules, the Conference shall refer that infraction to the Ethics and Sportsmanship Committee. That Committee shall have the following options:
 - A. A letter of reprimand to the coach and athletic director of the institution responsible for the violation with a copy to the President of the institution.
 - B. Forfeiture of games won while in violation of the rules governing the Conference.
 - C. Probation for a specified period of time, including ineligibility for the Conference championship and awards.
 - D. Referral to the NCAA, ECAC and/or American Football Coaches Association Ethics Committee.

ARTICLE FOUR

Games Procedures

- I. All games shall be played under NCAA rules.
- II. Officials from a recognized board of intercollegiate football officials affiliated with the Conference and assigned by the Commissioner of the board will officiate each contest.
- III. The official game balls shall conform to the NCAA Football Rules and Interpretations book.
- IV. Information concerning individual players must be telephoned, mailed or FAX'ed, each home team giving jersey numbers in numerical order, weight, height and year in school, position played and any other pertinent information relating to efficient operation of the game at least two weeks before the game is scheduled.

- V. There shall be no guarantees.
- VI. The home team shall provide:
 - A. A certified MD.
 - B. An ambulance and other necessary medical equipment.
 - C. Ice and water.
 - D. The best locker room facilities possible. Whenever possible, these facilities should be available 2-1/2 hours prior to game time, unless notified ahead of time.
 - E. Facilities for spotters where possible.
 - F. An elevated area for video taping when available.
- VII. No complimentary tickets or pass lists for visiting Conference teams.

ARTICLE FIVE

Scouting - Film Exchange

- I. Conference members shall not exchange a tape/film of a Conference game to the benefit of a non-Conference team.
- II. Conference Video Exchange Policy
 - A. A digital video exchange shall take place between opponents prior to each contest. Each video shall be accompanied by two accurate copies of game day rosters, two game programs, two media guides if available, two-deep charts and complete Stat Crew statistics of the game. The exchange shall include two games when possible. These tapes shall be new, professional/ industrial quality, first generation, VHS format, continuous copies. This exchange shall take place in two parts:
 - Part 1: One copy of any one previous game, selected by the opponent, shall be exchanged when available. These tapes shall arrive at each institution no later than ten days prior to the scheduled contest. Each video shall be accompanied by two accurate copies of the game day rosters, two game programs and complete Stat Crew statistics of the game. Method of exchange shall be at the discretion of each institution as long as it meets the arrival deadline requirements.

Part 2: A copy of each institution's contest immediately prior to its scheduled game shall be exchanged. Method of the exchange shall be OVERNIGHT DELIVERY (i.e.; UPS, US Postal Service, etc.). This tape shall be sent on Monday prior to the scheduled contest so as to arrive by Tuesday. Two game programs, complete Stat Crew statistics of the prior game and two-deep charts for the subsequent game shall also be enclosed.

B. No live scouting of conference opponents shall be permitted.

ARTICLE SIX

Awards

- I. The Bogan and Boyd Division championship teams each shall receive a permanent award from the Conference. The NEFC Champion also receives an NEFC championship traveling trophy and certificates for each team member.
- II. Boyd and Bogan first and second team All-Division players shall receive a certificate.
- III. Boyd and Bogan "Offensive and Defensive Players of the Year" and "Offensive Lineman of the Year" shall receive a plaque.
- IV. Each Boyd and Bogan "Coach of the Year" shall receive a plaque.
- V. Each Boyd and Bogan "Offensive and Defensive Rookie of the Year" shall receive a plaque (a Rookie player shall be defined as one who is playing his first year of intercollegiate football competition).
- VI. Team Composition
 - A. Each division shall select an All-Division team consisting of first and second teams with twenty six (26) players on each team.
 - B. Positions selected shall be: OFFENSE – 2 wide receivers, a tight-end, 2 tackles, 2 guards, a center, a quarterback, 2 running backs, a place-kicker, and a return specialist. DEFENSE – 4 down linemen, 4 linebackers, 4 defensive backs and a punter.

VII. Nomination Procedure

- A. A coach may nominate no more than 15 of his own players.
- B. A player must have played in at least 75% of his team's games in order to be nominated.
- C. A player must have played at least 50% of his total games played at a particular position in order to be nominated for that position.
- D. A coach shall rank his players from 1 through 15 on the nomination form. This ranking shall be included on the final ballot.

VIII. Voting Procedures

- A. A coach may not vote for his own players or for himself.
- B. A coach must cast votes equal to the total number of players selected on the first and second teams (26).
- C. A coach must rank his votes at each position selected. Coaches shall vote for first and second teams with five points being awarded to first team selections and two points awarded to second team selections.
- D. A ballot must be completed fully in order to be counted.
- E. Ties shall be broken by the conference Media Relations Director based on the rank voting from VIII-C above.

IX. The format for selecting NEFC Boyd and Bogan All-Division teams shall be as follows:

- A. Coaches shall nominate players no later than the Monday prior to the final regular season game.
- B. A ballot shall be distributed to each member institution within the respective Division via email by the Director of Media Relations no later than the Friday prior to the last regular season game.
- C. Ballots shall be returned to the Director of Media Relations no later than the Monday following the final regular season game.
- D. All-Division Teams shall be released by the Director of Media Relations immediately after the vote has been tabulated.

- X. An academic team consisting of players who have completed three semesters at the same institution with a cumulative of 3.0 or better grade point average (based on a 4.0 scale) shall be named. The team will be named in December following the conclusion of the fall semester at each member institution.
- XI. The Hal Chalmers Award shall be presented to a player in his final year of eligibility participating on an NEFC team who possesses a high academic average (based on a 4.0 scale) combined with outstanding football performance. The winner must have played at least three seasons at an NEFC institution and may have completed less than six academic semesters to be considered for this award.
- XII. A Conference media award may be selected by vote of the Conference Sports Information Directors and a suitable plaque awarded.
- XIII. Suitable awards shall be presented to Conference coaches who have earned 50, 100 and 150 wins while coaching NEFC teams.
- XIV. Suitable awards shall be presented to Conference coaches and administrators who have achieved significant milestones of service to the Conference.

ARTICLE SEVEN

Suspended Games

- I. The NCAA policy on suspended games shall be used.
- II. Suspended games that are disputed and will not be resumed under Appendix C of the NCAA rules shall be referred to the Executive Committee for a decision. Any decision by the Executive Committee must be unanimous.

ARTICLE EIGHT

Eligibility Committee

- I. A standing Eligibility Committee shall assist the Commissioner with all matters relating to the eligibility of Conference student-athletes. In addition, this committee shall assist the Commissioner, when necessary, in answering questions and concerns of member institutions with regard to eligibility questions.

- II. This committee will be chaired by the Assistant Commissioner and will include at least one member from each Division.
- III. Should an issue come before this committee involving a student-athlete(s) from an institution represented by one of the committee members or if that member's institution may be directly affected by the potential decision, that member shall excuse him/herself from the deliberations of that particular case. S/he shall be replaced by another conference athletics director whose institution will not be affected by the potential decision for that specific case. These person(s) shall be appointed by the Commissioner.
- IV. Any appeals to the decisions rendered by the Eligibility Committee must be made within 10 days of the Eligibility Committee's decision. All appeals shall be referred through the Commissioner to the Conference membership acting as a committee of the whole. Decisions of the Conference in all appeals cases shall be final.

ARTICLE NINE

Sportsmanship, Ethics and Eligibility

- I. The Conference requires that all major and secondary infractions of NCAA, ECAC and/or NEFC rules be reported immediately to the Commissioner.
- II. If appropriate, a student-athlete(s) involved in a major or secondary infraction must be immediately declared ineligible by the institution. Reinstatement process may be pursued by the institution if such action is warranted.
- III. If a student-athlete(s) is declared ineligible due to a major or secondary infraction, the institution shall forfeit all contests in which the ineligible student-athlete(s) participated. Statistics from these forfeited games shall stand and the records of the affected teams shall be adjusted accordingly.
- IV. The NEFC Code of Ethics shall govern the conduct of play in the Conference. Member Athletics Director shall, prior to the beginning of each new season, discuss the Code of Ethics with their Head Coach.
- V. A form shall be signed by each member Head Coach and Athletics Director prior to the start of each season stating that they have reviewed the NEFC Code of Ethics, that they agree to abide by its contents and that they will conduct their football program within its directives.

NEW ENGLAND FOOTBALL CONFERENCE CODE OF ETHICS

PREAMBLE

The distinguishing characteristic of a profession is that its members are dedicated to rendering a service to humanity. Personal gain must be of lesser consideration. Those who select football believe that it provides spiritual and physical values for those who play it and the game belongs, essentially, to the player.

The welfare of the game depends on how the coaches live up to the spirit and letter of ethical conduct and how coaches remain ever mindful of the high trust and confidence placed in them by their players.

Coaches unwilling or unable to comply with principles of the Code of Ethics have no place in the profession.

The Code should be reviewed regularly by all coaches, and its principles should always be followed. Athletic Directors who supervise coaches need to be held responsible for the actions of their coaches.

Violation of the Code should be reported to the Commissioner and/or the Sportsmanship and Ethics Committee.

PURPOSE

The Code of Ethics has been developed to protect and promote the best interests of the game and the coaching profession. Its' primary purpose is to clarify and distinguish ethical and approved practices from those which are detrimental. Its' secondary purpose is to emphasize the purpose and value of football and to stress proper functions of coaches in relation to schools, players and the public. The ultimate success of the principles and standards of this Code depends principally on those for whom it has been established, the football coaches.

MEMBERSHIP

The Committee on Ethics shall consist of three conference athletic directors. If an accused school is serving on the Committee, that representative shall not be involved in the investigation or render outcomes. The Commissioner shall appoint an alternate committee member.

RESPONSIBILITIES OF ETHICS COMMITTEE

1. The Committee is empowered to investigate any and all alleged violations of the Code.
2. The method of proceeding with investigative action shall be determined by the Committee.
3. It shall be the Committee's responsibility to collect data, investigate and recommend to the Athletic Director of the conference member schools.
4. If possible, the Ethics Committee shall try to arbitrate and settle any minor difference. However, if the violation appears of a serious nature, the Committee should report its finding and recommendations to the Athletic Director for further action.

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5. Refer to conference bylaws, article three-penalties for violations:
 - A. A letter of reprimand from the Commissioner to the coach and Athletic Director of the institution responsible for the violation with a copy to the President of the institution.
 - B. Forfeiture of games won while in violation of the rules governing the Conference.
 - C. Probation for a specified period of time, including ineligibility for the Conference championship and awards.
 - D. Referral to the NCAA, ECAC and/or American Football Coaches Association Ethics Committee.

ARTICLE ONE: COACHES RESPONSIBILITIES TO PLAYERS

1. In his relationships with players under his care, the coach should always be aware of the tremendous influence he yields, for good or bad. Parents entrust their dearest possession to the coaches' charge and the coach, through his own example, must always be sure that the student-athletes who have played under him are finer and more decent for having done so. The coach should never place the value of a win above that of instilling the highest desirable ideals and character traits in his players. The safety and welfare of his players should always be uppermost in his mind, and they must never be sacrificed for any personal prestige or selfish glory. How a coach conducts himself on and off the field, and language he chooses to use, will have a direct impact on his players. Consistent foul and offensive language is not acceptable, especially in public.
2. In teaching the game of football, the coach must realize that there are certain rules designed to protect the player and provide common standards for determining a winner and loser. An attempt to beat these rules, to take unfair advantage of an opponent, or teach deliberate unsportsmanlike conduct, has no place in the game of football nor has any coach guilty of such teaching any right to call himself or be retained as a coach. The coach should set the example for winning without boasting and losing without bitterness. A coach who conducts himself according to these principles need have no fear of failure, for in the final analysis, the success of a coach can be measured in terms of the respect he has earned from his own players and from his opponents.
3. The diagnosis and treatment of injuries is a medical problem and should, under no circumstances, be a province of the coach. A coach's responsibility is to see that injured players are given prompt and competent medical attention and that the most minute detail of a physician's orders are carried out.
4. Under no circumstances should a coach authorize the use of drugs. Medicines, stimulants or drugs should only be used when authorized and supervised by a physician.
5. A player's future should not be jeopardized by any circumvention of eligibility rules.
6. A coach should not make demands on his players that will interfere with the player's opportunities for achieving academic success.

ARTICLE TWO: COACHES RESPONSIBILITY TO THE INSTITUTION

1. The function of the coach is to educate students through participation in the game of football. This primary and basic function must never be disregarded.
2. A coach must conduct himself so as to maintain the principles, integrity and dignity of his institution.

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3. A coach should not exert pressure on faculty members to give players consideration they do not deserve.
4. A coach should not exert pressure on the Admissions Office to admit players not qualified.
5. A coach should dismiss his problems with his Athletic Director and/or Faculty Chairman in a friendly manner and then accept and support the decisions that have been reached.
6. Official student records and transcripts should never pass through the coach's office.
7. The coach should constantly be alert to see that his program is being conducted and promoted properly. The coach should lend his experience and training to the governing body of the school's athletic program in the solution of football problems. Where differences of opinion arise and the council overrides the coach's judgment, discretion should be exercised in airing such differences outside the council meeting.
8. It is highly important that a coach support the administration in all policies, rules and regulations regarding football.
9. A coach's immediate superior or superiors should be notified immediately of a possible position transfer.

ARTICLE THREE: RULES OF THE GAME

1. The Football Code which appears in the Official Football Rule Book shall be considered an integral part of this Code of Ethics and should be carefully read and observed.
2. Each coach should be acquainted thoroughly with the rules of the game. He is responsible for having the rules taught and interpreted for his players.
3. Both the letter and the spirit of the rules must be adhered to by the coaches.
4. To gain an advantage by circumvention or disregard for the rules brands a coach or a player as unfit to be associated with football.
5. A coach is responsible for flagrant roughing tactics. He is responsible for illegal substitutions. He shall not permit an illegal shift with the intent of drawing an opponent offside.
6. A coach must remember always that it is not the purpose of football to hurt or injure an opponent by legal or illegal methods.

ARTICLE FOUR: SPORTSMANSHIP

1. Habit formation is developed on the practice field. Where coaches permit, encourage or condone performance which is dangerous to an opponent, they are derelict in their responsibility for not teaching fair play and good sportsmanship.
2. Any negative aspect of coaching must be attacked just as vigorously as the teaching of offense and defense, and to the players it is far more important than all the technical aspects of the game combined.
3. *Any coach who permits, encourages or defends the use of unsportsmanlike tactics and/or conduct shall be considered guilty of the most serious breach of football coaching ethics.*

(3)

ARTICLE FIVE: OFFICIALS

1. No competitive contest can be played satisfactorily without impartial, competent officials. Officials must have the respect and support of coaches and players. Criticism of officials to players or to the public shall be considered unethical.

OFFICIALS ASSOCIATIONS

2. There should be a cooperative relationship between coaches' and officials' associations with frequent interchange of ideas and suggestions. Coaches should, whenever possible, accept invitations to attend officials' rules meetings. Similarly, coaches should extend officials invitations to discuss rules interpretations with their squads and, on occasion, to officiate at scrimmages for mutual benefit.

TREATMENT OF OFFICIALS

3. On the day of the game, officials should be treated in a courteous manner. They should be provided with a private room in which to meet and dress for the game. Conferences between coaches and officials shall always be conducted according to procedures established by the governing conference or officials association. In every respect the Official Rule Book shall be followed in a coach-official relationship on the field during and following a game. Any criticisms which the coach may have to make concerning officiating should be made in writing to the office which assigned the official to the game. For a coach to address or permit anyone on his bench to address uncomplimentary remarks to any official during the progress of a game, or to indulge in conduct which might incite players or spectators against the officials, is a violation of the rules of the game and must likewise be considered conduct unworthy of a member of the coaching profession.

USE OF MOVIES IN CHECKING OFFICIALS

4. It should be recognized that slow motion study of controversial decisions by officials is far different from on-the-spot decisions which must be made during the course of the game. To show critical plays to sportswriters, sportscasters, alumni and public which may incite them to label officials as incompetents must be considered unethical conduct.

ARTICLE SIX: PUBLIC RELATIONS

1. Any statement that tends to portray football in any light other than being part of the educational process is detrimental to the profession and should not be used.
2. Coaches should not stress injuries, disciplinary measures, academic difficulties, eligibility problems and similar personal problems. Disciplinary problems should be kept "*in house*" to be solved between coaches, players and Athletic Directors. Scholastic eligibility is a province of the Registrar's office and the Athletic Director's office.
3. Coaches should avoid talking in public about unethical recruiting and use of illegal formations.
4. Solution of professional problems should be within the profession and not in the press.

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ARTICLE SEVEN: SCOUTING

1. It is unethical under any circumstances to scout any team by any means whatsoever except in regularly scheduled games. The head coach shall be held responsible for all

scouting. This includes the use of motion pictures.

2. It is unethical conduct to violate Conference rules on the exchange of film.
3. Direct exchange of film as set by Conference rules should be the film format followed.

ARTICLE EIGHT: RECRUITING

1. In discussing the advantages of his institution, the coach must confine his statements to an honest and forthright presentation of the facts. He shall refrain from making derogatory statements about other institutions and their officials.
2. It is unethical for any coach to make statements to any prospective student which cannot be fulfilled.
3. A student-athlete should not be recruited during his participation in another sport so that he misses or is late for practices and games.
4. All NCAA college recruiting rules should be adhered to without exception.

Reference: American Football Coaches Association Code of Ethics

11/98, NEFC Sportsmanship and Ethics Committee

Duties of the Commissioner

- I. Represents the NEFC and furthers the interests of competing members.
- II. Calls and presides over all Conference meetings.
- III. Submits an operating budget for the following year at the annual May meeting.
- IV. Supervises the Director of Media Relations and facilitates the successful fulfillment of his/her responsibilities.
- V. Develops and maintains job descriptions for Conference personnel.
- VI. Makes decisions on matters pertaining to the Constitution, Bylaws and Conference regulations and serves as the authority when operational decisions must be made regarding issues not addressed by the Constitution and Bylaws.
- VII. Performs duties as the voting chairperson of the Executive Board.
- VIII. Attends Conference games when possible in order to be familiar with each member's facility, the general conduct of its players and its overall program.
- IX. Attends, or assigns a designee to attend, NCAA and ECAC tournament games involving Conference members.
- X. Acts as a liaison with other football conferences.
- XI. Acts as a liaison with the NCAA and ECAC in matters pertaining to football rules, eligibility and championships.
- XII. Maintains regular communication with Conference members sharing pertinent information and acting as an informational resource person.
- XIII. Promotes and markets the Conference in regional and national venues.

Duties of the Secretary/Treasurer

- I. Keeps all financial records of the Conference.
- II. Receives and deposits all income.
- III. Responsible for paying all bills.
- IV. Assesses membership dues as appropriate.
- V. Records and distributes minutes of all meetings.

Duties of the Assistant Commissioner

- I. Represents the NEFC and furthers the interests of competing members in the absence of the Commissioner.
- II. Presides over Conference meetings in the absence of the Commissioner.
- III. Attends Conference games when possible in conjunction with or in the absence of the Commissioner.
- IV. Coordinates the ongoing regular season schedule of the Conference with the Scheduling Committee.
- V. Chairs the Conference Eligibility Review Committee.

Duties of the Director of Media Relations

- I. Serve as the source for NEFC information related to the Conference, its members, schedules, results, etc. and promote the Conference in regional and national venues.
- II. Maintain the NEFC website with updated schedules, staffing, statistics, awards, conference record book, Constitution and by-Laws, Administrative Handbook and other related information. Set schedules for required receipt of information from members to insure accuracy of website prior to first conference contest.
- III. Collect and disseminate game statistics to NEFC members. Contact appropriate Directors of Athletics with issues related to improper reporting of statistics. Report statistics as required to regional and national organizations and regional media outlets. Select Players of the Week and report to various constituencies. Post updated statistics and award winners on website weekly.
- IV. Request and collect divisional preseason polls from all coaches and post on conference website.
- V. Collect nominations for All-Division teams and special awards. Create and distribute ballots to member institutions as required. Collect completed ballots, tabulate votes, post information on conference website and provide results to members and media.
- VI. Order and provide conference awards including division champions, championship MVP, Hal Chalmers, certificates for championship participants and award winners, plaques for special conference award winners, etc.
- VII. Collect information for All-NEFC academic team and distribute to members.
- VIII. Create and provide game program for the NEFC Championship game.
- IX. Provide conference letterhead and envelopes as needed.
- X. Recommend improvements in technology and/or conference policy to enhance the promotion of the NEFC and its members.

Addendum F

NEFC STANDINGS TIE-BREAKER

The New England Football Conference champion has an automatic qualification to the NCAA Division III Football Championship Tournament. The representative of the Conference will be the winner of the New England Football Conference Championship game which will be played the week following the conclusion of the regular season. The winners of the Bogan Division and the Boyd Division will play in the championship game. The game will be hosted by the Bogan Division winner in even numbered years and by the Boyd Division winner in odd numbered years.

In the event that there is a tie at the top of either Division standing at the conclusion of the regular season, the NEFC has adopted the following tie-breaking procedure to determine which team will represent its Division in the championship game.

In case of a tie, the following criteria, in priority order, will be used to break any and all ties:

1. Head to head results
2. Competition within the Division in descending order
3. Conference record
4. Results against common opponents in the conference (if applicable)
5. Winning percentage of conference opponents
6. Overall record
7. Coin flip