

2017 GAME MANAGEMENT MANUAL



FOOTBALL

SECSPORTS.COM

SEC STAFF DIRECTORY

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FOOTBALL

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SEC EVENT MANAGEMENT AND CROWD CONTROL

The Presidents and Chancellors of the Southeastern Conference member institutions are committed to excellent crowd control at all athletics events. They have passed several resolutions stating their aims and objectives for promoting mutual trust and friendly relations between conference members and other institutions by emphasizing the need for coach, student-athlete and spectator sportsmanship at athletics contests. The host institution is responsible for assuring that crowd control and game management are exercised in the best interest of safety and fair play for the participants, as well as for spectators.

The responsibility for crowd control and event management at Southeastern Conference athletics events rests with the director of athletics of the host institution. The athletics director shall designate a full-time staff person (or persons) to serve as event management director; however ultimate responsibility remains with the A.D. The home institution shall supply the visiting coach and game officials with the name and location of the individual responsible for event management and crowd control.

The athletics directors of each institution are expected to communicate with their student-athletes, coaches and fans to encourage enthusiastic support within the confines of good sportsmanship. Host institutions must provide adequate security and ushers, preferably in uniform, for effective crowd management. Attention should be given to seating arrangements that will alleviate crowd-control problems. In addition, evacuation and emergency plans should be in place and reviewed on a regular basis.

SOUTHEASTERN CONFERENCE

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SOUTHEASTERN CONFERENCE INSTITUTIONS

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AUBURN UNIVERSITY – Auburn, AL

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Game Management Contacts

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Football Press Box: (334) 844-2807

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Frequency Coordinator: Jim Werner (352) 870-9094
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UNIVERSITY OF GEORGIA – Athens, GA

Athletics Director – Greg McGarity (706) 542-9037

Game Management Contacts

Football: Matt Brachowski (706) 542-1135 (O);
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Football Press Box: (706) 542-7780

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Football Press Box: (225) 578-6122

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UNIVERSITY OF MISSISSIPPI – Oxford, MS

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Game Management Contacts

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MISSISSIPPI STATE UNIVERSITY – Starkville, MS

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Game Management Contacts

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Game Management Contacts

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The Southeastern Conference will enforce bylaws 10.4, 10.5 and 30.22.1.5 in the SEC Manual, which deal with playing conditions, sportsmanship, game administration and the conduct of coaches, players and support personnel.

SEC BYLAW 10.4 - GAME MANAGEMENT

10.4.1-Each contest shall be played and administered according to the prescribed rules set forth by the conference and the NCAA.

10.4.2-The host institution shall ensure the visiting team has an equal opportunity to compete successfully. This demands that each institution provide adequate crowd control, bench safety, access for press box communication and locker room security.

SEC BYLAW 10.5 - SPORTSMANSHIP - PUBLIC COMMENTS

10.5.1-Coaches and administrators shall refrain from directed public criticism of other member institutions, their staff or players.

10.5.2-Coaches and administrators shall make every attempt to promote the Conference and its members in a positive manner.

10.5.3-Coaches and administrators shall make every effort to promote a cooperative environment with the media, providing them with reasonable access to players, injury information and staff interview opportunities.

10.5.4-Coaches, players and support personnel shall refrain from all public criticism of officials.

10.5.5-Coaches and support personnel shall provide favorable examples in appearance, conduct, language and sportsmanship and shall refrain from personal conduct that may incite spectators.

10.5.6-Coaches and support personnel shall exhibit respect and courtesy toward opposing players and coaches.

10.5.7-Institutional officials should assure that all students involved in athletics activities – including student athletes, band members, cheerleaders, mascots and students as fans – are informed of the acceptable behavior that is expected of them as students at that institution.

SEC BYLAW 10.5 – SPORTSMANSHIP – EXPECTATIONS FOR CONDUCT

10.5.8-Coaches and student-athletes of a member institution, as well as individuals employed by or associated with that institution, including alumni, fans, patrons and boosters, shall conduct themselves with honesty and good sportsmanship. Their behavior shall at all times reflect the high standards of honor and dignity that characterize participation in the collegiate setting. For intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education and to promote civility in society, coaches, student-athletes and all others associated with these athletics programs and events should adhere to such fundamental values as respect,

fairness, civility, honesty and responsibility. These values should be manifest not only in athletics participation but also in the broad spectrum of activities affecting the athletics program.

It is the responsibility of each member institution to establish policies for sportsmanship and ethical conduct in intercollegiate athletics consistent with the educational mission and goals of the institution. Furthermore, member institutions are responsible for educating on a continuing basis all constituencies about these policies.

SEC BYLAW 30.22.1.5 – PLAYING CONDITIONS

- (a) The host institution is charged with the responsibility of providing satisfactory playing conditions, providing the best possible protection for the public and officials, and using its facilities for producing an atmosphere of good sportsmanship. The Commissioner will periodically distribute information regarding crowd-control procedures;
- (b) The host institution or conference office shall set the starting times of all contests and so notify the visiting team well in advance;
- (c) At football games, artificial noise makers shall not be brought into or used in any sports venue during games between member institutions, other than contests played on the campus of an institution with a traditional institutional noise maker. Each institution should have statements printed on tickets and notices to the effect that such noisemakers will not be permitted inside its competition areas.

Penalties for violations of this provision are set forth in the Commissioner's Regulations;

- (d) At football games the use of amplifiers, microphones and megaphones shall be restricted to the cheerleaders of the institutions participating, directed only toward the stands and shall not be used from the time the offensive center takes his place over the football until the ball has been snapped. Additionally, the use of institutionally controlled computerized sound systems (including music), institutionally controlled artificial noise makers and any traditional institutional noise maker shall not play from the time the offensive center takes his place over the football until the officials whistle the play dead. Bands shall not play from the time the offensive center takes his place over the football until the ball has been snapped. In no case may music be played which may be construed to be derogatory toward the visiting team or the game officials. Physical distractions (e.g., artificial noise makers, portable amplifiers or the main stadium public address) shall not be used by cheerleaders while either team is on the field (warm-ups or competition). An institution shall submit to the Commissioner an annual use plan explaining how traditional institutional noise makers shall be governed to ensure compliance with SEC Bylaw 30.22.1.5 (d). Penalties for use of traditional institutional noise makers in violation of this provision or failure to adhere to the institution's management plan for traditional institutional noise makers shall be set forth in the Commissioner's Regulations governing the sport of football.

COMMISSIONER'S REGULATIONS

Section headings in this Game Management Manual designated by an asterisk (*) are Commissioner's Regulations that have been formally approved by the appropriate governing bodies of the Southeastern Conference. The Commissioner's Regulations Manual is the official record of all Commissioner's Regulations and may contain additional information.

FOOTBALL

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110-MINUTE MEETING

It is a Conference requirement that the game management director attend the 110-minute meeting, visit briefly with the game officials and the visiting coach prior to the game (each and every game), and inform them of his/her availability if they need to be contacted during the game. The 110-minute meeting will be a brief 5-10 minute meeting led by the referee, held approximately 1 hour and 50 minutes prior to kickoff and in a private location determined by home team game management. Additional information is below.

Required Attendees:

- Game Referee
- Home event management director
- Team liaison from each school
- Public safety officials in charge of the facility and the field
- Game clock operator
- Play clock operator
- Instant Replay Official and Assistant
- TV production liaison and TV timeout coordinator (Red Hat)
- Media Relations Staff member
- Medical Observer
- SEC Staff (not mandatory)

Agenda Items:

- Welcome & introductions (Referee)
- General game management (Game Manager)
- Emergency and severe weather procedures (Game Manager)
- Security issues for officials (Game Manager)

Special pregame and halftime events (Game Manager)

Procedure for game delays, suspensions and resumption of play meeting (Game Manager)

Clearing the playing field (Game Manager)

Officials' evacuation following the game (Game Manager)

Location of communication to operations booth (Game Manager)

Communication between game management and Referee (Game Manager)

Communication between teams and Game Officials (Referee)

Red Hat, TV and Instant Replay personnel communication (Referee)

Medical Observer (Referee)

Coaches Booth monitors – Parameters and procedure for failure (Referee)

Television game start slide procedure (Referee)

* If necessary, Red Hat and TV personnel may continue discussions after meeting has adjourned.

ACCESS TO COMPETITION AREA*

Access to the competition area shall be limited to participating student-athletes, coaches, officials, support personnel and properly-credentialed individuals at all times. For the safety of participants and spectators alike, at no time before, during or after a contest may spectators enter the competition area. It is the responsibility of each member institution to implement procedures to ensure compliance with this policy.

Institutional penalties against individuals who improperly enter the competition area must include, but are not limited to, expulsion from the facility, arrest for

trespassing, and the loss of future ticket privileges. In addition to these penalties, violators who are students must be subject to institutional student disciplinary measures.

Each institution is responsible for publicizing this policy, as well as the penalties associated with violations, through appropriate means, such as ticket back statements, public address announcements, video/matrix announcements, facility signage and other means available. In addition, each head coach shall publicly discourage spectators from entering the playing area at any time.

Penalties for institutional violations – For the safety of participants and spectators alike, the Commissioner may (in his or her sole discretion) impose the following penalties: 1st offense: an institutional fine of \$50,000; 2nd offense: an institutional fine of up to \$100,000; 3rd or subsequent offense: an institutional fine of up to \$250,000. The Commissioner may also impose additional penalties as he or she deems appropriate.

ALCOHOL POLICY

No alcoholic beverages shall be sold or dispensed for public consumption anywhere in the facility and the possession and/or consumption of alcoholic beverages in the public areas of the facility shall be prohibited. These prohibitions shall not apply to private, leased areas in the facility or other areas designated by the SEC.

There shall be no advertising displays mentioning or promoting alcoholic beverages in the facility.

ARTIFICIAL NOISE MAKERS (SEE SEC BYLAW 30.22.1.5 c and d)*

Penalties for Violations - Violations of SEC Bylaw 30.22.1.5 c and/or d shall be evaluated following the season for the imposition of fines as follows: 1st offense: an institutional fine of \$5,000; 2nd offense: an institutional fine of up to \$25,000; 3rd or subsequent offense: an institutional fine of up to \$50,000.

Artificial noise makers and sound systems brought to competition sites by participating teams and team personnel are restricted to the locker room and training room areas only.

Member institutions, its novelty concessionaire, designated marketing rights holder and its clients, shall not distribute or sell any item(s), inside or outside the stadium, that may be used as artificial noise makers (e.g. "thundersticks," megaphones, clackers, etc.) All items to be distributed or sold should be approved by the athletics director or his/her designee.

BANDS*

The following guidelines apply to all games:

1. Marching bands should exit the field toward the end zones or outside the team areas. Under no circumstances may marching bands exit the field through the visiting bench area.
2. The home band must be located on the opposite side of the field from the visiting team bench; or if located on the same side as the visiting team bench, the band must be seated from the 30-yard line toward the goal line. Any band seats located toward midfield from the 30-yard line may be no closer than 25 rows from the field.

3. Bands, and any component thereof (e.g. drums), shall not play from the time the offensive center takes his place over the football until the football has been snapped.
4. It is the responsibility of the visiting band director to notify the host institution's Event Management Director no later than 30 days prior to a game the visiting band will be attending. This will allow the host institution to make the necessary arrangements for security, parking and access.
5. Visiting team marching bands shall arrive at the stadium no later than one hour prior to kickoff. This does not apply to smaller pep bands of 50 members or less.
6. Amplification of the home team band is permitted during times the band is allowed to play.
7. In the event both marching bands perform at halftime, each band shall have up to **six (6)** minutes to perform.
8. In order for the visiting team marching band to perform at halftime, the visiting team must request permission from the host institution's Athletics Director by **April 1**. If the host institution's Athletics Director does not grant permission, the visiting team marching band may not perform at halftime.
9. In the event of inclement weather, the decision on whether to permit marching bands on the field shall be at the sole discretion of home team game management personnel.
10. Band members (as well as instruments and equipment) shall not occupy the area between the 45-yard lines after the 3-minute mark on the pregame clock. Also, during this time "tunnels" may not be formed that cause team members to enter the field in this area.

11. The visiting institution's band shall be limited to the playing of two songs (i.e., fight song, alma mater) following the conclusion of a game.
12. If a band does not comply with these regulations, the Athletics Director of the involved institution shall be asked to rectify the situation. Failure to comply with the regulations fully may also subject that institution to financial penalties, as prescribed by the Commissioner.

BENCH PASSES*

A maximum of 50 bench passes will be issued to the home team and a maximum of 60 bench passes will be issued to the visiting team. Every person in the bench area, except the players in uniform and the 10 full-time coaches of the home team, must wear a bench pass including all trainers, managers, team doctors, graduate assistant coaches, undergraduate coaches, strength coaches, etc. It is recommended that all persons with bench passes have some type of game-related responsibilities. Home team security personnel shall be charged with the responsibility of keeping individuals with bench passes within the confines of the bench area. Those with bench passes are NOT permitted in other areas on the sidelines.

Ball crew members, telephone equipment repair representatives, medical emergency personnel and other persons with game management responsibilities are considered game personnel and should be given working passes.

BENCH RESTRICTIONS*

The area immediately behind each team bench shall be designated a "non-media" area. At no time may media representatives capture video, audio or still pictures from behind the bench area (with the exception of the

conference TV network all-access production). The bench area is as defined in each institution's facility guidelines and the required guidelines in the NCAA Rule Book. Non-working personnel inside the team bench area should be at least 10 years old. Any working personnel outside the team bench area should be at least 16 years old.

PRODUCT PLACEMENT IN VISITING TEAM BENCH AREA: The visiting team shall have the right to utilize its choice of isotonic beverage (product and equipment) in the team bench area during SEC regular season competition. If the visiting team does not arrange to have its own product and equipment at a contest, the home team will supply the isotonic beverage (product and equipment) of its choice in the visiting team bench area. Equipment utilized in the visiting team bench area must be standard size.

CHEERLEADERS/MASCOTS*

The following guidelines will apply:

1. The athletic director of the home stadium shall designate an official representative who shall be responsible for and monitor the use of megaphones, microphones and amplified sound systems, and ensure that all cheerleaders at that stadium comply with the Conference guidelines.
2. It is the responsibility of the visiting cheerleader coach to notify the host institution's Event Management Director no later than 10 days prior to a game the visiting institution's cheerleaders will be attending. This will allow the host institution to make the necessary arrangements for security, parking and access.
3. Once a game begins, cheerleaders and mascots shall be restricted to designated sideline areas

between the bench boundary and the end line, as well as behind the respective end zone to the goal post, and behind the photographer zone. The home team shall inform each squad of the respective areas. At no time may cheerleaders or mascots enter the playing field (defined as any area beyond the 6-foot limit lines surrounding the playing field) while the game is in progress.

4. Home team mascots are permitted to enter the seating areas where home team fans are located but shall not enter any visiting team area. At no time may the home team mascot enter the visiting team cheerleader/ mascot area while the game is in progress. Any type of physical contact is strictly prohibited between the two opposing teams' cheerleaders and/or mascots. "Skits" are permitted during pregame and halftime as long as there is no actual contact of any nature between the two.
5. The use of amplifiers, microphones and megaphones shall be restricted to the cheerleaders and shall not be used from the time the offensive center takes his place over the football until the football has been snapped.
6. Megaphones and speakers used with microphones and amplifiers shall be directed at the student-section stands only and never toward the playing field, the benches or toward any players, coaches or game officials.
7. The main stadium public address system shall be used by cheerleaders only during pregame, halftime and postgame when neither team is on the field (warm-up or competition).
8. Cheerleaders' amplified sound systems shall be used only at home games or neutral sites. Amplified sound systems shall have no more than four speakers and shall be mounted or situated to

ensure that the system does not interfere with the view of the crowd and shall be directed only toward the stands. These systems may not be used from the time the offensive center takes his place over the football until the ball has been snapped.

9. A mic-person and/or cheerleader shall never express disagreement with an official's call over any amplified sound system, microphone or megaphone. Guidelines for the mic-person shall be:
 - a. Comments and/or chants or cheers shall never be directed toward the opposing team, players, coaches, fans or game officials;
 - b. Comments and/or chants or cheers should be positive, enthusiastic and supportive of the home team. Vulgar, obscene and offensive language shall not be used;
 - c. Comments should be kept to a minimum; the purpose of the mic-person is to lead the crowd in chants and cheers, not to provide commentary for the fans.

Failure to comply with these guidelines shall result in the following action. Complaints shall be directed to the athletic director's officially designated representative who is authorized to take the following action:

1. If the violation is obvious, the enforcement official shall, depending on the seriousness of the offense, take any of the following actions: issue a warning, place the squad on probation, have the sound system disconnected, have microphones or megaphones taken away for the remainder of that game and/or any number of future games. If the squad is given a warning or placed on probation, any second violation shall result in revocation of the use of any amplified sound system or

microphone or megaphone for the rest of the season. 2. If the alleged violation is not obvious, the enforcement official shall immediately review the alleged violation with the cheer coach and/or the squad captain(s) and any other persons as necessary. If there is sufficient doubt of the violation the official shall issue a warning. If the official determines that there has been a violation he/she may take the action outlined in No. 1 above.

Violations at either of the last two home games shall result in punishment or corrective action being taken during the next football season.

COACHES/SUPPORT PERSONNEL

The coaches and assistant coaches are charged with a responsibility that reaches beyond the game. Their behavior directly affects the conduct of other bench personnel, players and spectators. Their job is twofold (1) to prepare the team for the game and (2) to conduct themselves in such a manner during the game to ensure good crowd control. Displaying a positive attitude before, during and after each contest helps to guarantee a healthy environment for competition. Head coaches are responsible for the conduct of all persons in the bench area.

COACHES BOOTH MONITORS [NCAA FOOTBALL RULE 1.3.11]

Monitors are permitted in the coaches booths to be used only for viewing the live telecast or webcast. The home team is responsible for assuring identical television capability in the coaches' booths of both teams. This capability may not include replay equipment or recorders.

Procedures for failure of a monitor are as follows:

1. Affected coaching personnel should report failure by dialing the number on the courtesy

- phone in the booth provided by home team game management.
2. Home team game management will notify appropriate personnel of the opposing team to inform them of the failure and that their monitor should be turned off until the problem is corrected.
 3. Once the problem is corrected, home team game management shall notify the opposing team that use of their monitor may be resumed.

Home team game management is responsible for installing the courtesy phones (land lines) in both coaches' booths as well as ensuring the prominent display of the phone number coaches should call to report a monitor failure.

Both coaches' booths should have the same type of monitors. The minimum size of the monitors is 32" and both should be HD.

Under no circumstances should the officials be notified during a monitor failure.

COMMUNICATIONS*

If either team loses TOTAL communication from the bench to press box it should notify the Referee, who will take an officials timeout. The Referee will inform both teams they must completely remove their headsets until the failure is repaired, and both teams must completely remove their headsets at that time. When the team that initially lost all communications believes their system is repaired, they will again notify the Referee who will inform both teams they may resume using their headsets. Both teams may resume using their headsets at that time. For avoidance of doubt, a single headset failure does NOT constitute a system failure.

DEBRIS THROWN ON FIELD*

Each member institution shall have a “zero-tolerance” policy toward fans throwing items onto the playing field and shall eject violators from the stadium.

EQUAL ACCESS TO LOCKER ROOMS

Equal access must be given to all media representatives (regardless of gender) at any time interviews with coaches and/or student-athletes are conducted, including after competition. Equal access is defined as access to coaches and/or student-athletes at the exact same time and at the exact same place. Bringing players to a separate area for reporters of the opposite sex is not considered equal access. The exact method of ensuring equal access shall be determined by the institution.

FIELD MARKINGS AND EQUIPMENT*

The Athletics Director must assign a person who is responsible for the following:

1. Checking to make sure the field is properly marked;
2. Making sure there are down markers and chains, and an auxiliary down marker (without numbers) on the press-box side of the field;
3. Making sure there are two red (or orange) line-to-gain ground markers ready; and
4. Making sure the play clocks are elevated above field level and clearly visible from the field and benches at all times.

Play clocks must be present on each end of the field and shall be elevated above field level to ensure unobstructed visibility at all times by participating teams. Play clocks must be operated from the field on the press box side.

There shall be a coaches' area and a team area clearly marked between the 25-yard lines. This is the area that will be strictly enforced by game officials and game management. The team area is for all players not in the contest and the remainder of the team auxiliary personnel needed to perform necessary duties. The 12-foot dotted line area shall encircle the field except between the 25-yard lines on each side. No media personnel, including journalists, radio and television personnel or their equipment shall be in the team area of coaching box, and no media persons in the team area or coaching box. Institutions may extend the 12-foot restriction line by three feet to provide exclusive access for broadcast television cameras. An institutional videographer may be in the team area as one of the institution's 60 credentialed individuals. A solid white area between the sideline and the coaching line is mandatory.

[NCAA FOOTBALL RULE 1.2.8]

- a. All markers and obstructions within the playing enclosure shall be placed or constructed in such a manner as to avoid any possible hazard to players. This includes anything dangerous to anyone at the limit lines.
- b. After the officials' pregame inspection of the playing enclosure, the referee shall order removed any hazardous obstructions or markers located inside the limit lines.
- c. The referee shall report to game management personnel any markers or obstructions constituting a hazard within the playing enclosure but outside the limit lines. Final determination of corrective action shall be the responsibility of game management personnel.

d. After the officials have completed their pregame inspection of the playing enclosure, it is the responsibility of game management personnel to ensure that the playing enclosure remains safe throughout the game.

FIGHTING

Any player or coach who leaves the bench area during a fighting incident on the field shall be subject to disqualification for the remainder of that game and suspension from the following game. The coach who is disqualified may not remain in the coaching area and shall not participate in any coaching activities, (e.g., conferences with players, using the headsets or discussing coaching strategy with other coaches). A coach who violates this regulation shall be subject to suspension for one or more additional games. A coach who is suspended from the following game shall not be permitted to be in the stadium area for the period of two hours preceding the game and until two hours after the completion of the game. Squad members in uniform and players disqualified from a game (on game day) shall be accompanied to and remain in the locker room for the remainder of the contest.

The conference office shall review the videotape of any game in which a fighting incident occurs. After reviewing the tape, should it be found that any player or coach, in addition to those already disqualified by the officials, came off the bench or participated in a fight, the conference shall be responsible for suspending those individuals. The conference office should also use the videotape to correct any inaccurate designation by officials of players or coaches who participated in the incident. When a fighting incident occurs, it is critical that the individuals who are responsible for videotaping the

game keep the cameras on so that a video record is available for the conference office.

GAME CLOCK*

The game clock shall be controlled by the standby official on the field. In consultation with the originating television network and/or home game management, the standby official shall start the scoreboard clock 90 minutes prior to kickoff. In the event television invokes a slide for the start time, the pregame clock must be reset to indicate the actual time remaining prior to kickoff.

The starting of the 20-minute halftime clock shall be the responsibility of the referee. Home game management should refer to NCAA Playing Rules and the correspondence from the College Football Officiating, LLC to ensure the second half starts on-time.

GAME MANAGEMENT DIRECTOR*

The Athletics Director will serve as the Game Management Director or appoint an individual knowledgeable in game management and crowd control to supervise and plan for all games. It is a Conference requirement that this person attend the 110-minute meeting, visit briefly with the game officials and the visiting coach prior to the game (each and every game), and inform them of his/her availability if they need to be contacted during the game. The game manager is responsible for the control of the entire operation of the stadium. This individual should provide supervision prior to and during each contest, and continue supervision until at least 30 minutes after the game or until all groups have dispersed. Refer to the "Game Management" section in the Commissioner's Regulations for additional guidelines.

INCLEMENT WEATHER

If more than 60 minutes remain prior to the scheduled kickoff, the home institution's athletics director or designated senior level administrator shall have the authority to determine whether a contest should be temporarily delayed until a later time on the same date. Starting at 60 minutes prior to the scheduled kickoff, the decision to suspend play is the responsibility of the game officials. (See "Interrupted Game Procedures")

1. When word reaches the referee that a tornado warning is in effect for the immediate area or if lightning strikes are nearby (See "Lightning Policy"), the referee will immediately stop the game and inform both coaches that the game is being suspended at this point.
2. The referee will inform the home team, and the umpire will inform the visiting team, that ALL team personnel will go immediately to their respective dressing rooms. This includes players, coaches, trainers, managers, cheerleaders, mascots, bands and any other persons who are the responsibility of these particular institutions.
3. Play will be resumed only when the referee has been notified that the tornado warning has been lifted or that the lightning has abated pursuant to the guidelines specified in the "Lightning Policy."

Suspended play beyond this point is covered by NCAA rules.

INSTANT REPLAY

The Southeastern Conference will utilize the NCAA-approved Video Instant Replay system. Complete details of the league's policies regarding instant replay are available from the Conference office.

INTERRUPTED GAME PROCEDURES*

All personnel, including Athletics Directors, game management personnel, game officials, coaches, players, and Conference office staff, shall use their best effort to ensure each Conference contest is played to its conclusion. The Conference recognizes, however, emergencies may arise that make a contest's completion impossible or inadvisable. Such circumstances may include, but are not limited to, severe inclement weather, natural or man-made disasters, power failures and spectator interference.

Contests should be delayed, relocated, suspended, canceled, postponed or terminated (see definitions below) when circumstances exist such that commencement or continuation of play would pose a threat to the safety of game participants.

1. Definitions.

- A. **Delay** - To delay a contest is to delay the start of a contest until a later time on the same date.
- B. **Relocate** - To relocate a contest is to change the location of the competition.
- C. **Suspend** - To suspend a contest is to temporarily halt play for a short duration after the contest begins.
- D. **Cancel** - To cancel a contest is to nullify it either before or after it begins and to make no provision for rescheduling it or for including its score or other performance statistics in Conference records.
- E. **Postpone** - To postpone a contest is to (a) defer its starting time to a later date, or to (b) suspend it after play has begun and make provision to resume it at a later date with all scores and other performance statistics up to

the point of postponement added to those achieved in the resumed portion of the contest.

F. **Terminate** - To terminate a contest is to end it short of a full-designated duration of play, officially record it as a completed contest, and make no provision to resume it at a later date.

2. **Authority**. Authority to delay or relocate a contest is vested with the home institution's Athletics Director or designated senior level administrator. Authority to suspend a contest is vested with the officials. Authority to cancel, postpone, or terminate a contest is vested *only* with the Commissioner or his/her designee.

3. **Guidelines**.

A. If extenuating circumstances occur that necessitate a contest be moved to an earlier start time, an earlier start date, and/or relocated within the same city, the two participating institutions shall determine the date, time, and location of the contest, subject to the approval of the Commissioner. If the participating institutions are unable to agree on rescheduling, the Commissioner shall have the authority to direct the time, date, and location of the contest as necessary. A team's refusal to play in a rescheduled contest as directed by the Commissioner shall be considered a forfeit.

B. If a contest is suspended or postponed prior to its start for any reason, the contest shall be rescheduled for the following day (e.g. a Saturday game shall be rescheduled for Sunday) unless circumstances prevent the contest from safely being played, in which case the two participating institutions, in consultation with the Commissioner or his/her designee, shall reschedule the contest for a later time or

date. If the participating institutions are unable to agree on rescheduling, the Commissioner shall have the authority to direct the time, date, and location of the contest as necessary. A team's refusal to play in a rescheduled contest as directed by the Commissioner shall be considered a forfeit.

- C. Prior to 60 minutes before scheduled kick-off, the home institution's Director of Athletics or designated senior level administrator shall have the authority to determine whether a contest should temporarily be delayed until a later time on the same date.
- D. At 60 minutes prior to the scheduled kick-off, the decision to suspend play shall become the responsibility of the game officials.
- E. If a contest is suspended after play has begun:
 - a. The referee shall immediately stop the game and inform both coaches that the game is being suspended at the point of interruption.
 - b. The referee shall inform the home team, and the umpire shall inform the visiting team, that ALL team personnel are required to go immediately to their respective dressing rooms. This includes players, coaches, trainers, managers, cheerleaders, mascots, bands and any other persons who are the responsibility of these particular institutions.
 - c. Play may only be resumed when conditions are deemed safe by the officials in consultation with the home team game management personnel (e.g. tornado warning has been lifted or lightning has

abated in accordance with SEC Lightning Policy.

- d. A suspended game shall not be resumed if it is determined by the head referee in collaboration with the Commissioner or his/her designee that the game would not be able to reasonably be completed by 1:30 a.m. local time. The Commissioner shall have the sole authority to extend the 1:30 a.m. deadline.

- e. If a contest is unable to be resumed, the contest shall be resumed the following day (e.g. a Saturday games shall be rescheduled for Sunday) unless circumstances prevent the contest from safely being played, in which case the two participating institutions, in consultation with the Commissioner or his/her designee, shall reschedule the contest for a later time or date. If the participating institutions are unable to agree on rescheduling, the Commissioner shall have the authority to either direct the contest to be played on a particular date and/or relocate the contest as necessary. A team's refusal to play in a rescheduled contest as directed by the Commissioner shall be considered a forfeit.

In the event a contest is delayed or suspended and it does not appear play will be resumed on that date, the Athletics Directors (or designated representatives) of both participating institutions, game management personnel and the Conference office representative (if available) shall meet with the game officials in the officials' dressing room, or another suitable location nearby. The Conference office representative shall communicate with the Commissioner, who has the sole authority to declare a game canceled, postponed or terminated. If the Conference office representative is not on site, the home institution's Athletics Director or designated senior level administrator shall contact the appropriate Conference staff liaison. The home team game management, in consultation with the Conference office representative, is responsible for disseminating information regarding such a decision to the teams, media and general public.

LIGHTNING POLICY*

Each member institution shall be responsible for having the capability of determining when lightning strikes are within specified distances of the competition site for all outdoor events.

The head referee should be notified when lightning is detected within a minimum of 15 miles of the competition site.

When lightning is detected within a minimum of 10 miles of the competition site, home team management shall utilize the public address system to inform those in attendance that inclement weather including lightning is within 10 (or more) miles and that should patrons vacate

the facility for safe shelter, they will be allowed to re-enter with a ticket stub.

When lightning is detected within eight (8) miles of the competition site, the competition shall be suspended. Competition may be resumed after 30 minutes of no detected lightning strikes within an eight mile radius. A 10 minute warm-up period may be granted following this 30-minute suspension.

In cases of severe weather being detected prior to the start of competition: A maximum of 10 minutes could be used for the marching band, national anthem and introductions, immediately following the 30 minute time period of no detected lightning strikes. The home institution would have the option of whether the 10 minute time period is added.

MEDICAL OBSERVER*

The Conference shall provide a qualified medical professional to serve as an independent medical observer for all Conference contests and all non-conference contests conducted at a home site (including neutral site facilities where the SEC institution plays an annual contest). Non-conference institutions competing at an SEC home site (including neutral site facilities where the SEC institution plays an annual contest) may agree to utilize the SEC medical observer by executing an SEC medical observer “opt-in” agreement prior to the game. Host institutions shall provide a secure and controlled location for the medical observer within the replay booth to perform his or her duties. In addition, host institutions shall provide a high-definition television with access to the game broadcast, headphones with access to game broadcast audio, a DVR, and a telephone with the ability to communicate

with the medical staff of both teams. See SEC Commissioner's Regulations for further information.

MEDICAL TENTS

Medical tents on the sideline shall only be erected when a student-athlete is inside the tent receiving medical treatment or undergoing a medical examination. At all other times, the tent should not be erected to prevent interference with sight lines of fans.

NATIONAL ANTHEM*

The home institution shall notify the visiting team no later than five days prior to the game regarding its national anthem procedures.

OFFICIALS*

The following procedures shall be utilized regarding officials at Conference games:

1. Security escorts for officials should be provided as follows:
 - a. A person at each institution should be in contact with the umpire the week of the game to finalize game day travel. A van with police escorts should pick up the officials at the hotel no later than 2 hours prior to kickoff. Only approved personnel are permitted to accompany the officials to and from the stadium. Officers should escort officials to the dressing room, to and from the field, and back to the van after the game. Police escorts will escort the officials' van back to the hotel immediately following the game.
 - b. A dressing room key should be either given to one of the officials, or a person designated by the game management director. The designated person must lock the dressing room

while the officials are officiating and must be waiting at the dressing room door when the officials return at halftime and at the end of the game. The officials must have immediate access to their dressing room at halftime and at the conclusion of the game.

- c. If the officials must walk through public concourses or areas to reach the team locker rooms before the game and/or at the halftime, they must be escorted by security personnel.
2. The officials' dressing room should be secure, conveniently located and set up with the following items:
 - a. Towels and soap;
 - b. Chairs and a table;
 - c. Blackboard and chalk (or dry-erase board with markers);
 - d. Eight game day programs;
 - e. Soft drinks, isotonic beverages and water (in a cooler of ice) and cups;
 - f. Pregame and halftime snacks in locker room;
 - g. Boxed lunches after the game (to be placed in van used to transport officials back to hotel).
 - h. Television
 3. If an official requests the service of a trainer or needs any supplies, the trainer should come to the officials' dressing room to provide the service or deliver the supplies. The official should not go to the training room.
 4. Absolutely no one shall be allowed access to the officials' dressing room without the permission of the Southeastern Conference except (1) the

officials assigned to the game, (2) the event manager and (3) Southeastern Conference staff and observers.

5. The home institution is responsible for the operation, maintenance, and delivery to the referee of the wireless microphone unit as set forth in this manual.

REFEREE'S MICROPHONE - Each home institution is responsible for the operation, maintenance and delivery of the wireless microphone unit to the Referee at least 75 minutes before kickoff. The complete wireless system (receiver, transmitter, antennas, etc.) must be operative for all home games, and must connect to the stadium PA, press box PA, TV and radio.

The microphone must be lavalier-style (clipped on to shirt). Headset microphones are not permitted.

Refer to the Commissioner's Regulations for additional guidelines pertaining to Officials.

ON-FIELD LIAISONS*

Both the home institution and the visiting institution shall assign full-time staff members to serve as institutional liaisons on the field for issues related to game management. Both liaisons shall remain in the vicinity of the visiting bench and visiting locker room. The visiting institution liaison shall be prepared to address issues related to the visiting team, visiting band and/or visiting cheerleaders. The home team liaison shall remain with the visiting team for the duration of its stay on site.

PLAYER ACCESS TO STANDS / SPECTATOR AREAS

In both non-conference and conference competition, it is an institutional decision whether to allow the home team participants access to the stands/spectator areas. However, at no time may the visiting team participants be allowed access to the stands/spectator areas.

POSTGAME PROCEDURES*

Under no circumstances may visiting teams return to the field once going to the locker room after a game (e.g., no “curtain calls”).” The home institution shall use security personnel, as well as public address announcements and video/matrix announcements, to keep fans from coming onto the field at any time, including after the game.

PRACTICE (VISITING TEAM)*

The visiting team should have the opportunity to practice at the competition site. The following procedures shall be followed unless extreme circumstances prevent the use of the home team’s competition facility: 1) Requests for practice time by the visiting team must be made at least five days prior to the game date; 2) The home team will make its facility available for a minimum of 90 minutes on the day before the game (the home coach will extend himself to accommodate the visiting team in case of emergency); 3) The visiting team’s practice time shall take precedence over the home team’s practice time, and 4) In the event of inclement weather on the day before the game, the home team’s athletic director will make the decision whether to permit the visiting team to practice on the competition field or at an alternate site.

PREGAME AND HALFTIME*

The playing field must be available for pregame warmup no later than 90 minutes before kickoff. Kickers shall be allowed to kick at both ends of the field until 65 minutes prior to kickoff. Pregame warmup areas shall adhere to the diagram on **Supplement A-1** of this section until 40 minutes prior to kickoff, at which time warmup areas shall adhere to the diagram on **Supplement A-2**. The home team shall provide the visiting team with completed diagrams no later than practice the day before the game. In stadiums where the team entrances are on opposite ends of the field, each team shall conduct pregame warmups on the end of the field closest to its entrance. *When entering or leaving the field during warmups, a team may not enter the designated warmup area of the opposing team if it is on the field.*

Teams may be requested to leave the field for pregame activities (e.g., bands, ceremonies, etc.) not to exceed 17 minutes (i.e., at the 20-minute mark on the pregame clock), except for Senior Day. For Senior Day ceremonies before a team's last regular-season home game, the teams may be requested to leave the field for 22 minutes (25-minute mark on the pregame clock). All Senior Day activities must take place during this 22-minute period. The field must once again be available for at least three minutes before kickoff. At halftime the field must be available at least three minutes prior to the start of the second half. If both teams are on the field at the time scheduled for the start of the second half and the field is not cleared for play, the home team will be penalized 10 yards on the subsequent free kick. Bands, speeches, presentations, homecoming and similar activities are under the jurisdiction of home game

management and a prompt start of each half is mandatory.

Under no circumstances shall a participating player or coach from either team enter the playing field while a band is performing at halftime. A player violating this provision is subject to an unsportsmanlike conduct penalty or subsequent action by the conference office.

PUBLIC ADDRESS ANNOUNCER*

The public address announcer must be objective and not emotionally involved. The announcer must be impartial and give only necessary information in good taste and acceptable language. The announcer must be in control of what is said over the public address system and permit no one to use the microphone except those authorized by the game management director. The announcer must be aware of the stadium layout so that calm and accurate directions can be given in case of an emergency. The announcer is not to criticize officials or their decisions directly or indirectly. Game officials shall not be introduced.

Announcers should make pregame statements concerning institutional policies regarding sportsmanship and the throwing of debris onto the field. Just prior to the kickoff of a game, the public address announcer should read the following announcement:

“Ladies and gentlemen . . . in the spirit of sportsmanship, the Southeastern Conference and (name of university) ask that all fans act responsibly and courteously to those around you. Vulgar, abusive or demeaning language or disorderly conduct is unacceptable and unwelcome at (name of facility). Let’s afford the student-athletes,

coaches, officials, and your fellow fans the respect they deserve.

The throwing of objects on the playing area is strictly prohibited and violators will be ejected from the facility.

And remember, stay off the playing area at the end of the game. The safety of our players, coaches and fans is of utmost importance. Violators are subject to arrest and the loss of future ticket privileges; plus the university would be subject to a major fine if such an incident occurs.

(Name of University) stands for class and dignity and your help is appreciated in carrying on this great tradition.”

In the event debris is thrown on the field or other incidents interfere with the conduct of the game, the announcer should make the following announcement:

“Ladies and gentlemen, you must refrain from throwing objects onto the field. It is dangerous and unfair to the participants and could result in a penalty. Stadium security personnel have been instructed to remove from the stadium any person who throws any object onto the field.”

RE-ENTRY POLICY

Once admitted to the stadium, no ticket holder shall be permitted to leave and re-enter the facility on that ticket. In the event of inclement weather, home team game management shall have the authority to waive this policy.

SEC REPRESENTATIVE TV MONITOR

There should be a television monitor placed at the SEC representatives' position in the press box. The minimum size of the monitor is 12". It should have audio (with headphones) as well as be HD. The monitor should be equipped with a cable package that includes the live television broadcast as well as access to all networks broadcasting games that day.

SECURITY

The host institution is to take appropriate security measures (including PA and video/matrix announcements, as well as security personnel) to prevent fans from entering the field before, during, and immediately following the game. Home institutions are responsible for providing protected access from the field to the locker rooms for both teams and the game officials at the end of each half and any subsequent overtime period(s). All protected personnel should leave the field immediately in order to take full advantage of the protected access.

The home institution must strive to ensure that adequate security measures are implemented both inside and outside the stadium, before and after games, to avoid physical or verbal threats or hostilities between fans and team personnel (players, coaches, and other staff), band members and cheerleaders or between fans and game officials.

The host institution must, with appropriate security forces:

1. Provide appropriate security for team, band and cheerleader buses during arrival, the game period, and departure, and for teams, bands and

cheerleaders while going to and from buses and while riding them on stadium or university property. If both teams are scheduled to enter the stadium at the same point, home team game management shall coordinate with the visiting team to ensure both teams do not arrive at the stadium at the same time. In addition, the holding areas for visiting team, band and cheerleader buses plus the home team's parking lot must be adequately secured. Similar security shall be provided for game officials and their vehicles.

2. Provide protected access for team personnel and game officials going to and from the playing field. Security forces assigned to the field and exposed passageways which team personnel and game officials use on game day must be in place from the time spectator gates are opened until the crowd leaves the stadium, and must be appropriately concentrated in those areas, including uniformed security presence in the adjacent stands, at times of traffic involving team personnel and game officials. During these times, fans should not be allowed to congregate in the stands near such passageways unless they hold tickets for that section.
3. Ensure that no fan enters the playing field at any time on game day unless such entry is properly credentialed or authorized (e.g., during pregame or halftime as part of an approved promotion in which the fan is escorted by game personnel). If any unauthorized fan does enter the playing field, security forces must remove that person immediately. At least once a game the home institution should advise fans, through the public address system, of the prohibition of entering the field and the potential for prosecution. Special

attention shall be given to prevent fans from entering the field after the game.

4. Provide appropriate security around the bench areas.
5. Provide appropriate security in the vicinity of the visiting band's seating area as well as the visiting cheerleaders' assigned area on the field.
6. Provide appropriate security at locker rooms of team personnel and game officials.
7. Take appropriate measures, including removal from the stadium, if any fan engages in physical or extreme verbal abuse of team personnel, game officials or other fans (e.g., racial taunts, profane signs or banners, and the throwing of objects).
8. Provide a police escort for the game officials from their hotel to the stadium and returning after the game. The police shall escort the officials from the field to a waiting vehicle after the game. A reserved parking place shall be held for the escort and the officials' vehicle.
9. Provide security escorts for visiting coaches going to and from the press box during pregame, halftime and postgame.
10. Abide by the guidelines of the "Bag Policy" as specified in the SEC Commissioner's Regulations.

Violations of this policy may result in disciplinary action by the Commissioner.

Physical or verbal hostilities involving only team personnel and game officials that occur on the field during the course of the game are not the responsibility of stadium security unless their assistance is requested by a game official. Ordinarily, such on-field matters will be handled by the game officials and/or through postgame discipline by the Commissioner.

SEC STAFF LIAISONS

Officiating: Steve Shaw
Cell (205) 531-4898
email: sshaw@sec.org

Grace Sanders
Cell (518) 269-1066
email: gsanders@sec.org

Game Mgt: Mark Womack
Cell (205) 936-2863
email: mwomack@sec.org

Television: Mark Womack
Cell (205) 936-2863
email: mwomack@sec.org

SIDELINE POWER*

The home team must supply the same amount of power to the visiting team's sideline that exists on the home team's sideline.

SPORTSMANSHIP*

At no time may either team engage in any type of "animated huddle," "dance," or other similar activity on the playing field. Such activities are limited ONLY to the team bench area.

Each institution shall aggressively address the issue of sportsmanship through video spots, PA announcements, radio spots, TV spots and print ads (e.g, in game day programs).

STUDENT SECTION*

The home student section must be located on the opposite side of the field from the visiting team bench; or if located on the same side as the visiting team bench, the student section must be located from the 30-yard line toward the goal line. Any student seats located

toward midfield from the 30-yard line may be no closer than 25 rows from the field. It is recommended that the visiting team should not be required to enter/exit the field in close proximity to the home team student section.

TELEVISION TIMEOUTS*

Television timeouts may be called during televised contests at intervals designated in the contracts with the television entities.

TOBACCO-RELATED PRODUCTS*

The use of tobacco-related products by players, coaches, support personnel (e.g., managers and trainers), game personnel (e.g., game officials, chain crew) and staff in all sports during practice, Conference competition and Conference championships and tournaments (including banquets, press conferences, postgame interviews, and at all stadiums, arena facilities and competition grounds) is prohibited. This prohibition is applicable to all activities at the athletic competition and practice, including press box areas and locker rooms.

UNIFORMS*

In accordance with NCAA football rules, the home team shall wear dark jerseys and the visiting team shall wear white jerseys. White jerseys may be worn by the home team when the teams have agreed before the season. (The Athletic Directors have agreed to always grant a home team's request to wear white jerseys, in which case the visiting team shall wear dark jerseys.)

VIDEO BOARDS/REPLAYS*

Institutions are not limited in the use of replays (including number of replays shown), except when a stoppage occurs for an official review. The time during which replays may be shown is from the end of a play until the

beginning of the next play, except when a stoppage occurs for an official review.

Replays of touchdowns (not stopped for official review) may be shown following the point after attempt up until the ensuing kickoff. Replays may also be shown at a later time during the game as part of a package of highlights during a quarter or halftime break.

In no circumstance will the in-stadium video system be used to embarrass, humiliate or disgrace an official or visiting team members or coaches, incite the crowd or distract a participant or coach. Each school must designate a full-time staff member with a high-degree of accountability to be responsible for determining what video appears on the in-stadium video board.

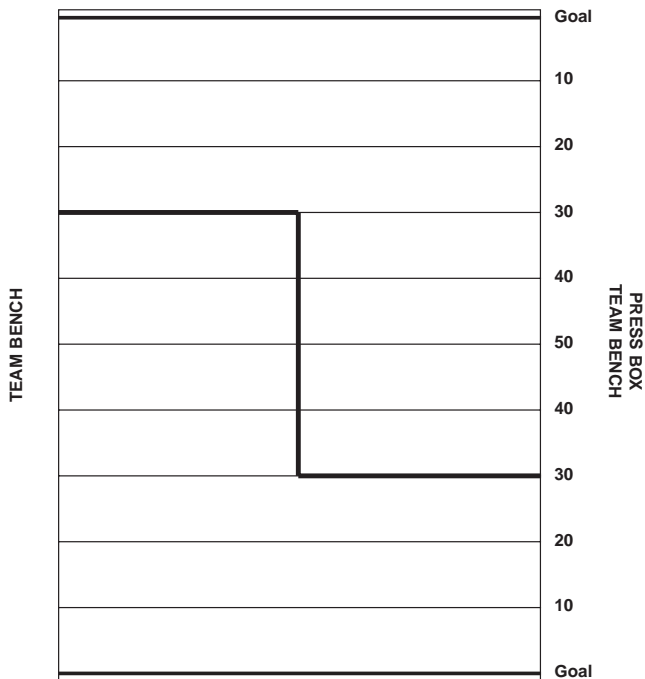
Procedure for stoppage for an official review:

When a stoppage occurs for an official review, the in-stadium video board operator must use the unaltered television network program feed or the unaltered video feed from the replay booth as the exclusive video source for replays of the play under review. No live coverage of any coach, student athlete, or fan reaction may be shown from the program feed during the review. Replays from the program feed or replay booth are permitted only between Referee announcements to stop play and to communicate the outcome of the review. No replays from any other video source may be shown on the in-stadium video board during stoppage for an official review.

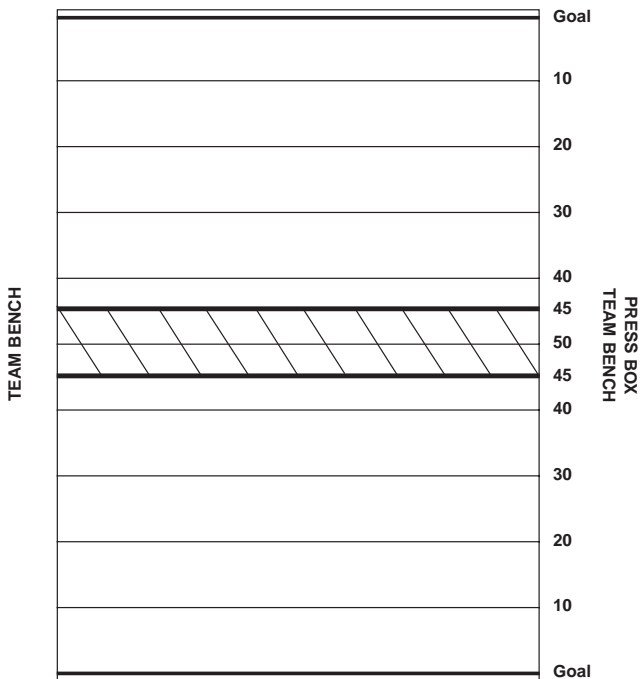
SUPPLEMENT A-1

PREGAME WARM-UP AREA

(Prior to 40 minutes before kickoff)



PREGAME WARM-UP AREA
(Within 40 minutes of kickoff)



NOTES

