

**COLLEGE CONFERENCE OF ILLINOIS AND WISCONSIN  
WOMEN'S SOCCER SPORTS GUIDE**

**As of July 2019**

**I. CCIW COACHES CHAIR/MEETINGS**

- A. The CCIW coaches chair shall be a three-year term, rotating in alphabetical order by school.
- B. The group will conduct an in-person meeting or conference call the week following the conference tournament. If necessary, a spring in-person meeting or conference call will be held to address additional issues.

**II. CCIW REGULAR SEASON**

- A. CCIW coaches are not permitted to share video, scouting notes or any other information on conference opponents with non-conference teams (this applies for both regular season and postseason competition).
- B. Teams earn three points for a regular season win, one point for a regular season tie and zero points for a regular season loss. The team accumulating the most points, following regular season play, shall be named CCIW Champions and be presented the CCIW trophy.
- C. Games Suspended (applies to regular season games), Not played or not completed (due to inclement weather, etc.) - Games that are single games shall start no later than two (2) hours from the point of suspension in consultation with the teams' coaches and administrators and the game officials. If the game cannot be resumed after the two hour period, it shall be rescheduled for another date. For double header games, every effort shall be made to complete the game that was started and interrupted by bad weather. Both coaches and all administrators should be consulted in this circumstance.
- D. The NCAA soccer roster form must be used for every game. The NCAA soccer roster form is to be fully completed with accurate information and distributed to the appropriate game management people. Coaches must ensure that all roster numbers are correct and accurate as indicated on the form. Failure to adhere to these expectations will be considered a violation of the CCIW sportsmanship policy and may include possible penalties and corrective actions, as deemed appropriate by the CCIW office.
- E. All game day jerseys must be reviewed and approved by the athletics director or sports information director before any purchases can be made. This is to ensure that jerseys conform to NCAA policies regarding number visibility and design.
- F. Every effort should be made by the CCIW Coordinator of Officials to not assign officials to work back-to-back matches in men's & women's doubleheaders.
- G. In general, for sites that have a home football game, the start times for soccer games with a night football game are 11 and 1:30 for a 6 p.m. football game and 12 and 2:30 for 7 p.m. football game. For a 1 p.m. football game, the soccer game times are 5 and 7:30 p.m.
- H. Warmup Schedule for Men's & Women's Doubleheader Matches
  - 1. At the end of the first match, 10 minutes will be put on the clock to give teams time to clear the field.
  - 2. When the clock reaches zero, the field is cleared and 30 minutes are placed on the clock for teams in the second match to warm up.
  - 3. When the clock reaches zero, the second match begins.
  - 4. If following the completion of the first game and during the 10 minute field clearing time, the field is cleared early prior to the 10 minutes elapsing, the clock may be stopped and re-started

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with the 30 minute pre-game clock beginning and both teams being able to take the field.

### III. CCIW TOURNAMENT

- A. The top four teams based on points after the regular season round robin will advance to the postseason tournament. Points awarded during the regular season shall be as follows – 3 points for a win; 1 point for a tie; 0 points for a loss.
- B. The following tie-breaking procedure (listed in priority order) will be used to determine participants and seeding:
  - 1. Head-to-head competition
  - 2. Goal differential in conference among the tied teams up to 3 points per game. For example Team A defeats Team B 2-0, Team A shall be awarded 2 tie breaking points. Team C defeats Team D 5-1; Team C is awarded 3 tie breaking points the maximum allowed.
  - 3. Fewest goals allowed in all eight conference matches.
- C. First-round semifinal matches in the CCIW Soccer Tournament will be played on Wednesday and the finals on Saturday before NCAA Selection Day when the NCAA announces the tournament teams. If one school has earned the right to host semifinal matches in each gender, in odd years when there is a conflict, the men's semifinal would be moved to Tuesday. On even years when there is a conflict, the women's semifinal would be moved to Tuesday. This would only apply to the schools where there is a conflict. All final matches would be played at the highest remaining seed from the semifinal matches.
- D. Tournament Format
  - 1. A single four-team tournament shall be played the week prior to the NCAA selection Sunday to determine the conference automatic qualifier to the NCAA tournament.
  - 2. The top four teams shall be determined by the final regular season standings based on results of round robin conference play. Teams earn three points for a regular season win, one point for a regular season tie and zero points for a regular season loss.
  - 3. The tournament is single elimination with no consolation game.
  - 4. The top seeded teams shall host the semifinal matches.
  - 5. The semi-final games will be #4 @ #1 and #3 @ #2.
- E. The tournament will be conducted according to NCAA soccer rules.
- F. No institution is permitted to practice at the host site the day prior to competition (except for the host institution practicing at home).
- G. Officials
  - 1. The Coordinator of Soccer Officials shall assign officials based on conference coaches referrals and shall contact the appropriate entity to confirm assignments and championship details (day, date, time, field location, etc.). The conference shall be responsible for payment of officials.
  - 2. The host institution shall secure other game personnel as follows:
    - Official Scorer/Statistician
    - Official Timekeeper
    - Public Address Announcer
    - Two ball persons for each game
    - One athletic administrator shall be present at each tournament game.

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- H. There is no limit to the number of players that may travel or dress for any game that is part of the tournament.
- I. The host institution may choose which bench it will use for the games in which it participates.
- J. The home team, or higher seed, shall wear light colored jerseys and stockings; the visiting team, or lower seed, shall wear a contrasting color. Each competing team should have both dark and light uniforms available. Numbers must be visible on both the front and the back of the jerseys.
- K. Admission will be charged for all games of the tournament. No passes of any kind shall be accepted, except for conference soccer coaches. Admission should be charged as determined by the CCIW office.
- L. Semifinal Round
  - 1. Games shall be played at the site of the higher seeds (#4 @ #1 and #3 @ #2).
  - 2. Game times will be no earlier than 1 p.m. and no later than 7 p.m. based on those facilities involved.
- M. Finals
  - 1. The championship game will be played at the highest remaining seed site after the semifinal matches.
  - 2. Game times will be no earlier than 11 a.m. and no later than 7 p.m. Home football games shall be taken into consideration when determining game times.
- N. If both teams are tied after regulation play, the game will resume as outlined in the NCAA rule book. Two 10-minute sudden-victory periods will be played. If the score remains tied, teams will enter a penalty-kick procedure to determine who advances to the NCAA tournament. If the CCIW soccer tournament final match is tied after regulation and overtime, the winner of the penalty kicks will be crowned the Tournament Champion, receive the tournament champion trophy and earn the NCAA Automatic Qualification.
- O. Games Suspended (applies to CCIW tournament games), Not played or not completed (due to inclement weather, etc.) - Every effort shall be made to play the game on the scheduled day. Prior to any game being rescheduled, there shall be a meeting (or conference call if all parties are not on site) of the Athletics Directors, an Administrative Director, and a Conference Office Representative to determine the course of action. Any rescheduled final game(s) may take place on Sunday at a TBD time at the highest seed facility or the facility that is best suited for the competition (field conditions, lights, etc.).
- P. If for any reason, the CCIW tournament cannot be completed, the highest remaining seed, at the termination of the tournament, will be awarded the automatic bid to the NCAA tournament. The tournament will be considered completed if all of the semifinal games are played. In that case, the highest remaining seed at the conclusion of the semifinal round will be awarded the automatic bid. If all of the semifinal games are not completed (for example, #2 and #3 teams play but #1 and #4 teams do not play), the tournament will not be considered complete and the top seed based on the regular season standings will be awarded the automatic bid.
- Q. The CCIW executive director may modify the conference tournament's schedule under special circumstances.
- R. The conference office is responsible for producing the game program. The programs should include participating team rosters (with name, uniform number, position, class, hometown, etc.), respective win-loss record, past results of the conference tournament, statistical information and

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the NCAA/CCIW sportsmanship statement.

- S. The Sports Information Director of each host institution is responsible for immediately providing results following each contest to the conference office.

- T. Tournament Script

## **Soccer Tournament Game Schedule**

<i>Clock</i>	<i>Activity</i>
60:00	Game field ready. Teams may begin warm-up
20:00	Captains and officials meet
15:00	Game rosters submitted and exchanged
10:00	Teams clear field
9:00	Introduction of officials and players
1.	Officials
2.	Visiting Team/Lower Seed Starters (entire team to midfield in front of bench) & Coaches
3.	Home Team/Higher Seed Starters (entire team to midfield in front of bench) & Coaches
3:00	National Anthem NCAA/CCIW Sportsmanship Statement Announcement
0:00	Game begins
45:00	Kick-off (first half)
Halftime	15:00 – clock started as teams exit field
0:00/45:00	Kick-off (second-half)

## **Overtime Procedure**

5:00	Intermission following regulation time
10:00	First overtime period (sudden-victory)
2:00	Intermission
10:00	Second overtime period (sudden-victory)
5:00	Intermission

## **Penalty Kick Procedure**

- IV. PRESENTATION SCRIPTS** – The following scripts are to be used when recognizing CCIW regular season and/or tournament champions:

**A. Regular Season Example**

"Now, for the presentation of the (year & sport) CCIW Championship trophy. At this time we ask (winning team)'s captains\* or other team representatives\* to step forward and receive the Championship trophy from (name of CCIW representative or host/winning AD). The (institution) won the CCIW regular season title with a record of (CCIW and overall) and will host the CCIW post-season tournament. Congratulations to (institution), the (year) CCIW (sport) Champions!"

**B. Tournament Example (for teams that won both the regular season and tournament)**

"Now, for the presentation of the (year) CCIW (sport) Regular Season & Tournament Championship trophies. At this time we ask (winning team)'s captains\* or other team representatives\* to step forward and receive the Regular Season & Tournament Championship trophies from (name of CCIW representative or host/winning AD). The (institution) won the

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CCIW regular season and tournament title with a record of (CCIW and overall) and earn the CCIW's automatic bid to the NCAA Division III National Tournament with dates and locations yet to be determined. Congratulations to (institution), the (year) CCIW (sport) Regular Season & Tournament Champions!"

C. *Tournament Example (for teams that won just the tournament)*

"Now, for the presentation of the (year) CCIW (sport) Tournament Championship trophy. At this time we ask (winning team)'s captains\* or other team representatives\* to step forward and receive the Tournament Championship trophy from (name of CCIW representative or host/winning AD). The (institution) won the CCIW tournament title with a record of (CCIW and overall) and earn the CCIW's automatic bid to the NCAA Division III National Tournament with dates and locations yet to be determined. Congratulations to (institution), the (year) CCIW (sport) Tournament Champions!"

V. **NCAA QUALIFICATION** - The winner of the CCIW tournament shall be the conference automatic qualifier to the NCAA tournament.

VI. **EQUIPMENT** - Competing teams are responsible for their own practice balls. The host institution will provide game balls for all games hosted by the institution, as provided by Wilson. Wilson soccer balls shall be used for all conference games and for the conference tournament.

VII. **ALL-CONFERENCE SELECTION**

A. The all-conference women's soccer team shall consist of a first team and second team with 12 players on each team. Coaches will vote for one goalkeeper, three backers, three midfielders, three forwards and two additional players (either a backer, midfielder or forward) on each team. Only statistics from the eight conference games will be used in determining the all-conference team.

B. Coaches will submit nominations from their team to the conference office by the Monday after the last regular season match. Nominations will be due at 5 p.m. There is no limit to the number of nominations a coach may place on the ballot. Coaches will rank nominations from their team when submitting to the conference office. The top-ranked nominee will receive seven points, the second-ranked nominee will receive six points, the third-ranked nominee will receive five points, etc. The seventh-ranked nominee and any other nominee will receive one point apiece. The conference office will then distribute the composite list of nominations, along with a blank ballot, back to the coaches following the Monday deadline.

C. Coaches will then submit their all-conference selections to the conference office by the Thursday before the conference tournament championship at 5 p.m. Coaches are not allowed to vote for their own players. Results will be compiled and sent to the coaches prior to a conference call the Monday or Tuesday after the CCIW tournament.

D. To calculate the all-conference team, the "Player Vote Index" (PVI) and the "Team Caliber Index" (TCI) will be used.

#1 Player Vote Index (PVI)

$(\# \text{ of } 1^{\text{st}} \text{ team votes} \times 10) + (\# \text{ of } 2^{\text{nd}} \text{ team votes} \times 5) / 15 + \text{own coach's nomination} = \text{PVI}$

#2 Team Caliber Index (TCI)

$(\# \text{ wins} \times 4) + (\# \text{ ties} \times 3) + (\# \text{ losses} \times 2) / \# \text{ games} = \text{TCI}$

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- #3       $PVI + TCI =$  total points for each player. Top 12 in points are the first team. The next 12 are second team.
- E. At the time that all-conference votes are due, coaches shall submit their nominees for Coach of the Year, Offensive Player of the Year, Defensive Player of the Year and Newcomer of the Year (newcomer is defined as a true freshman or first year transfer student). Those honors will be discussed and voted on during the conference call with votes submitted to the conference office representative on the call. Coaches may not vote for themselves or their own players.

**VIII. ATHLETIC TRAINING REGULATIONS**

- A. All head coaches and full-time assistants must be certified in CPR, first aid and AED usage.
- B. A physician(s) designated by the institution shall have absolute and unquestioned authority on all medical decisions, including those related to a return to competition for all participants. Schools that do not send a certified athletic trainer with their team shall rely on the host school's certified athletic trainer. In such cases, the involved coach and student-athlete shall be made aware of the potential penalties for disregarding a host school's athletic training staff recommendation. These include, but are not limited to, game and/or practice suspensions, public letters of reprimand or other punitive administrative action. A post-incident report shall be forwarded to the conference office by the host school certified athletic trainer and/or game administrator. Instances in which the services of the host institution's athletic training staff are refused, the conference may assess punitive actions as noted above.