



2017 - 2018

HANDBOOK & CASEBOOK

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2017-18 NJCAA OFFICIAL HANDBOOK & CASEBOOK

**Compiled by the
Executive Committee of the NJCAA**

**Established 1938
Incorporated 1949**



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2017-18 NJCAA Handbook & Casebook

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NJCAA SPONSOR / PARTNER INFORMATION

NJCAA Sponsor / Partner	Contact Name	Email Address	Website	Ad Page
Adidas <i>Official Apparel & Footwear Provider</i>	Kendall Whitley	kendall.whitley@adidas.com	adidas-team.com	N/A
Arbiter Sports <i>Endorsed Officiating Management Solution</i>	Justin Miller	Justin.Miller@arbitersports.com	arbitersports.com	N/A
Ascension Insurance <i>Endorsed Athletic Insurance Provider</i>	Janice Briggs	jbriggs@ascensionins.com	ascensionins.com	17
Bag Tags, Inc. <i>Official Credential Supplier</i>	Brian Doyle	brian@bagtagsinc.com	bagtagsinc.com	N/A
Balfour <i>Official Ring Supplier</i>	Harold Leverett	harold.leverett@balfour.com	balfour.com	23
Best Western Hotels & Resorts <i>Endorsed Hotel Partner</i>	Kelsey McLean	kelsey.mclean@bestwestern.com	bestwestern.com	N/A
Blue Frame Technology <i>Official Video Broadcast Partner</i>	Ben Kant	sales@blueframetech.com	blueframetech.com	98
Commerce Bank <i>Official Prepaid Expense Card</i>	Joe Bardwell	Joe.Bardwell@CommerceBank.com	commercebank.com	Back Cover
DreamSeat / Seating Solutions <i>Official Stadium Seating & Branded Furniture</i>	Adam Beyda	abeyda@dreamseat.com	dreamseat.com	196
Dudley Softball <i>Official Softball</i>	Jeff Noser	jeff.noser@fotlinc.com	dudleysports.com	Inside Front Cover
eTeam Sponsor <i>Official Fundraising Partner</i>	Sean Connors	sean@eteamsponsor.com	eteamsponsor.com	30
Krossover Intelligence <i>Official Game Film Exchange Partner</i>	Tom Gray	tom@krossover.com	krossover.com	8
Learfield Licensing Partners <i>Official Licensing Partner</i>	Jared Harding	jharding@learfieldlicensing.com	learfieldlicensing.com	N/A
Medalcraft Mint <i>Official Awards Supplier</i>	Mary Highdale	mhighdale@medalcraft.com	medalcraft.com	10
PrestoSports <i>Official Website and Statistics Provider</i>	Ted Bardach	ted@prestosports.com	prestosports.com	28
Select Sport America <i>Official Soccer Ball</i>	Charlie Dumphey	cdu@selectsportamerica.com	select.us	36
Source One Digital <i>Official Signage Partner</i>	Randy Crow	randy@sourceonedigital.com	sourceonedigital.com	186
Spalding <i>Official Baseball, Basketball & Football</i>	Jeff Noser	jeff.noser@fotlinc.com	spalding.com	Inside Front Cover
Tachikara <i>Official Volleyball</i>	Chris Morton	chris@tachikara.com	tachikara.com	81
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Wilson <i>Official Tennis Ball</i>	Cy Dofitas	cy.dofitas@wilson.com	wilson.com	96

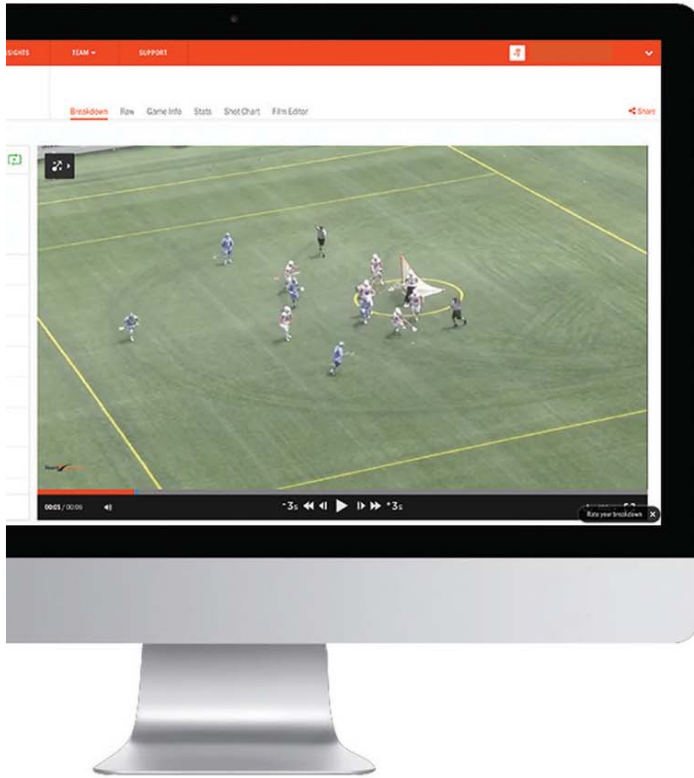


2017-18 NJCAA OFFICIAL SPONSORS / PARTNERS





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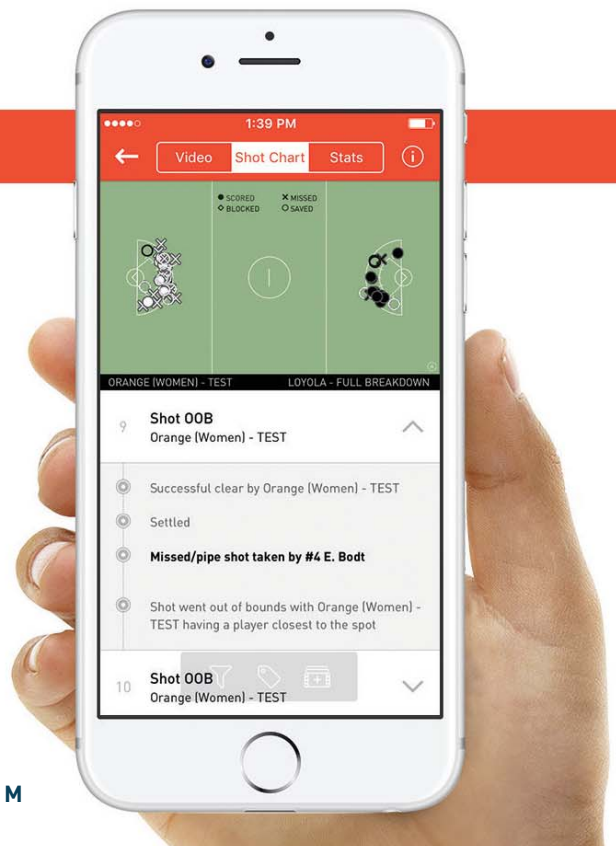


FREE FOR EVERY TEAM

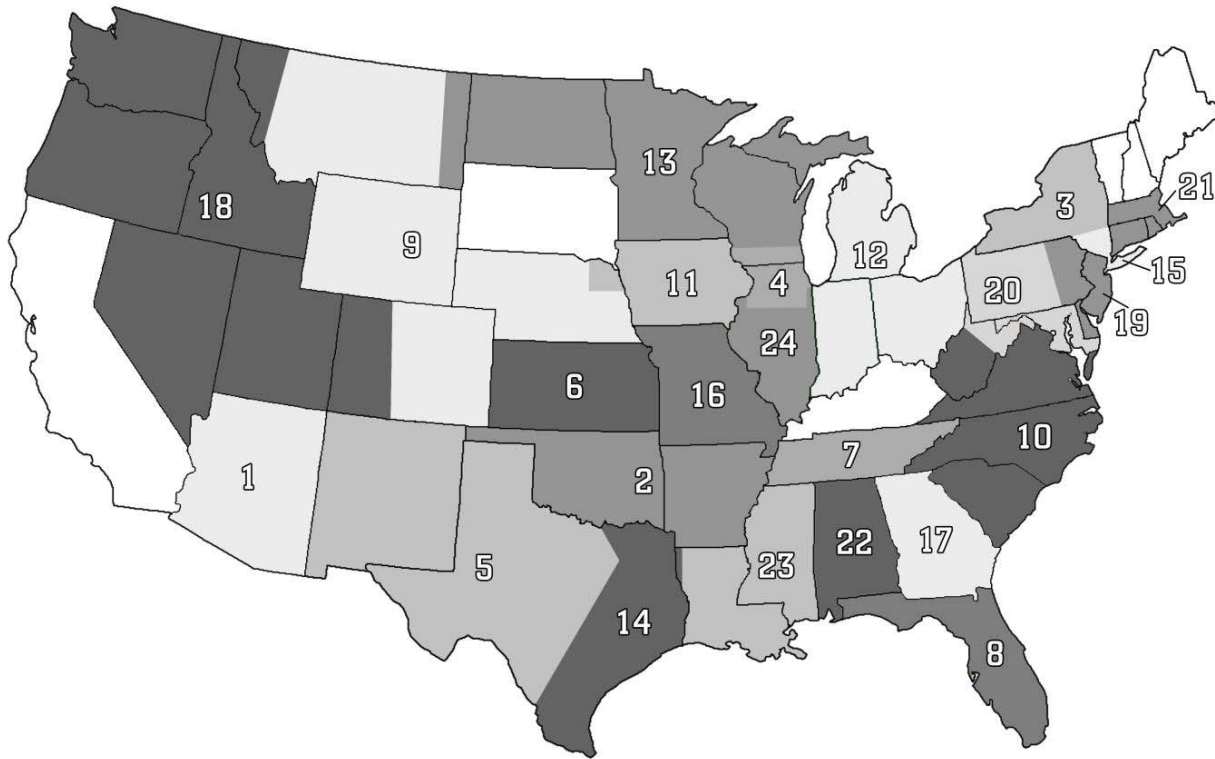
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NJCAA Region Map



Geographic Regions of the NJCAA

- Region 1** Arizona
- Region 2** Arkansas and Oklahoma
- Region 3** Upper New York State
- Region 4** Upper Illinois and Southern Wisconsin
- Region 5** New Mexico and Western Texas
- Region 6** Kansas
- Region 7** Tennessee
- Region 8** Florida
- Region 9** Colorado east of the Continental Divide, Eastern Montana, Nebraska and Wyoming
- Region 10** North Carolina, South Carolina, Virginia and Southern West Virginia
- Region 11** Iowa and Northeast Nebraska
- Region 12** Indiana, Lower Michigan and Ohio
- Region 13** Minnesota, North Dakota, Upper Michigan Peninsula and Northern Wisconsin
- Region 14** Eastern Texas and Southwestern Louisiana
- Region 15** Lower New York State
- Region 16** Missouri
- Region 17** Georgia
- Region 18** Idaho, Nevada, Oregon, Washington, Western Montana, Colorado west of the Continental Divide and Utah
- Region 19** Delaware, Eastern Pennsylvania and New Jersey
- Region 20** Maryland, Western Pennsylvania and West Virginia Panhandle
- Region 21** Connecticut, Massachusetts and Rhode Island
- Region 22** Alabama
- Region 23** Mississippi and Louisiana
- Region 24** Lower Illinois

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2017-18 OFFICERS/EXECUTIVE COMMITTEE**

President Mick McDaniel Tompkins Cortland Community College Email: mrm@tompkinscortland.edu			
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**** Presidential Representative serving on the NJCAA Executive Committee**

For more information about NJCAA Regional Directors/Officers/Presidential Reps., use the following URL:
mvp.njcaa.org/Leadership

If you do not find the information you are looking for, please contact the National Office.

2017-18 WOMEN'S DIVISION REGION DIRECTORS

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REGION 7 - Foster Chason Email: fc74@comcast.net	REGION 15 - Matthew Paquet Dutchess Community College Email: Matthew.paquet@sunydutchess.edu	REGION 23 - Dolores Deasley Jones County Junior College Email: dolores.deasley@jcjc.edu
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2017-18 MEN'S DIVISION REGION DIRECTORS

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REGION 8 - Mike Matulia Lake-Sumter State College Email: matuliam@lssc.edu	REGION 16 - Pat Smith Moberly Area Community College Email: patsmith@macc.edu	REGION 24 - Rod Lovett Parkland College Email: rlovett@parkland.edu

2017-18 MEN'S DIVISION ASSISTANT REGION DIRECTORS

REGION 1 - Christina Hundley Paradise Valley Community College Email: christina.hundley@paradisevalley.edu	REGION 9 - Kevin O'Connor North Platte Community College Email: okonork@mpcc.edu	REGION 17 - Bert Williams Georgia Military College Email: bwiliam@gmc.edu
REGION 2 - Dustin Grover Northeastern Oklahoma A&M Email: dugrover@neo.edu	REGION 10 - Tim Wallace Spartanburg Methodist College Email: wallact@smcsc.edu	REGION 18 - Dexter Irvin College of Southern Nevada Email: dexter.irvin@csn.edu
REGION 3 - Keith Martin Jamestown Community College Email: keithmartin@mail.sunyjc.edu	REGION 11 - Nate Forsyth Ellsworth Community College Email: nate.forsyth@javalley.edu	REGION 19 - Jack Sullivan County College of Morris Email: jsullivan@ccm.edu
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REGION 5 - Brad Vanden Boogaard Clarendon College Email: brad.vandenboogaard@clarendoncollege.edu	REGION 13 - Danny Mertens Lake Region State College Email: daniel.mertens@lrsc.edu	REGION 21 - Derek Viveiros Bristol Community College Email: derek.viveiros@bristolcc.edu
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REGION 7 - Bill Carlyle Walters State Community College Email: bill.carlyle@ws.edu	REGION 15 - Mike Belfiore Westchester Community College Email: Michael.belfiore@sunywcc.edu	REGION 23 - Jeff Willis Louisiana State University Eunice Email: jwillis@lsue.edu
REGION 8 - Rick Hitt South Florida State College Email: hitr@southflorida.edu	REGION 16 - Jay Mehrhoff East Central College Email: jay.mehrhoff@eastcentral.edu	REGION 24 - Doug Stotler Lewis & Clark Community College Email: dstotler@lc.edu

FORMER NJCAA OFFICERS**PRESIDENT**

1938	Oliver E. Byrd.....	San Mateo Junior College.....	San Mateo, California
1939-1940	L.D. Weldon.....	Sacramento Junior College.....	Sacramento, California
1940-1942	Herschel C. Smith.....	Compton College.....	Compton, California
1942-1946	Otto K. Anderson	Pasadena City College	Pasadena, California
1947	P.F. Wilhelmsen.....	Sequoias College	Visalia, California
1947-1949	E.P. Coleman.....	Phoenix College	Phoenix, Arizona
1949-1962	Reed K. Swenson	Weber College.....	Ogden, Utah
1962-1967	Gerald D. Allard	Long Island Agricultural & Technical College	Farmingdale, New York
1967-1969	George E. Killian.....	Erie County Tech Institute.....	Buffalo, New York
1969-1973	Homa S. Thomas	Northeastern Oklahoma A&M College	Miami, Oklahoma
1973-1986	Theo J. Heap	Mesa Community College.....	Mesa, Arizona
1986-1990	Oscar "Swede" Erickson	Casper College.....	Casper, Wyoming
1990-1996	Lea Plarski.....	St. Louis Community College-Florissant Valley.....	St. Louis, Missouri
1996-1999	William Wirtanen.....	Mesabi Range Community & Technical College	Virginia, Minnesota
1999-2005	Karen Sykes	Dean College.....	Franklin, Massachusetts
2005-2011	Art Becker.....	Scottsdale Community College.....	Scottsdale, Arizona
2011-2014	Joe Tubb.....	South Plains College	Levelland, Texas
2014-2017.....	Bryce Roderick.....	KJCCC	Arkansas City, Kansas
2017-Present...	Mick McDaniel.....	Tompkins Cortland Community College.....	Dryden, New York

1st VICE PRESIDENT - MEN

2005-2010*	Thomas LaPuma.....	Herkimer County Community College	Herkimer, New York
2010-2011	Joe Tubb.....	South Plains College	Levelland, Texas
2011-2017	Mick McDaniel	Tompkins Cortland Community College.....	Dryden, New York
2017-Present...	Dean Myrick.....	Alabama Community College Conference.....	Montgomery, Alabama

**Vice President title changed to 1st Vice President in 2009*

2ND VICE PRESIDENT - MEN

2009-2010*	Joe Tubb.....	South Plains College	Levelland, Texas
2010-2011	Mick McDaniel	Tompkins Cortland Community College.....	Dryden, New York
2011-2017	David Elder	Georgia College Athletic Association	Demorest, Georgia
2017-Present...	Thomas Stewart.....	Holyoke Community College.....	Holyoke, Massachusetts

**Secretary-Treasurer title changed to 2nd Vice President in 2009*

VICE PRESIDENT - MEN

1949-1964	Charles E. Seshar.....	Hutchinson Junior College.....	Hutchinson, Kansas
1964-1965	Peter Schloss.....	Thornton Junior College	Harvey, Illinois
1966-1969	Homa Thomas	Northeastern Oklahoma A&M College	Miami, Oklahoma
1970-1977	Edward Badger	Wilbur Wright College	Chicago, Illinois
1977-1986	Oscar "Swede" Erickson	Casper College.....	Casper, Wyoming
1986-1993	Henry Witt.....	Iowa Central Community College.....	Fort Dodge, Iowa
1993-1996	William Wirtanen.....	Mesabi Community College	Virginia, Minnesota
1996-1998	Jim Campbell.....	Kilgore College	Kilgore, Texas
1998-2003	Ed Stanton.....	Macomb Community College.....	Warren, Michigan
2003-2005	Art Becker.....	Scottsdale Community College	Scottsdale, Arizona

SECRETARY-TREASURER - MEN

1938-1942	Hilmer G. Lodge.....	San Mateo Junior College.....	San Mateo, California
1942-1946	Larry Hanson	Reedley College	Reedley, California
1946-1952*	George Hoy	Phoenix College	Phoenix, Arizona
1974-1997	Martin Dittmer	Ellsworth Junior College	Iowa Falls, Iowa

1ST VICE PRESIDENT - WOMEN

2009-2015 Norma Dycus.....Sinclair Community College.....Dayton, Ohio
2015-Present..Marci Henry Northeastern Junior College Sterling, Colorado

**Vice President title changed to 1st Vice President in 2009*

2ND VICE PRESIDENT - WOMEN

2009-2014 Bryce Roderick KJCCC Arkansas City, Kansas
2014-Present..Michelle Ruble College of Southern Maryland La Plata, Maryland

**Secretary-Treasurer title changed to 2nd Vice President in 2009*

VICE PRESIDENT - WOMEN

1975-1990 Lea Plarski.....St. Louis Community College-Florissant Valley.....St. Louis, Missouri
1990-1999 Karen Sykes Dean College.....Franklin, Massachusetts
1999-2006 Jo Ann Rust.....Pima Community College Tucson, Arizona
2006-2008 Carol Eustis CCBC Essex Baltimore, Maryland

SECRETARY - TREASURER -WOMEN

1975-1979 Donnis Schmitt.....Dodge City Community College.....Dodge City, Kansas
1979-1984 Donna Gray Middlesex County College Edison, New Jersey
1984-1990 Karen Sykes Dean College.....Franklin, Massachusetts
1990-1995 Sheila Worley.....Northeastern Junior College Sterling, Colorado
1995-1999 Jo Ann Rust.....Pima Community College Tucson, Arizona
1999-2008 Norma Dycus.....Sinclair Community College.....Dayton, Ohio

SECRETARY

1952-1963 Hobert Bolerjack Benton Harbor Community College Benton Harbor, Michigan
1963-1967 Jay W.Tolman.....Mesa College Grand Junction, Colorado
1967-1974 Martin E. Dittmer.....Ellsworth Junior College Iowa Falls, Iowa

**Office of Secretary and Treasurer combined in 1974*

TREASURER

1949-1952* Robert P. Carter.....Amarillo College Amarillo, Texas
1952-1962 Gerald D. Allard Long Island Agricultural & Technical College Farmingdale, New York
1962-1969 Joseph A. Rockenback Rochester Junior College Rochester, Minnesota
1969-1973 Theo J. Heap Mesa Community College.....Mesa, Arizona

**Office of Secretary-Treasurer divided in 1949*

EDITOR - NJCAA REVIEW*

1947-1950 Mike Mason Compton College.....Compton, California
1950-1953 Earle J. Holmes Compton College.....Compton, California
1953-1962 Laurence J. Burton.....Weber College.....Ogden, Utah
1962-1967 George E. Killian Erie County Technical Institute Buffalo, New York
1967-1969 Donald W. Schmidt Hudson Valley Community College.....Troy, New York
1969 - Transferred to National Office

**From 1949 to 1954 known as NJCAA BULLETIN; 1954 to 2008 known as JUCO REVIEW*

DIRECTOR - SERVICE BUREAU

1950-1951* Earle J. Holmes Compton College.....Compton, California
1951-1953* Laurence J. Burton.....Weber College.....Ogden, Utah
1953-1960 Earle J. Holmes Compton College.....Compton, California
1960-1969 J. Paul Sheldon.....Dodge City Community College.....Dodge City, Kansas
1969 - Transferred to National Office

**Name at that time was DIRECTOR STATISTICS BUREAU*

COMMISSIONER OF ELIGIBILITY

1963-1970 Hobart Bolerjack Benton Harbor Community College and Technical Institute Benton Harbor, Michigan
 1970-1973 Oscar Smukler Erie Community College Buffalo, New York
 1973 - Transferred to National Office

PREVIOUS NJCAA EXECUTIVE DIRECTORS

1969-2004.....George E. Killian
 2004-2009.....Wayne Baker
 2009-2017.....Mary Ellen Leicht



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 (801) 412-2622



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2017-18 NJCAA CALENDAR OF EVENTS

SEPTEMBER 1, 2017 Deadline for Championship Bids
 SEPTEMBER 15, 2017 Deadline for 2017-18 Membership Dues

Fall Championships

- OCTOBER 18-20, 2017** NJCAA DIVISION III WOMEN'S TENNIS CHAMPIONSHIP
Location: Peachtree City Tennis Center; Peachtree City, GA
Host: Peachtree City Tennis Center
Director: Jonathan Fralick
 Office: 770-486-9474 / Email: jfralick@tenniscenter.net
- NOVEMBER 4, 2017** NJCAA DIVISION III MEN'S & WOMEN'S CROSS COUNTRY CHAMPIONSHIPS
Location: Stanley Park; Westfield, MA
Host: Holyoke Community College
Director: Tommy Stewart
 Office: 413-552-2162 / Email: tstewart@hcc.edu
- NOVEMBER 9-12, 2017** NJCAA DIVISION III MEN'S SOCCER CHAMPIONSHIP
Location: Wehrum Stadium; Herkimer, NY
Host: Herkimer County Community College
Director: Don Dutcher
 Office: 315-866-0300 x 8255 / Email: dutcherdm@herkimer.edu
- NOVEMBER 9-12, 2017** NJCAA DIVISION III WOMEN'S SOCCER CHAMPIONSHIP
Location: Panther Stadium; Dryden, NY
Host: Tompkins Cortland Community College
Director: Mick McDaniel
 Office: 607-884-8211 / Email: mrm@tc3.edu
- NOVEMBER 10-11, 2017** NJCAA DIVISION III VOLLEYBALL CHAMPIONSHIP
Location: UCR Regional Sports Center; Rochester, MN
Host: Rochester Amateur Sports Commission
Director: Linsy Hoosier
 Office: 507-285-8448 / Email: lhoosier@rochsports.com
- NOVEMBER 11, 2017** NJCAA DIVISION I MEN'S & WOMEN'S CROSS COUNTRY CHAMPIONSHIPS
Location: Lakeside Golf Course; Fort Dodge, IA
Host: Iowa Central Community College
Director: Rick Sandquist
 Office: 515-574-1347 / Email: sandquist@iowacentral.edu
- NOVEMBER 13-18, 2017** NJCAA DIVISION I MEN'S SOCCER CHAMPIONSHIP
Location: Mountain Valley Field; Prescott, AZ
Host: Yavapai College
Director: Brad Clifford
 Office: 928-776-2230 / Email: brad.clifford@yc.edu
- NOVEMBER 13-18, 2017** NJCAA DIVISION I WOMEN'S SOCCER CHAMPIONSHIP
Location: Titan Stadium; Melbourne, FL
Host: Eastern Florida State College
Director: Jeff Carr
 Office: 321-433-7054 / Email: carri@easternflorida.edu
- NOVEMBER 16-18, 2017** NJCAA DIVISION I VOLLEYBALL CHAMPIONSHIP
Location: Hutchinson Sports Arena; Hutchinson, KS
Host: Greater Hutchinson CVB
Director: Holly Leiker
 Office: 602-662-3391 / Email: hollyl@hutchchamber.com
- NOVEMBER 16-18, 2017** NJCAA DIVISION II VOLLEYBALL CHAMPIONSHIP
Location: Charleston Civic Center; Charleston, WV
Host: Charleston WV CVB
Director: Samantha Carney
 Office: 304-344-5075 / Email: samantha.carney@charlestonwv.com
- NOVEMBER 18, 2017** NJCAA MEN'S & WOMEN'S HALF MARATHON CHAMPIONSHIPS
Location: Lake Shawnee & Bettis Family Sports Complex; Topeka, KS
Host: Visit Topeka, Inc.
Director: Mike Bell
 Office: 785-234-1030 / Email: mike@visittopeka.com

NJCAA Football Bowl Games

DECEMBER 2, 2017	RED GRANGE BOWL <i>Location: MacDougall Field; Glen Ellyn, IL</i> <i>Host: College of DuPage</i> <i>Director: Paul Zakowski</i> Office: 630-942-2895 / Email: zakows@cod.edu
DECEMBER 2, 2017	VALLEY OF THE SUN BOWL <i>Location: Maricopa Community College Champion; Phoenix, AZ</i> <i>Host: Maricopa Community College District</i> <i>Director: Art Becker</i> Office: 602-697-6616 / Email: art.becker@scottsdalecc.edu
DECEMBER 2, 2017	C.H.A.M.P.S. HEART OF TEXAS BOWL <i>Location: Bulldawg Stadium; Copperas Cove, TX</i> <i>Host: Communities Helping Americans Mature, Progress and Succeed</i> <i>Director: Jack Welch</i> Office: 254-547-4111 / Email: jack@ccisd.com
DECEMBER 2, 2017	SALT CITY BOWL <i>Location: Gowans Stadium; Hutchinson, KS</i> <i>Host: Hutchinson Chamber of Commerce</i> <i>Director: Josh Gooch</i> Office: 620-662-3391 / Email: goochi@hutchcc.edu
DECEMBER 2, 2017	EI TORO BOWL <i>Location: Veterans Memorial Stadium; Yuma, AZ</i> <i>Hosts: Arizona Western College & Caballeros De Yuma</i> <i>Director: Jerry Smith</i> Office: 928-344-7535 / Email: jerry.smith@azwestern.edu
DECEMBER 3, 2017	MISSISSIPPI BOWL <i>Location: May Memorial Stadium; Perkinston, MS</i> <i>Hosts: MAJC & Mississippi Gulf Coast Community College</i> <i>Director: Robin Jeffries</i> Office: 918-542-4435 / Email: robin.jeffries@mqccc.edu
DECEMBER 3, 2017	MIDWEST BOWL CLASSIC <i>Location: Red Robertson Field; Miami, OK</i> <i>Hosts: Miami OK Convention & Visitors Bureau</i> <i>Director: Amanda Davis</i> Office: 601-928-6224 / Email: adavis@miamiokla.net
DECEMBER 3, 2017 (2 Games)	THE GRAPHIC EDGE BOWL <i>Location: UNI Dome; Cedar Falls, IA</i> <i>Host: Iowa Community College Athletic Conference</i> <i>Director: Thom McDonald</i> Office: 515-460-8080 / Fax: 515-233-3517 / Email: sid@iccac.org

Winter Championships

FEBRUARY 23-24, 2018	NJCAA MEN'S WRESTLING CHAMPIONSHIP <i>Location: Mid-America Center; Council Bluffs, IA</i> <i>Host: Iowa Western Community College</i> <i>Director: Jeremy Capo</i> Office: 712-325-3402 / Email: jcapo@iwcc.edu
MARCH 1-3, 2018	NJCAA MEN'S & WOMEN'S BOWLING CHAMPIONSHIPS <i>Location: Airport Lanes; Cheektowaga, NY</i> <i>Host: Erie Community College</i> <i>Director: TJ Ruggiero</i> Office: 716-896-8507 / Email: HDSG09@aol.com
MARCH 2-3, 2018	NJCAA MEN'S & WOMEN'S INDOOR TRACK & FIELD CHAMPIONSHIPS <i>Location: Texas Tech Sports Performance Center; Lubbock, TX</i> <i>Host: Texas Tech University</i> <i>Director: Jonathan Murray</i> Office: 806-834-2021 / Email: jonathan.murray@ttu.edu
MARCH 7-10, 2018	NJCAA MEN'S & WOMEN'S SWIMMING & DIVING CHAMPIONSHIPS <i>Location: Anne Wilder Aquatic Complex; Fort Pierce, FL</i> <i>Host: Indian River State College</i> <i>Director: Scott Kimmelman</i> Office: 772-462-7760 / Email: skimmelm@irsc.edu

- MARCH 15-17, 2018** **NJCAA DIVISION III MEN'S BASKETBALL CHAMPIONSHIP**
Location: Paul Gerry Fieldhouse; Loch Sheldrake, NY
Host: SUNY Sullivan
Director: Christopher DePew
 Office: 845-434-5750 x 4313 / Email: cdepew@sunysullivan.edu
- MARCH 15-17, 2018** **NJCAA DIVISION III WOMEN'S BASKETBALL CHAMPIONSHIP**
Location: RVC Physical Education Center; Rockford, IL
Host: Rock Valley College / Rockford Area CVB
Director: Misty Opat
 Office: 815-921-3807 / Email: m.opat@rockvalleycollege.edu
- MARCH 19-24, 2018** **NJCAA DIVISION I MEN'S BASKETBALL CHAMPIONSHIP**
Location: Hutchinson Sports Arena; Hutchinson, KS
Host: American Legion Lyle Rishel Post #68
Director: Jerry Ricksecker
 Office: 620-662-3331 / Fax: 620-662-9978 / Email: jerry.ricksecker@martindell.com
- MARCH 19-24, 2018** **NJCAA DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP**
Location: Rip Griffin Center; Lubbock, TX
Host: Lubbock Sports
Directors: Lyndon Hardin & Scott Harrison
 Office: 806-747-5232 | Email: lyndon.hardin@yahoo.com | scott@visitlubbock.org
- MARCH 20-24, 2018** **NJCAA DIVISION II MEN'S BASKETBALL CHAMPIONSHIP**
Location: Mary Miller Center; Danville, IL
Host: Danville Area Community College
Director: Dick Shockey & Scott Eisenhauer
 Office: 217-443-8762 | 217-431-2400 / Email: dshockey@dacc.edu | mayor@cityofdanville.org
- MARCH 20-24, 2018** **NJCAA DIVISION II WOMEN'S BASKETBALL CHAMPIONSHIP**
Location: Pioneer Pavilion; Harrison, AR
Host: North Arkansas College
Director: Stacie Klott
 Office: 870-391-3343 / Email: sklott@northark.edu

NJCAA Annual Meeting

- APRIL 3-7, 2018** **NJCAA BOARD OF DIRECTORS MEETING**
 Antlers Hotel; Colorado Springs, CO

Spring Championships

- MAY 6-10/11, 2018** **NJCAA DIVISION I WOMEN'S TENNIS CHAMPIONSHIP**
Location: Waco Regional Tennis and Fitness Center; Waco, TX
Hosts: Greater Waco Sports Commission
Director: Brit Coleman
 Office: 254-913-7147 / Email: Brit@ASAG.net
- MAY 10-12, 2018** **NJCAA DIVISION III MEN'S & WOMEN'S OUTDOOR TRACK & FIELD CHAMPIONSHIPS**
Location: MVCC Track; Utica, N.Y.
Host: Mohawk Valley Community College
Director: Gary Broadhurst
 Office: 315-792-5573 / Email: gbroadhurst@mvcc.edu
- MAY 11-13, 2018** **NJCAA DIVISION III MEN'S TENNIS CHAMPIONSHIP**
Location: Peachtree City Tennis Center; Peachtree City, GA
Host: Peachtree City Tennis Center
Director: Jonathan Fralick
 Office: 770-486-9474 / Email: jfralick@tenniscenter.net
- MAY 12-13, 2018** **NJCAA MEN'S LACROSSE CHAMPIONSHIP**
Location: David W. Murphy Field; Syracuse, NY
Host: Onondaga Community College
Director: Michael Borsz
 Office: 315-498-2097 / Fax: 315-498-2863 / Email: m.a.borsz@sunyocc.edu
- MAY 12-13, 2018** **NJCAA WOMEN'S LACROSSE CHAMPIONSHIP**
Location: John L. DiMarco Field; Rochester, NY
Host: Monroe Community College
Director: Tom Garigen
 Office: 585-292-2833 / Email: tgarigen@monroecc.edu

MAY 14-17, 2018	NJCAA WOMEN'S GOLF CHAMPIONSHIP <i>Location: Longbow Golf Course; Mesa, AZ</i> <i>Host: Longbow Golf Club / Visit Mesa</i> <i>Director: Bob McNichols</i> Office: 602-228-1392 / Email: bobm@longbowgolf.com
MAY 14-18, 2018	NJCAA DIVISION I MEN'S TENNIS CHAMPIONSHIP <i>Location: Collin County Tennis Facilities; Plano, Texas</i> <i>Host: Collin County Community College</i> <i>Director: Dr. Albert Tezeno</i> Office: 972-785-3894 / Email: ATezeno@collin.edu
MAY 15-18, 2018	NJCAA DIVISION I MEN'S GOLF CHAMPIONSHIP <i>Location: Rawls Course; Lubbock, TX</i> <i>Host: Lubbock Sports</i> <i>Director: Joe Tubb</i> Office: 806-438-7897 / Email: jtubb@southplainscollege.edu
MAY 17-19, 2018	NJCAA DIVISION I MEN'S & WOMEN'S OUTDOOR TRACK & FIELD CHAMPIONSHIPS <i>Location: BG Products Sports Complex; El Dorado, KS</i> <i>Host: Butler Community College</i> <i>Director: Todd Carter</i> Office: 316-322-3201 / Email: tcarter@butlercc.edu
MAY 16-19, 2018	NJCAA DIVISION I SOFTBALL CHAMPIONSHIP <i>Location: Canyons Complex; St. George, UT</i> <i>Host: City of St. George Parks & Recreation</i> <i>Director: Steven Bingham</i> Office: 435-627-4560 / Email: steve.bingham@sgcity.org
MAY 16-19, 2018	NJCAA DIVISION II SOFTBALL CHAMPIONSHIP <i>Location: Traceway Park; Clinton, MS</i> <i>Host: City of Clinton Parks & Recreation</i> <i>Director: Cole Smith</i> Office: 601-924-6082 / Email: csmith@clintonparksandrec.com
MAY 17-19, 2018	NJCAA DIVISION III SOFTBALL CHAMPIONSHIP <i>Location: McQuillan Softball Complex; Rochester, MN</i> <i>Host: Rochester Amateur Sports Commission</i> <i>Director: Brady Turk</i> Office: 507-424-0812 / Email: bturk@rochsports.com
MAY 21-24, 2018	NJCAA DIVISION II MEN'S GOLF CHAMPIONSHIP <i>Location: Glenlakes Golf Club; Foley, AL</i> <i>Host: Glenlakes Golf Club / Foley Sports Tourism</i> <i>Director: Mike Haney</i> Office: 251-955-1220 / Email: mhaney@glenlakesgolf.com
MAY 26 – May 30/31, 2018	NJCAA DIVISION III BASEBALL CHAMPIONSHIP <i>Location: Pioneer Park; Greeneville, TN</i> <i>Host: Greene County Partnership Sports Council</i> <i>Director: Tammy Kinser / Doug Jones</i> Office: 423-638-4111 423-633-7300 / Email: tkinser@greenecop.com djones@tusculum.edu
MAY 26 – JUNE 1/2, 2018	NJCAA DIVISION II BASEBALL CHAMPIONSHIP <i>Location: David Allen Memorial Ballpark; Enid, OK</i> <i>Host: David Allen Memorial Ballpark</i> <i>Director: Bill Mayberry</i> Office: 580-234-2407 / Email: 17bill@suddenlink.net
MAY 26 – JUNE 1/2, 2018	NJCAA DIVISION I BASEBALL CHAMPIONSHIP <i>Location: Sam Suplizio Field; Grand Junction, CO</i> <i>Host: Grand Junction Baseball Committee</i> <i>Director: Jamie Hamilton</i> Office: 970-243-6600 / Email: jamieh@hlic.com
JUNE 5-8, 2018	NJCAA DIVISION III MEN'S GOLF CHAMPIONSHIP <i>Location: Chautauqua Golf Course; Chautauqua, NY</i> <i>Host: Jamestown Community College</i> <i>Director: Keith Martin</i> Office: 716-338-1261 / Email: KeithMartin@mail.sunyjc.edu

NJCAA STANDING COMMITTEES

Academic Honors	Nominations & Elections
All-American	Service & Recognition
Championship Events	Sport Districting – DI
Districting	Sport Districting – DII
Eligibility	Sport Districting – DIII
Executive	Standards & Ethics
Finance & Budget	Statistics
Health & Safety	

NJCAA SPORT COMMITTEES

Baseball – DI	Men's Lacrosse
Baseball – DII	Women's Lacrosse
Baseball – DIII	Men's Soccer – DI
Men's Basketball – DI	Men's Soccer – DIII
Men's Basketball – DII	Women's Soccer – DI
Men's Basketball – DIII	Women's Soccer – DIII
Women's Basketball – DI	Softball – DI
Women's Basketball – DII	Softball – DII
Women's Basketball – DIII	Softball – DIII
Bowling	Swimming & Diving
Cross Country / Half Marathon	Men's Tennis
Football	Women's Tennis
Men's Golf – DI	Track & Field
Men's Golf – DII	Volleyball – DI
Men's Golf – DIII	Volleyball – DII
Women's Golf	Volleyball – DIII
	Wrestling

For a complete listing of NJCAA committee members, including contact information, visit mvp.njcaa.org/committees

If you do not find the information you are looking for, please contact the NJCAA National Office at (719) 590-9788.



NJCAA WOMEN'S DIVISION

It is the basic belief of the Women's Division of the National Junior College Athletic Association (NJCAA) that the athletic programs for women complement the existing programs offered by the NJCAA. The Women's Division is an integral part of the total educational process, which fosters sound educational goals concurrent with those of the member institutions.

Because of the uniqueness of two-year colleges, it is important to provide an organization which provides equal representation throughout the twenty-four elected regional directors for each division. The Women's Division of the NJCAA provides programs which afford opportunities for the participation of all two-year colleges. Through the existing structure of the NJCAA, representatives of both the Men's and Women's Division work together to develop and maintain eligibility rules, which will be applied equally to all athletes, both male and female.

For those two-year colleges seeking an affiliation for their women's athletic program, the NJCAA offers an organization that can meet the individual needs of all students because it provides national competition for all eligible member schools through regional affiliation.

It is important to emphasize that the Women's Division is dedicated to meeting the needs of all female athletes, providing them with the highest caliber of national competition in a wide range of sports.

NJCAA POSITION PAPER: Leadership Roles of Women in Two-Year College Athletics

From its inception, the Women's Division of the National Junior College Athletic Association (NJCAA) has fostered among its goals the encouragement, promotion and advancement of all women's athletic programs in the two-year college. In order to ensure progress in meeting these objectives and goals, women of competency and experience, as well as those whose backgrounds have been limited, should not be excluded from leadership roles. As a group, we are strongly opposed to any and all measures which would remove or exclude capable, qualified and/or interested women from assuming those leadership positions relating to women's athletics. It is a specific concern that the Women's Regional Director's position be held by a woman.

We would strongly urge all regions of the NJCAA to provide access and input from women within their respective regions at each regional meeting relating to the business and conduct of the Women's Division. In those regions where a few women currently serve in any leadership capacity, we would urge that a conscientious, active and ongoing effort be made to identify, attract and develop the leadership potential of women throughout that region.

It is through these efforts that we hope to expand leadership opportunities, promote conscientious awareness and stimulate further interest on the part of women in the NJCAA and to recognize the significant contributions women can make in the leadership and administration of women's athletics.

NJCAA POSITION STATEMENT ON GENDER EQUITY

The National Junior College Athletic Association (NJCAA) believes in the value of equitable participation and treatment of men and women in intercollegiate athletics and through its structure, programs, legislation and policies will promote these values. The NJCAA will act to encourage its member institutions to assure equity in the quantity and quality of participation in women's athletics throughout its programs. The NJCAA stands with other athletic organizations in believing, at an institutional level, gender equity in intercollegiate athletics describes an environment in which fair and equitable distribution of overall athletic opportunities, benefits and resources is available to women and men and in which student-athletes, coaches and athletic administrators are not subject to gender based discrimination.

An athletic program can be considered equitable when the participants in both the men's and women's sport programs would accept, as fair and equitable, the overall program of the other gender. No individual should be discriminated against on the basis of gender institutionally, regionally or nationally in intercollegiate athletics.

NJCAA POSITION STATEMENT ON SAFETY

The National Junior College Athletic Association (NJCAA) is committed to protecting the safety and well-being of the athletes that participate in our member schools' athletic programs. The Health and Safety Committee will propose policies and make recommendations for adoption in the NJCAA bylaws that ensures a safe environment and the safe participation of student-athletes in NJCAA sport programs.

It is the responsibility of each member institution to develop procedures and follow practices that reflect the current standards of student-athlete care and follow the guidelines established in the NJCAA Handbook.

Specific sections of the NJCAA Handbook & Casebook relate to the health and safety of NJCAA student-athletes.

1. Health and Safety Committee members are listed in the Standing Committees, visit mvp.njcaa.org/leadership.
2. Position paper on substance use and abuse.
3. Physical examination requirement.
4. Policy Statement on physicals for tryouts/auditions.
5. Policy Statement on safety, protective oral/facial equipment, catastrophic insurance, certified athletic trainer, AED units and concussion management plans.
6. Procedures at National Tournaments, certified/licensed athletic trainers and use of AED units.
7. Substance use and abuse and open wound policy is listed within the bylaws of each certified sport.
8. Casebook section relating to physicals.
9. Standing Committee listings and functions, Article XVI.

NJCAA POSITION STATEMENT ON COACHING AND ATHLETIC ADMINISTRATOR ETHICS

Coaches and athletic administrators are essential to the National Junior College Athletic Association (NJCAA) and its mission to promote and foster two-year college athletics. The NJCAA recognizes and applauds the professionalism and capability of coaches and athletic administrators throughout the Association.

The goal of this statement is to promote ethical and competent coaching and athletic administration at NJCAA member schools. Such coaching and athletic administration protects athletes and promotes their welfare, while enhancing the quality of NJCAA athletics. The general principles below are intended to assist individual coaches and athletic administrators, and enable member schools to develop further guidelines governing coaching and athletic administration ethics and behavior.

NJCAA requires COMPETENCE.

- Coaches and athletic administrators are competent and knowledgeable in their sport and know their role.
- Coaches and athletic administrators continually seek to maintain and grow their proficiency and knowledge.
- Coaches and athletic administrators are capable of helping athletes and teams succeed and reach their potential.
- Coaches and athletic administrators know their limits and coach within the boundaries of their competence.
- Coaches and athletic administrators act with reasonable care and rely on the knowledge and skill of others when appropriate.

NJCAA requires INTEGRITY.

- Coaches and athletic administrators conduct themselves with integrity and coach ethically regardless of competitive advantage.
- Coaches and athletic administrators obey the rules of their sport, the NJCAA and the law.
- Coaches and athletic administrators promote fair play in practice, competition and recruiting.
- Coaches and athletic administrators recognize their position of authority and do not use that position for personal gain.
- Coaches and athletic administrators do not engage in unlawful harassment or discrimination.
- Coaches and athletic administrators maintain appropriate personal and professional boundaries with their student-athletes and do not engage in improper personal relationships.
- Coaches and athletic administrators avoid both impropriety and the appearance of impropriety.

NJCAA requires RESPECT.

- Coaches and athletic administrators speak and act with respect toward athletes, competitors, officials and others.
- Coaches and athletic administrators respect academics and do not compromise student-athletes' educational development for athletic gain.
- Coaches and athletic administrators care for athletes and prioritize their safety and well-being over athletics.
- Coaches and athletic administrators promote respect among athletes and teams that they coach.
- Coaches and athletic administrators respect their sport, understand its history and promote its future.

NJCAA STANDARDS & ETHICS BEST PRACTICES

The NJCAA Standards and Ethics Committee has compiled a listing of “best practices” for NJCAA Regions and member colleges.

- A. Each Region should discuss/review with its member college:
 - 1. NJCAA Code of Conduct (Article XX) and Sportsmanship (Article XVIII) Region
 - 2. Region policy manual/handbook that adhere to NJCAA Bylaws
 - 3. Region policies/procedures that may be more stringent than NJCAA Policies
- B. Each Region should conduct educational seminars (along with consistent communication with Region members):
 - 1. For Region/conference compliance workshops
 - 2. For Athletic Directors, coaches and staff
 - 3. Officials coordinators
 - 4. Student-Athletes
- C. Game Management Supervision
 - 1. Game Administrator at all home contests
 - 2. Staff Administrator at all post-season events
 - 3. Administrator cannot be a coaching in the contest.
- D. Follow NJCAA Ejection reporting procedures and collection of data
 - 1. NJCAA Ejection Form and online reporting system, per NJCAA Bylaws
 - 2. Collect and report evaluations from officials and officials coordinators
- E. Communication of ejections
 - 1. Athletic Director report of ejection(s) to their College President should occur

NJCAA POSITION PAPER: SUBSTANCE USE AND ABUSE

The National Junior College Athletic Association (NJCAA) is the governing body of intercollegiate athletics for two-year colleges. As such, its programs are designed to meet the unique needs of a diverse group of student-athletes who come from both traditional and non-traditional backgrounds and whose purpose in selecting a two-year college may be as varied as their experiences before attending college.

Given this perspective, the NJCAA accepts its responsibility by seeking to provide a competitive environment that is free from drug and substance use and abuse in any form for the purpose of facilitating or enhancing athletic performance by any athlete engaged in competition that is sponsored by the NJCAA.

It is the position of the NJCAA to serve as a resource and referral agency for any athlete, coach or administrator who wishes to secure information relative to the effects, consequences and potential avenues of treatment for substance abuse; to coordinate the efforts of coaches and athletic administrators, in their efforts to serve as educational liaisons for those student-athletes wishing to further their athletic careers at four-year institutions, that are subject to drug testing procedures; and to continue to endorse and encourage efforts on the part of member institutions to educate their athletes to the implications of drug usage, in their lives beyond athletics.

It is a fundamental belief of the NJCAA that athletic participation is a privilege and that those athletes who use illegal performance-enhancing and/or recreational drugs substantively violate that privilege. In response to any violations of this nature that occur and are detected in NJCAA sponsored events, continuation of rights and privileges of participation by the individual or the institution will be reviewed and revoked, as appropriate.

The NJCAA requires of its member institutions the following:

- 1) Development and implementation of an alcohol, tobacco, drugs and other controlled substances awareness education program for all members of intercollegiate athletic department staff and student-athletes.
- 2) Development and distribution of an institutional policy statement relative to the use and abuse of alcohol, tobacco, drugs and other controlled substances. This policy statement should address participation and the expectations of the member institution for each intercollegiate athletic department staff member and student-athletes standard of behavior.
- 3) Development and implementation of a plan for referral, treatment and rehabilitation for all members of intercollegiate athletic department staff members and student-athletes with drug and/or alcohol related problems.
- 4) By using various resources of individual institutions in response to institutional needs and demands, investigate the feasibility of a complete and comprehensive drug use and abuse screening program.

Substances banned for use by student-athletes competing in NJCAA sponsored events are those found on the NCAA list of banned drug classes. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example by the NCAA.

NJCAA COACHES ASSOCIATIONS

The following sports sponsor official coaches associations and are recognized by the NJCAA.

Baseball	Men's Lacrosse
Men's Basketball	Women's Lacrosse
Women's Basketball	Men's Soccer
Bowling	Women's Soccer
Cross Country	Softball
Football	Swimming & Diving
Men's Golf – DI	Men's Tennis
Men's Golf – DII	Women's Tennis
Men's Golf – DIII	Track & Field
Women's Golf	Volleyball
	Wrestling

For a complete listing of coaches association presidents and leadership positions, including contact information, visit

mvp.njcaa.org/CoachesAssociation

NJCAA COACHES ASSOCIATION – DUES SCHEDULE

Baseball	\$120
Basketball (Men's)	\$80
Basketball (Women's)	\$50
Bowling (Men's)	\$25
Bowling (Women's)	\$25
Cross Country (Men's)	\$50
Cross Country (Women's)	\$50
Football	\$70
Golf – I (Men's)	\$75
Golf – II (Men's)	\$65
Golf – III (Men's)	\$15
Golf – (Women's)	\$100
Lacrosse (Men's)	\$50
Lacrosse (Women's)	\$50
Soccer (Men's)	\$30
Soccer (Women's)	\$45
Softball	\$75
Swimming & Diving (Men's)	\$150
Swimming & Diving (Women's)	\$150
Tennis (Men's)	\$30
Tennis (Women's)	\$30
Track & Field (Men's & Women's)	\$150
Volleyball	\$40
Wrestling***	\$105

***Includes the dues for both the Coaches Association and the National Dues.

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2017-18 NJCAA OFFICIAL HANDBOOK & CASEBOOK



CONSTITUTION

- ATTENTION -

The NJCAA Constitution has been reformatted and reorganized for improved referencing and structure. All gray shaded text is new/edited language for the 2017-18 academic year.

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CONSTITUTION OF THE NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION (2017-18)

ARTICLE I – NAME

- Section 1.** The name of this non-profit corporation shall be National Junior College Athletic Association (NJCAA).
- A. It is the philosophy of the NJCAA to promote participation in intercollegiate athletics of male and female students within and among its member institutions in concert with each institution's educational mission. The NJCAA firmly believes that intercollegiate athletics fosters and promotes participation, character development, sportsmanship, leadership and academic excellence.

ARTICLE II – MISSION STATEMENT

- Section 1.** The NJCAA's mission is to promote, govern and foster a competitive environment for two-year college athletics. The NJCAA recognizes the diverse nature of its membership, providing at all times a consistent and inclusive governance structure that provides opportunities for all stakeholders and emphasizes the academic, athletic and community involvement goals of all student-athletes.
- Section 2.** Unlawful discrimination is incompatible with this mission and detracts from the organizations goal of promoting healthy and fair competition. The NJCAA prohibits unlawful discrimination based on sex, race, color, national origin, ancestry, disability, religion, creed, sexual orientation, age or any other characteristic protected by applicable law in the NJCAA's governance, programs, regulations and employment practices.

ARTICLE III – MEMBERSHIP

- Section 1. Eligibility for Membership**
- A. Members eligible to join the NJCAA shall consist of two-year colleges and institutions accredited by the appropriate state and/or regional accrediting agency. As members, they shall be entitled to all the privileges and obligations of the constitution, bylaws and executive regulations of the National Junior College Athletic Association.
- B. By majority vote of the Executive Committee, membership may be denied to any institution for any reason.
- C. Institutions accepted for membership in the NJCAA shall become eligible for postseason participation one academic year from:
1. The date of their acceptance and payment of association dues, AND
 2. Attendance at an eligibility seminar, AND
 3. Following their first year of competition as a collegiate team within the NJCAA, AND
 4. Adhere to all NJCAA rules and regulations as per the association bylaws. This would include, but not be limited to, compliance with all academic and letter of intent certifications.
- Section 2. Conditions and Obligations of Membership**
- As a condition of membership, the member of this organization shall:**
- A. Administer their athletic programs in accordance with the Articles of Incorporation, the constitution, bylaws, executive regulations and other legislative acts of this association.
- B. Establish and maintain a high standard of ethics and fair play.
- C. Pay the annual dues before the deadline set by the Board of Directors.
- D. Agree that the name National Junior College Athletic Association, initials NJCAA, logo and other NJCAA symbols and insignia are registered in the United States Patent and Trademark office. The name, initials and marks are fully protected and are the exclusive property of the Association. The Association, its officers, officials, Executive Director or third party on behalf of the Association, shall have full and exclusive authority over its name, logos, trademarks and service marks both registered and unregistered, including the marks "National Junior College Athletic Association", "NJCAA", "National JUCO Championships", "National Champion", "National Championship" and "National Junior College Championships" – and any deviate or similar mark likely to be confused therewith. Member colleges in good standing with the Association may use the registered marks of the Association (the Association's name, logo, etc.) only in accordance with guidelines established by the Executive Director.
- E. Agree that the NJCAA corporate body or its officers, officials, Executive Director or third party on behalf of the Association, shall have full and exclusive right and authority over all internet, radio and television programming, filming or broadcasting connected with any national NJCAA tournament, championship or event.
- F. Permit the NJCAA corporate body or its officers, officials, Executive Director or third party on behalf of the Association, to use the name, logos, trademarks and service marks of its members in accordance with guidelines established by each member for publicity and commercial purposes for any national NJCAA tournament, championship or event.

ARTICLE IV – OFFICERS

- Section 1.** The elective officers of this corporation shall be a President, 1st Vice President for Women, 1st Vice President for Men, 2nd Vice President for Women and a 2nd Vice President for Men. The officers shall be selected from the membership of the corporation and shall not serve simultaneously as a Regional Director or Assistant Regional Director. The elective officers of the NJCAA shall be a member of the professional staff of a college which is a member of this organization, or a person who has been hired and/or elected by the member colleges within a region to represent their interests.
- Section 2.** The Regional Directors and the six Presidential Representatives shall comprise the Board of Directors for both the men's and women's divisions.
- Section 3.** The process to fill a vacancy shall occur as outlined in Article IV, Section 4 (Constitution) **OR** by a mail/electronic ballot distributed by the NJCAA National Office and supervised by the Chair of the NJCAA Nominations and Elections Committee. A call for nominations shall occur and qualified candidates will have the opportunity to send a resume of qualifications with the election ballot. Candidates must satisfy the requirements outlined in Article II, Section 2.C. of the NJCAA bylaws.
- Section 4.** The elective officers of this association shall be elected at the annual meeting to serve in accordance with procedures set forth in the bylaws.
- Section 5.** The appointive and salaried officers of this corporation shall consist of such officers and employees as deemed necessary and approved by the Board of Directors.
- Section 6.** The Board of Directors may adopt a seal and bylaws, and change the same, by a majority vote at any annual meeting.

ARTICLE V – MEETINGS

- Section 1.** This corporation shall hold an annual meeting each year. On even numbered years the site of the annual meeting shall be at the city where the NJCAA National Office is located. On odd numbered years the site of the annual meeting shall be selected at least two years in advance. Cities wishing to host this meeting shall submit proposals to the Championship Events Committee, at least two years in advance. The Championship Events Committee shall review the proposals and shall bring those that qualify to the Board of Directors who shall determine the host city.
- Section 2.** The NJCAA President may call special meetings of the Board of Directors at any time in order to consider emergency situations which may arise.

ARTICLE VI – VOTING

- Section 1.** Each Regional Director, as selected in Article IV, Section 1. E., of the NJCAA bylaws, and each Presidential Representative, as selected in Article IV, Section 7 of the NJCAA bylaws, shall be entitled to one vote at all meetings of the combined Board of Directors.
- Section 2.** In all matters concerning sports procedures, voting will be by division, in sports that have participation by division.
- Section 3.** Member colleges shall be entitled to one vote per each divisional membership at all regional meetings.
- Section 4.** Voting by email, mail, fax, or telephone shall be permissible on any issue deemed necessary during the interim of annual meetings.
- Section 5.** If a Regional Director cannot attend a meeting or a session of the annual meeting, the Assistant Regional Director may vote (excluding sport and standing committee meetings). If an Assistant Regional Director cannot attend a meeting or a session of the annual meeting (including but not limited to sport and standing committee meetings), no one may vote in his/her absence. No individual may cast more than one vote at any meeting of the Board of Directors.
- Section 6.** If both the Regional Director and Assistant Regional Director cannot attend a meeting or a session of the annual meeting, the Regional Director may designate a member of his/her region to replace either the Regional Director or Assistant Regional Director with vote by written proxy. If a Presidential Representative cannot attend a meeting or a session of the annual meeting, he/she may designate a college president from his/her district to vote with a written proxy. The proxy must be presented to the President of the NJCAA prior to the opening of the annual meeting or session.
- Section 7.** Voting on all constitution and bylaw proposals will be conducted by voice/electronic vote or roll call vote, to be determined at the discretion of the NJCAA President at the annual meeting. **However, a motion may be made from the body, seconded and passed by majority vote to delay the vote, on any single item, for a maximum of 30 calendar days. At this time each vote will be cast in accordance with Section 4.**
- Section 8.** There shall be two agendas presented to the NJCAA Board of Directors annually.
- A. Consent Agenda – Containing all constitution and bylaw changes deemed “housekeeping” by the NJCAA Executive or Eligibility Committees and approved by the Executive Committee. This agenda may be approved by one vote of the Board of Directors. If the Consent Agenda is not approved by majority vote, those items being contested will be placed on the Action Agenda for vote. All proposals remaining on the Consent Agenda will be voted on by one vote of the NJCAA Board of Directors.
 - B. Action Agenda – Containing all constitution and bylaw proposals not included within the Consent Agenda, or not approved within the Consent Agenda, and proposed as per the guidelines specified in the bylaws, Article IX (Constitution and Bylaw Changes). Voting on all constitution and bylaw proposals contained within the Action Agenda will be conducted by a voice/electronic vote or roll call vote at the annual meeting. **However, a motion may be made from the body, seconded and passed by majority vote to delay the vote, on any one single item, for a maximum of 30 calendar days. At this time each vote will be cast in accordance with Section 4.**

ARTICLE VII – ELIGIBILITY COMMITTEE

- Section 1.**
- A. The NJCAA Committee on Eligibility will be comprised of the following voting members: Committee Chair, NJCAA 1st Vice President for Men, NJCAA 1st Vice President for Women, one Presidential Representative, three At-Large Regional Directors from both the Women's Division and the Men's Division.
 - B. The Chair of the Committee on Eligibility will be appointed by the President of the NJCAA for a term not to exceed six years.
 - C. The At-Large Regional Directors, from the Women's Division and the Men's Division, shall be selected by random draw for a three-year term.
 - D. The At-Large Regional Directors three-year term shall be staggered, resulting in two new directors being chosen each year (one representative from the Men's Division and one representative from the Women's Division).
 - E. The same region may not be represented simultaneously by an at-large selection from the Men's Division and the Women's Division.
 - F. To be eligible for the random draw, the Regional Director must have served in that capacity for at least one year.
 - G. The Presidential Representative will be appointed by the President of the NJCAA for a term not to exceed three years.
 - H. The President of the NJCAA will serve on the Committee on Eligibility in a non-voting capacity.
 - I. The President of the NJCAA has the authority to replace any member of the NJCAA Committee on Eligibility should he/she be unable to fulfill his/her commitment.

ARTICLE VIII – EXECUTIVE COMMITTEE

- Section 1.** The Executive Committee shall be comprised of the President, 1st Vice President for Women, 1st Vice President for Men, 2nd Vice President for Women, 2nd Vice President for Men, two At-Large Regional Directors from the Women's Division (At-Large A and At-Large C) and the Men's Division (At-Large B and At-Large D) and one Presidential Representative. The At-Large Regional Directors shall be chosen or elected for a three-year term by each division's Board of Directors. The Regional Directors three-year term shall be staggered, resulting in two new directors being elected or chosen each year based upon the timetable listed in Article II, Section 1.E of the NJCAA Bylaws. The same region may not be represented simultaneously by an at-large selection from the Men's Division and the Women's Division. The Presidential Representative shall be appointed by the President of the NJCAA for a one-year term. Appointment may include consecutive terms.

- Section 2.** For the purpose of appeals, filed in accordance with Article VIII of the NJCAA bylaws, the Committee Chair of the NJCAA Eligibility Committee will be a voting member of the Executive Committee.
- Section 3.** The Executive Committee shall exercise the powers of the Board of Directors between meetings except amending the constitution and bylaws and making any changes in the Rules of Eligibility. However, by two-thirds (2/3) vote (6 of 9), the Executive Committee may suspend any association bylaw until the next meeting of the Board of Directors which in the opinion of the Executive Committee places the association at risk. It shall be responsible for the work of the regions and the corporation. It shall also perform other duties that may be assigned to it in the bylaws or by the Board of Directors.
- Section 4.** A retiring President shall serve on the Executive Committee as an ex-officio officer for a period of one year.

ARTICLE IX – FINANCES

- Section 1.** All funds and property of this corporation shall be obtained, held and administered in accordance with the procedures as stated in the bylaws and the Articles of Incorporation.
- Section 2.** The 2nd Vice Presidents shall annually render a duly audited statement of all funds collected and expended and shall publish same in accordance with the procedures set forth in the bylaws.

ARTICLE X – AMENDMENTS

- Section 1.** This constitution may be amended at any annual meeting by two-thirds (2/3) affirmative vote of the Board of Directors present and voting, provided that the proposed amendment shall have been submitted in writing to the National Office of the Corporation by December 1, immediately prior to the annual meeting, and furthermore provided that a copy of the proposed amendment shall have been duly sent to each member college, both the athletic director and college president by January 30, prior to the first day of the annual meeting. Duly sent shall include email transmittal.
- Section 2.** All constitutional changes which are adopted by the Board of Directors shall become effective as of the first day of August following the annual meeting of the Board of Directors at which such amendment was adopted.

ARTICLE XI – ORGANIZATION OF REGIONS

- Section 1.** The Board of Directors shall have the power to organize the membership of this corporation into regions for administrative, legislative and competitive purposes.
- Section 2.** The official delegate to the national or special meetings shall be the Regional Director from each region. In the absence of the Regional Director, the Assistant Regional Director shall be the replacement for the Regional Director.
- Section 3.** Each Regional Director shall be entitled to one vote at the annual meeting or any special meetings. If both the Regional Director and Assistant Regional Director cannot attend a meeting, or a session of the annual meeting, the Regional Director may designate a member of his/her region to replace either the Regional Director or Assistant Regional Director with vote by written proxy. The proxy must be presented to the NJCAA President prior to the opening of the annual meeting or session.
- Section 4.** An annual meeting shall be held in each region at the time and place designated by the Regional Director(s) prior to the NJCAA Annual Meeting and after member institutions have received materials to be considered at the annual meeting, in accordance with the procedures set forth in the bylaws.
- Section 5.**
- A. The Regional Director shall be elected to serve two (2) year terms by the representatives of the member colleges within that region in accordance with the procedures set forth in the bylaws.
 - B. The Regional Director shall be a member of the professional staff of a college, which is a member of this organization, or a person who has been hired and/or elected by the member colleges within a region to represent their interests.
 - C. The Regional Director shall have had experience in athletics, either as a coach or administrator.
 - D. A new candidate for the position of Regional Director, prior to election, shall file with the current Regional Director, a letter from his/her college president approving his/her candidacy.
- Section 6.**
- A. The Assistant Regional Director shall be elected to serve two (2) year terms by the representatives of the member colleges within that region in accordance with the procedures set forth in the bylaws.
 - B. The Assistant Regional Director shall be a member of the professional staff of a college, which is a member of this organization, or a person who has been hired and/or elected by the member colleges within a region to represent their interests.
 - C. The Assistant Regional Director shall have experience in athletics, either as a coach or administrator.
 - D. Should the duly elected Regional Director vacate the position, the Assistant Regional Director shall immediately assume the duties and the responsibilities of the Regional Director for the unexpired term that the previous holds.
- Section 7.** If a region fails to elect a Regional Director, or to fill a vacancy, in the absence of an Assistant Regional Director should one occur, according to procedures set forth in the bylaws, it shall be the duty of the President, with the consent of the Executive Committee, to appoint a director of the region to serve the normal term or for the remainder of the unexpired term of the previous office holder.
- Section 8.** Member colleges in the regions, at the annual regional meeting, may adopt policies and regulations for their regions if said policies and regulations are not in conflict with this constitution, Articles of Incorporation, or the bylaws of this corporation.

ARTICLE XII – ORGANIZATION OF PRESIDENTIAL REPRESENTATIVE DISTRICTS

- Section 1.** The Board of Directors shall have the power to organize the membership of this corporation into Presidential Representative Districts for administrative and legislative matters.
- Section 2.** The official delegates to the national or special meetings shall be the Presidential Representatives selected by the Presidential Advisory Council.

- Section 3.** Each Presidential Representative shall be entitled to one vote at the annual meeting or any special meetings. If a Presidential Representative cannot attend a meeting, or a session of the annual meeting, he/she may designate a college president from the Presidential Advisory Council to vote with a written proxy. The proxy must be presented to the NJCAA President prior to the opening of the annual meeting or session.
- Section 4.** The Presidential Representative to the NJCAA Board of Directors shall be selected in accordance with Article IV, Section 7 of the NJCAA bylaws.

2017-18 NJCAA OFFICIAL HANDBOOK & CASEBOOK



BYLAWS

- ATTENTION -

The bylaws for the association have been reformatted and reorganized for improved referencing and structure. All gray shaded text is new/edited language for the 2017-18 academic year.

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ARTICLE I

MEMBERSHIP DUES & RESPONSIBILITIES

Section 1 - Dues

- A. Amount: The amount of dues shall be determined by the full-time enrollment at the college:

0-1500 FTE	\$1450/college
1501-3000 FTE	\$1650/college
3001-4500 FTE	\$1800/college
4501+ FTE	\$2000/college

Effective August 1, 2018	
0-1500 FTE	\$1707/college
1501-3000 FTE	\$1907/college
3001-4500 FTE	\$2057/college
4501+ FTE	\$2257/college

Effective August 1, 2019	
0-1500 FTE	\$1964/college
1501-3000 FTE	\$2164/college
3001-4500 FTE	\$2314/college
4501+ FTE	\$2514/college

Effective August 1, 2020	
0-1500 FTE	\$2221/college
1501-3000 FTE	\$2421/college
3001-4500 FTE	\$2571/college
4501+ FTE	\$2771/college

Calculation of Enrollment: Full-time enrollment shall be calculated based on the preceding academic year fall semester student head count using the Federal Enrollment Integrated Postsecondary Education Data-System (IPED).

- A.0.a. Full-Time Enrollment (FTE) is defined as all credit students at main, branch and satellite campuses combined who may participate in the NJCAA

- B. Date Payable: The annual dues and membership form of each member college shall be due and payable on or before September 15th of each calendar year. In the case where this requirement is not met, the college will be subject to the following:

- B.0.a. A late fee of \$500.00.
 B.0.b. Membership dues that are not postmarked or received by the NJCAA National Office by October 1st will not be accepted and the institution will no longer be a member of the NJCAA.
 B.0.c. The NJCAA Appeal Process as outlined in Article VIII may be used if necessary.

- C. Institutions accepted for new membership in the NJCAA shall become eligible for postseason participation one academic year from:

- C.1. The date of their acceptance and payment of association dues, AND
 C.2. Attendance at an NJCAA recognized eligibility seminar, AND
 C.3. Following their first year of competition as a collegiate team within the NJCAA, AND
 C.4. Adhere to all NJCAA rules and regulations as per the association bylaws. This would include, but not limited to, compliance with all academic and letter of intent certifications.

- D. Division Declaration: Member institutions shall declare divisional status in those sports offering more than one division for NJCAA participation. Such declaration shall be made ~~each even-numbered year~~ once every four years based upon the timeline below and shall serve as a ~~two-year~~ four-year commitment for the sport. ~~Each sport committee shall formulate a two-year plan during the annual meeting in that even-numbered year for each commitment cycle.~~(Deleted August 1, 2017) The Districting by Sport Committees (DI, II and III) shall approve a four-year district playoff during the annual meeting for each commitment cycle and in conjunction with the schedule below. Once set, no changes shall be permitted within the division structure for the cycle.

2017-2018	Colleges will be required to complete and submit a divisional commitment form in the Fall of 2017 for the 2018-2022 commitment cycle. The commitment will begin August 1, 2018 and run thru July 31, 2022.
2018-2019	Commitment in Place
2019-2020	Commitment in Place
2020-2021	Colleges will be required to complete a divisional commitment form in the Fall of 2020 for the 2022-2026 cycle. The commitment begins August 1, 2022 and runs thru July 31, 2026.
2021-2022	Final year of the 2018-2022 commitment cycle.
2022-2026	New commitment cycle begins.

Section 2 - Certified Sports of the NJCAA

A. The certified sports of the NJCAA are as follows:

Baseball - Fall	Football	Lacrosse - Fall	Soccer - Fall	Volleyball - Fall
Baseball - Spring	Golf - Fall	Lacrosse - Spring	Soccer - Spring	Volleyball - Spring
Basketball	Golf - Spring	Outdoor Track & Field	Swimming & Diving	Wrestling
Bowling	Half Marathon	Softball - Fall	Tennis - Fall	
Cross Country	Indoor Track & Field	Softball - Spring	Tennis - Spring	

Section 3 - General Responsibilities of and Regulations for Member Institutions

A. Compliance: Compliance with all NJCAA rules is the express responsibility of all member colleges.

A.1. Penalties: The maximum penalty which the NJCAA National Office may impose is a period of athletic probation.

A.1.a. Athletic Probation: Athletic probation shall consist of forfeiture by the member college of the right to participate in Regional and/or NJCAA sponsored tournaments, meets and games in one or more sports for a period of one year, commencing on the date of the last scheduled contest of the sport in which the violation occurred, or at the discretion of the NJCAA National Office.

A.1.b. Sport Specific Basis: The member college shall be deemed on athletic probation only in the sport or sports which are covered in the penalty.

A.1.c. Reinstatement: Following the conclusion of the probationary period, the member college shall formally request reinstatement.

A.1.c.i. Request must be made in writing to the Office of Eligibility and the Executive Committee.

A.1.c.ii. The Executive Committee shall determine by majority vote if the member college shall be reinstated.

A.1.c.iii. Should the Executive Committee deny reinstatement, the member college shall be subject to an additional year of probation, after which the member college shall be reinstated automatically.

A.1.d. Awards and Honors: During the probationary period, neither any individual athlete materially involved in the violation, nor the team(s) certified through the NJCAA electronic database in the subsequent season(s) shall be eligible for regional or NJCAA awards or honors.

A.1.e. Eligibility Audits: While on athletic probation, eligibility audits shall be conducted for each sport in the college's athletic program, with audits to be due according to deadlines set by the NJCAA National Office, no later than the fifteenth (15th) calendar day after the date of the first regular season game. will be conducted on the sport which is on probation as well as an additional three (3) sports at the college. In the case where the college has less than four (4) sports, audits will be conducted for all sports.

B. Regional Authority to Institute Rules: Should a region wish to implement a rule or rules which are stricter than the NJCAA rule, the proposed rule must be approved by a unanimous vote of all member colleges in the region.

C. Good Standing: A member college must be in good standing with the NJCAA and its Region and Conference to enter a team or an individual in an activity sponsored by the NJCAA.

C.1. Compliance Workshops: Good standing is contingent upon, but not limited to, institutional attendance at an NJCAA sanctioned compliance workshop at least once every three years.

C.2. Member colleges not in good standing are restricted from all postseason participation.

- D. Statistical Reporting: All NJCAA members whose sports participate in athletic events and input those stats via the NJCAA stats system (or stats system approved by the NJCAA members) shall provide such statistical information to the NJCAA as may be required. Such information shall be filed no later than 2:00 P.M. (MST) of each Monday for Athletic Events for the period beginning with the previous Monday through the Sunday immediately preceding such reporting deadline; provided, however, that if any Monday is a Federal Holiday that the information shall be due by 2 P.M. (MST) on the next Business Day. All statistical information shall be complete and accurate to ensure proper analysis for weekly polls and All-American consideration.
- E. Safety:
- E.1. Athletic Trainers: The NJCAA requires that a certified/licensed athletic trainer and an AED be provided at all NJCAA postseason events.
 - E.1.a. The NJCAA recommends that at a minimum, an AED and certified/licensed athletic trainer or EMT be available at all regular season contests and practices.
 - E.2. Concussion Management: The NJCAA highly recommends that each NJCAA member college develops and implements a concussion management plan for all student-athletes.
 - E.3. Protective Equipment: In any recognized sport where there is a significant risk of oral and/or facial injury, the NJCAA endorses the use of protective oral and/or facial equipment by student-athletes.
- F. Concussion Testing Protocol: A concussion is a traumatic brain injury that interferes with normal brain function. It is recommended that each NJCAA member college have a concussion management plan in place. If the institution does not have protocol in place, the following is the NJCAA recommended protocol for concussion management:
- F.1. Student-athletes take a concussion baseline test prior to participation.
 - F.2. Any athlete suspected of having a concussion should be removed from play immediately and evaluated by a licensed healthcare provider trained in the evaluation and management of concussions.
 - F.3. Once an athlete is symptom free, they take the post-injury concussion test with the results and the baseline test sent to the doctor.
 - F.4. Return to practice after a concussion should occur only with medical clearance from a licensed healthcare provider trained in the evaluation and management of concussions.
 - F.5. A return-to-play step progression would be followed. It involves a gradual increase in physical demands, sport specific activities and the risk for contact. The step progression would require a minimum of 24 hours between steps.
 - F.5.a. Step one - they can do strength and conditioning drills only.
 - F.5.b. Step two - (if no symptoms return after day one activities) they can do sport specific activities but must avoid contact.
 - F.5.c. Step three - (with no symptoms) they can return to full practice.
 - F.5.d. Step four - (with no symptoms) an athlete can return to competition.
 - F.6. If symptoms return with activity, the progression should be halted and restarted at the preceding symptom free step.
- G. Insurance:
- G.1. NJCAA Liability: The NJCAA and sponsoring organization(s) shall not be held liable or responsible for any injury to any individual, or damages of any nature resulting from participation in any regular season or postseason event sponsored by the NJCAA.
 - G.2. Member Institution Liability: The NJCAA highly recommends that each NJCAA member college purchase a lifetime catastrophic insurance policy for their student-athletes.
- H. Off-Campus Facilities: A member college which does not have a sport's primary facility on campus, must request an exemption, from the NJCAA National Office, to practice at the off campus facility during the offseason.
- H.1. Necessary Documentation: The member college must provide a copy of the contract with the off campus facility and proof of payment before the NJCAA National Office will approve the off campus facility exemption.
 - H.2. Off campus athletic contact in the offseason is not permitted under any circumstances without prior approval from the NJCAA National Office.
- I. Four Year Programs: Member colleges may not sponsor athletic programs which participate beyond the two year level.
- J. Multi-Campus College: Includes the main campus, branch campuses, satellite campuses and locations that offer college credit instruction.
- J.1. A student-athlete attending an approved multi-campus college may, if the student-athlete's sport of participation is not offered at his/her campus of enrollment, participate in that sport at any campus within the system that offers said sport.
 - J.2. Requirements for Multi-Campus designation:
 - J.2.a. The various campuses must have a common title,
 - J.2.b. The various campuses must have a common CEO,

- J.2.c. The various campuses are not individually accredited,
- J.2.d. The various campuses do not duplicate any sports,
- J.2.e. The various campuses designate one individual per system as the NJCAA contact, AND
- J.2.f. The Multi-Campus designation must be approved by the NJCAA National Office

Section 4 - Contacting the NJCAA National Office

- A. Designated Representatives: Each NJCAA member college must designate one representative from their college that may contact the NJCAA National Office via telephone. Only the one representative, member college president and director of athletics will be allowed telephone access to NJCAA National Office Staff.

Section 5 - Gender Regulations

- A. Female Participation on Male Team: The NJCAA will allow women to participate with men on the same team providing that the female participant(s) are otherwise eligible NJCAA student-athletes and providing that the participant(s) college of participation does not have a women's team in the participant(s) sport or category.
 - A.1. Female student-athletes participating on a male team shall be listed on the men's eligibility form for that sport.
 - A.2. Those women listed on a men's eligibility form must participate in the men's regional and national tournament unless the NJCAA National Office is notified prior to the beginning of the regular season that the student-athlete will participate in women's postseason play.
 - A.2.a. This declaration must be signed by the athletic director and the student-athlete.
- B. Male Participation on Female Team: Males may not participate on women's teams in any sport.
- C. Transgender:
 - C.1. A trans-male (female to male) student-athlete who has received a medical exception for treatment with testosterone for gender transition may compete on a men's team but is no longer eligible to compete on a women's team.
 - C.2. A trans-female (male to female) being treated with testosterone suppression medication for gender transition may continue to compete on a men's team but may not compete on a women's team until completing one calendar year of documented testosterone suppression treatment.

ARTICLE II

ELECTION OF NJCAA ELECTIVE OFFICERS AND TERMS OF SERVICE

Section 1. Election at Annual Meeting

- A. The NJCAA Elective Officers shall be elected at the Annual Meeting.
 - A.1. Terms of office: The regular term of all offices shall be three (3) years beginning August 1 of the year of election and ending July 31 three (3) years thereafter.
- B. The President shall be elected every third year (2020, 2023, 2026, etc.) and the term of office shall be limited to two (2) consecutive terms.
- C. The 1st Vice President for Women and 2nd Vice President for Men shall be elected every third year (2018, 2021, 2024, etc.) and the term of office shall be limited to three (3) consecutive terms.
- D. The 1st Vice President for Men and 2nd Vice President for Women shall be elected every third year (2019, 2022, 2025, etc.) and the term of office shall be limited to three (3) consecutive terms.
- E. At-Large Executive Committee Members shall be elected every third year. At-Large member A & B will be elected (2017, 2020, 2023, etc.) At-Large members C & D shall be elected (2018, 2021, 2024, etc). There will be no election in 2019, 2022, 2025, etc.

Section 2 - Election and Change of Officer Schedule

- A. Elections and Majorities: Elections for NJCAA officer positions shall require no less than fifty percent plus one (1) vote of those voting.
 - A.1. Runoffs: Where no candidate for an office receives a majority vote, a runoff election shall be conducted with voting between the top two vote recipients, and any candidates tied for first or second most votes.
 - A.2. Unopposed Nominations: If the Nominations and Elections Committee receives only one eligible nomination for a given office, the nominee shall be considered elected without a vote.
- B. Vacancies: On January 15, the Nominations and Elections Committee chairperson shall circulate a list of annual vacancies to the membership.
- C. Nominations: On or before March 15, members of the organization desiring to become candidates for a national office must submit an application to the committee chairperson inclusive of the following information:
 - C.1. The member's desired office, AND
 - C.2. A brief biographical sketch supporting his/her candidacy, AND
 - C.3. A statement from their CEO indicating approval and support of their candidacy.
- D. Floor Nominations: If the slate of nominees is not filled prior to March 16, nominations from the floor will be accepted.
 - D.1. If a floor nominee is elected, the officer-elect shall have seven (7) calendar days from the conclusion of the annual meeting to provide the documents required in Article II, Section 2.C.
- E. Change of Office: All changes of office shall occur on August 1st of the following academic year.
- F. Any elective officer who wishes to run for another elective position shall vacate his/her current elective position as of July 31.

ARTICLE III MEETINGS

Section 1 - Meetings

- A. Quorum: Board of Directors members (Regional Directors and elected Presidential Representatives) present at annual meetings or special meetings shall constitute a quorum for the transaction of business.
- B. Open Meetings: All meetings, excluding regional and national executive sessions, are open to official representatives from any two-year college.

ARTICLE IV ADMINISTRATIVE

Section 1 - The Elective Officers and their Duties

- A. President shall:
- A.1. Preside at annual meetings, executive meetings and all special meetings.
 - A.2. Be authorized as a signatory of all checks drawn on the treasury of the Association.
 - A.3. Make decisions on all points not specifically governed by the Constitution and Bylaws.
 - A.4. Delegate responsibility for handling all duties not specifically provided for in the Constitution and Bylaws.
 - A.5. Represent or delegate someone to represent the Association when necessary.
 - A.6. Authorize the appointment of one officer or Regional Director to represent the NJCAA at all National Meets or Tournaments, unless otherwise provided.
 - A.7. Cast the deciding ballot in all National Meetings in the event of a tie vote on any motion; but shall not vote to break a tie in the election of any National Officers.
 - A.8. Appoint, with the approval of the Board of Directors, an Attorney-at-Law.
 - A.9. Be bonded for an amount not less than fifty-thousand dollars (\$50,000.00).
 - A.10. Be responsible for approving the appointments of individuals to serve on NJCAA special or standing committees.
 - A.11. Review the performance of the NJCAA Executive Director and his/her evaluations of the National Office staff on an annual basis.
 - A.12. Work in an advisory capacity in conjunction with the NJCAA Board of Directors and the NJCAA National Office on past, current and future direction, issues and projects.
- B. 1st Vice Presidents shall:
- B.1. Preside at all meetings in the absence of the President. The 1st Vice-President for Women shall preside in the odd-numbered years, and the 1st Vice-President for Men in the even-numbered years.
 - B.2. Assist the President by supervising the work of all standing and special committees.
 - B.3. Assume all duties and responsibilities delegated to him/her by the President.
 - B.4. Assume and carry out responsibilities as a member of the Executive Committee.
 - B.5. Review the performance of the NJCAA Executive Director and his/her evaluations of the National Office staff on an annual basis.
 - B.6. Work in an advisory capacity in conjunction with the NJCAA Board of Directors and the NJCAA National Office on past, current and future direction, issues and projects.
- C. 2nd Vice-Presidents shall:
- C.1. Maintain a record of the membership in the Association.
 - C.2. Keep on file the official correspondence to which he/she is a party.
 - C.3. Keep a record of all minutes of meetings of the Board of Directors and the Executive Committee.
 - C.4. Keep, or cause to be kept by the Executive Director, a complete record of all finances of the Association.
 - C.5. Assume and carry out responsibilities as a member of the Executive Committee.
 - C.6. Review the performance of the NJCAA Executive Director and his/her evaluations of the National Office staff on an annual basis.
 - C.7. Work in an advisory capacity in conjunction with the NJCAA Board of Directors and the NJCAA National Office on past, current and future direction, issues and projects.
- D. At-Large Executive Committee Members shall:
- D.1. Attend and participate in all Executive Committee Meetings to include regular Executive Meetings, National Meeting and Summer Retreat.
 - D.2. Actively support the development, implementation and assessment of NJCAA Strategic Goals in collaboration with the Executive Director.
 - D.3. Assist officers in reviewing the performance of the NJCAA Executive Director and his/her evaluations of the National Office staff on an annual basis.
 - D.4. Hear and vote on appeals from the NJCAA membership.
- E. Regional Director Responsibilities:
- E.1. Included are the minimum roles and responsibilities assigned by the NJCAA to elected Directors of NJCAA Regions. Individual regions may require additional roles and responsibilities of their directors if not in conflict with the NJCAA Policy or the roles and responsibilities included below.
 - E.2. Member colleges in the regions, at the annual regional meeting, may adopt policies and regulations for their regions if said policies and regulations are not in conflict with this constitution, Articles of Incorporation, or the bylaws of this corporation.

- E.3. Scope:
- E.3.a. Region Directors oversee the compliance of NJCAA member colleges within the Region with NJCAA and Region rules and policies.
- E.3.b. Terms
- E.3.b.i. Two (2) Region Directors shall be elected by the representatives of the member colleges within that region in accordance with the procedures set forth in the Association bylaws.
- E.3.b.ii. One director is responsible for women's sports within the region and one is responsible for men's sports within the region.
- E.3.b.iii. The directors will serve staggered terms electing one director annually.
- E.3.b.iv. Region Directors shall be elected to serve two (2) year terms.
- E.3.b.v. Region Directors shall have experience in athletics as either a coach or administrator and shall be a member of the professional staff of a college which is a member of the Association, or a person who has been hired or elected by the member colleges within a region to represent their interests.
- E.3.b.vi. Candidates for Region Director and Assistant Region Director must have on file with the region written support of their college president.
- E.3.b.vii. If, for any reason, an elected Region Director is unable to complete the full term, the Assistant Region Director will accede to the position and will serve as the Acting Region Director until the region elects a Region Director.
- E.3.b.viii. If a region fails to elect a Region Director, or fails to fill a vacancy, the NJCAA Executive Committee may appoint an Acting Region Director until such time the region fills the position.
- E.3.c. Responsibilities
- E.3.c.i. Region Organizational:
- E.3.c.i.a. Schedules and calls regular and special region membership meetings.
- E.3.c.i.b. Sets and distributes meeting agendas for regular and special membership meetings.
- E.3.c.i.c. Notifies all member and non-member two-year colleges in the region of all regular and special region meetings. This notification must be in writing at least two weeks in advance of the date of the meeting.
- E.3.c.i.d. Presides at regular and special region membership meetings.
- E.3.c.i.e. Region shall hold a minimum of two (2) face to face meetings per year.
- E.3.c.i.e.1. One Region meeting must be held annually to fulfill all requirements of incorporation.
- E.3.c.i.e.2. One meeting must be held annually to allow full and transparent discussion of national legislative proposals.
- E.3.c.i.f. Ensures only colleges holding current NJCAA membership vote on issues presented in regional meetings.
- E.3.c.i.g. Conducts Elections
- E.3.c.i.g.1. Conducts elections of region officers as necessary.
- E.3.c.i.g.2. Appoints committee members to all committees within the region.
- E.3.c.i.g.3. Appoints ad-hoc and advisory committees as needed.
- E.3.c.i.g.4. Serve as ex-officio, non-voting member of all committees within the region.
- E.3.c.i.g.5. Delegates responsibility for handling all duties not set forth in the region constitution and by-laws.
- E.3.c.i.h. Coordinates the legislative process within the region to amend region rules, constitution or bylaws.
- E.3.c.i.i. Is available to region members at times outside normal business hours.
- E.3.c.ii. NJCAA Administrative
- E.3.c.ii.a. Serves as official communication between the region and the Association.
- E.3.c.ii.b. Serves as a liaison between the region and the National Office.
- E.3.c.ii.c. Informs member colleges of national rule and policy changes and other national issues impacting the region.
- E.3.c.ii.d. Completes required NJCAA reports by prescribed deadlines.

- E.3.c.ii.e. Verifies and assists the NJCAA in ensuring submission of eligibility documents required for competition by member colleges.
- E.3.c.ii.f. Verifies and assists the NJCAA in ensuring compliance with member college eligibility seminar requirements.
- E.3.c.ii.g. Verifies and assists the NJCAA in ensuring national dues and fees are paid by member colleges.
- E.3.c.ii.h. Manages administrative duties required/related to NJCAA student-athlete sportsmanship and conduct policies including:
 - E.3.c.ii.h.1. Collection of ejection forms.
 - E.3.c.ii.h.2. Submission of ejection forms to District and National Tournaments and the National Office when required by NJCAA rules.
- E.3.c.ii.i. Monitors member college compliance with national statistics reporting requirements and process.
- E.3.c.ii.j. Monitors and voices region interests related to national sport polls.
- E.3.c.ii.k. Is a resource to non-member colleges within the region.
- E.3.c.ii.l. Secures and educates potential new member colleges.
- E.3.c.ii.m. Represents the NJCAA at events and tournaments upon request by the Association.
- E.3.c.ii.n. Files, with the National Office, an itemized statement of any expenses eligible for reimbursement by the Association.
- E.3.c.iii. Compliance:
 - E.3.c.iii.a. Adjudicates disagreements within the region.
 - E.3.c.iii.b. Serves as a resource to interpret NJCAA bylaws and rules.
 - E.3.c.iii.c. Investigates, and reports to the region, violations of region rules and regulations including eligibility.
 - E.3.c.iii.d. Sanctions member colleges within the region for violation of region rules and regulations including eligibility.
 - E.3.c.iii.e. Investigates and reports to the NJCAA matters pertaining to possible violations of the rules and regulations of the NJCAA and matters pertaining to the conduct of member colleges or individuals associated with member colleges within their region or other regions.
 - E.3.c.iii.f. In cooperation with the NJCAA manages issues concerning the region.
- E.3.c.iv. Award Management:
 - E.3.c.iv.a. Coordinates purchase of region trophies.
 - E.3.c.iv.b. Oversees postseason region and national award nominations and voting.
 - E.3.c.iv.c. Provides region certificates & other region awards.
 - E.3.c.iv.d. Ensures submission of All-Region Team information on the NJCAA website by prescribed deadlines.
 - E.3.c.iv.e. When hosting District Championships within the region, coordinates purchase of all trophies required by district competition in compliance with NJCAA rules and approved vendor requirements.
 - E.3.c.iv.f. Ensures submission of All-American nomination information on the NJCAA website by prescribed deadlines.
- E.3.c.v. Regional & District Tournament Management:
 - E.3.c.v.a. Conducts necessary tournaments for playoffs to determine regional representatives to national tournaments or meets.
 - E.3.c.v.b. Coordinates the collection and distribution of pictures and rosters for regional and district events.
 - E.3.c.v.c. Provide National Tournament and Meet Directors with information from the region in order to properly publicize National Tournaments and Meets.
 - E.3.c.v.d. Assigns a region administrator to all region and district tournaments.
 - E.3.c.v.e. Reports results of all region and district tournaments to the NJCAA National Office and NJCAA Sport Committee Chair immediately following completion of competition.

- E.3.c.vi. Financial:
 - E.3.c.vi.a. Ensures appropriate public stewardship of region monies and resources.
 - E.3.c.vi.b. Ensures member institutions are invoiced for region dues.
 - E.3.c.vi.c. Oversees the collection of membership dues for the region.
 - E.3.c.vi.d. Negotiates contracts in the name of the region.

- E.3.d. Expectations: Regional Directors will at all times:
 - E.3.d.i. Provide excellence in membership services.
 - E.3.d.ii. Act in a fiducially responsible manner.
 - E.3.d.iii. Respond to all inquiries in a professional, timely and consistent manner.
 - E.3.d.iv. Act, and treat others, in a professional and respectful manner.
 - E.3.d.v. Be treated with the respect due that of an industry professional.
 - E.3.d.vi. Provide knowledge based advice, support and assistance to all association constituencies.
 - E.3.d.vii. Maintain personal and professional standards of integrity and ethics.
 - E.3.d.viii. Support diversity, equity and inclusion.

F. Assistant Regional Directors shall:

- F.1. Scope:
 - F.1.a. Two (2) Assistant Regional Directors shall be elected by the representatives of the member colleges within that region in accordance with the procedures set forth in the Association bylaws.
 - F.1.b. One Assistant Regional Director is responsible for women's sports within the region and one is responsible for men's sports within the region.
 - F.1.c. The Assistant Regional Director will serve staggered terms electing one assistant director annually.
 - F.1.d. Assistant Regional Directors shall be elected to serve two (2) year terms.
 - F.1.e. Assistant Region Directors shall have experience in athletics as either a coach or administrator and shall be a member of the professional staff of a college which is a member of the Association, or a person who has been hired or elected by the member colleges within a region to represent their interests.
 - F.1.f. Candidates for Assistant Region Director must have on file with the region written support of their college president.
 - F.1.g. If, for any reason, an elected Regional Director is unable to complete the full term, the Assistant Regional Director will accede to the position and will serve as the Acting Regional Director until the region elects a Regional Director.
 - F.1.h. If a region fails to elect a Regional Director, or fails to fill a vacancy, the NJCAA Executive Committee may appoint an Acting Regional Director until such time the region fills the position.
 - F.1.i. Assistant Regional Directors are responsible for duties as assigned by the Regional Director.
 - F.1.j. Assistant Regional Directors may serve in the role of Regional Director in the absence of the Regional Director.
 - F.1.k. Assistant Regional Directors may serve as Acting Regional Director in the event of a Regional Director vacancy until such time the region elects a Regional Director.
- F.2. Expectations: Assistant Region Directors will at all times:
 - F.2.a. Provide excellence in membership services
 - F.2.b. Act in a fiducially responsible manner.
 - F.2.c. Respond to all inquiries in a professional, timely and consistent manner.
 - F.2.d. Act, and treat others, in a professional and respectful manner.
 - F.2.e. Be treated with the respect due that of an industry professional.
 - F.2.f. Provide knowledge based advice, support and assistance to all association constituencies.
 - F.2.g. Maintain personal and professional standards of integrity, and ethics.
 - F.2.h. Support diversity, equity and inclusion.

Section 2 - Appointive Officers and their Duties

- A. Attorney-At-Law: The Attorney-at-Law shall advise the Board of Directors, Executive Committee and the National Office in all legal matters.

Section 3 - Filling Vacancies of Appointive Officers

- A. Appointive Officers are selected by the NJCAA Executive Director.

Section 4 - National Headquarters

- A. The NJCAA shall maintain a national headquarters at a site approved by the Board of Directors.
- B. The Executive Director shall have his/her office at the national headquarters where he/she shall administer the business affairs of the Corporation.
- C. The Executive Director may be assisted by employees sufficient to effectively transact the business of the office.

Section 5 - NJCAA Executive Director

- A. Included are the minimum roles and responsibilities assigned to the NJCAA Executive Director. These roles and responsibilities may be amended by the NJCAA Board of Directors in compliance with the approved NJCAA legislative process.
- B. Scope:
 - B.1. The Executive Director serves as the chief executive officer of the NJCAA, providing leadership in the fulfillment of the association's strategic vision while seeking the advice of appropriate boards, councils and committees necessary to promote the best interests of the NJCAA and its membership.
 - B.2. Employment:
 - B.2.a. The Board of Directors is responsible for employing the Executive Director and establishing and communicating the responsibilities, expectations and performance standards by which the position will be evaluated.
 - B.2.b. The Executive Director of the NJCAA is hired in compliance with the NJCAA bylaws.
 - B.2.c. Should illness or other incapacity prevent the NJCAA Executive Director from fulfilling the duties of the office, it shall be the responsibility of the Executive Committee to take such action as will provide for continuing the administration of the Association.
 - B.2.d. Shall be bonded for an amount determined by the Finance & Budget Committee.
 - B.2.e. Selection Procedures for Replacement of Executive Director:
 - B.2.e.i. Emergency: In the case of an emergency vacancy, an Interim Executive Director shall be appointed by the Executive Committee.
 - B.2.e.ii. Procedures in the Case of Vacancy
 - B.2.e.ii.a. Procedures in the Case of Vacancy
 - B.2.e.ii.a.1. Search Committee: The President shall assign a search committee, except where the President is a candidate for the position of Executive Director, in which case he/she shall remove him/herself from the search process and the 1st Vice President from each division shall assign the search committee.
 - B.2.e.ii.a.2. Composition: The search committee shall be comprised of:
 - B.2.e.ii.a.2.a. Vice-Presidents for Men.
 - B.2.e.ii.a.2.b. Vice-Presidents for Women.
 - B.2.e.ii.a.2.c. One men's and one women's Region Director selected from the current Executive Committee.
 - B.2.e.ii.a.2.d. One Presidential Representative.
 - B.2.e.ii.a.3. Job Posting: The salary schedule, job description and posting shall be determined by the Executive Committee and shall include a statement to encourage application by a diverse population.
 - B.2.e.ii.a.4. Candidates: The following process shall be utilized in the selection of the successful candidate:
 - B.2.e.ii.a.4.a. The search committee shall recommend their top ten (10) candidates to the full Executive Committee.
 - B.2.e.ii.a.4.b. The Executive Committee shall meet and screen the top three (3) to five (5) candidates for interview.
 - B.2.e.ii.a.4.c. There shall be an on-site visit to top candidates present place of employment.
 - B.2.e.ii.a.4.d. The Executive Committee shall select and appoint an individual for the position of Executive Director.

B.3. Responsibilities:

- B.3.a. Within the limits of the bylaws and policies, the Executive Director is responsible for and has commensurate authority to accomplish the duties and responsibilities set forth below and has all executive authority not expressly or by implication denied by Association bylaws and policy.
- B.3.b. Representation
 - B.3.b.i. Encourages and promotes a collaborative partnership between the NJCAA National Office and the association's Board of Directors and Executive Committee to achieve the NJCAA's strategic goals.
 - B.3.b.ii. Maintains effective internal and external relationships.
 - B.3.b.iii. Actively promotes interests, activities, participation and information concerning the NJCAA to the association's membership through timely communications including news releases, research reports, publications, etc.
 - B.3.b.iv. Serves in a non-voting ex-officio capacity on the NJCAA Board of Directors, Executive Committee and Presidential Advisory Council.
 - B.3.b.v. Serves in a non-voting ex-officio capacity on all standing or special committees established by the Executive Committee except as may be specifically provided otherwise.
 - B.3.b.vi. Provides for the necessary liaison and staff support to the Association's governing bodies in support of the responsibilities of those bodies.
 - B.3.b.vii. Officially represents the Association at ceremonial or other occasions requiring the presence of the NJCAA Executive Director.
 - B.3.b.viii. Designates a NJCAA representative at national and affiliate organization meetings or other occasions requiring NJCAA representation.
- B.3.c. Policies and Programing
 - B.3.c.i. Ensures the implementation and equitable enforcement of adopted policies of the Association.
 - B.3.c.ii. Provides input and recommendations in the formulation and enforcement of NJCAA policies and procedures.
 - B.3.c.iii. Plans, organizes, directs, and coordinates current and future programs and activities of the NJCAA that ensure the Association's mission and strategic goals are attained and member needs are met.
- B.3.d. Fiduciary
 - B.3.d.i. Manages all business affairs and finances necessary for the operation of the NJCAA.
 - B.3.d.ii. Executes decisions made by the Board of Directors and Executive Committee, including signature authority of contractual and other commitments that pertain to the general welfare of the Association, while informing member colleges on such matters.
 - B.3.d.iii. In collaboration with the appropriate governing bodies, directs the development of non-dues revenue as well as partnerships with corporations, businesses, community agencies and educational institutions.
 - B.3.d.iv. Is custodian of all property, both physical and proprietary, belonging to the NJCAA and keeps accurate record of this property.
 - B.3.d.v. Ensures the security, maintenance and accuracy of all official records and files of the NJCAA, including fiscal, legal, historic and membership documents and information.
 - B.3.d.vi. Receives and deposits all funds belonging to the NJCAA in financial institutions that are approved by the Executive Committee.
 - B.3.d.vii. Is authorized as signatory of all checks drawn on the treasury of the Association.
 - B.3.d.viii. Executes all contracts necessary and proper for the successful execution of functions of the NJCAA National Office.
 - B.3.d.ix. Causes to be made an annual audit of books and accounts, and present such audit to the Finance and Budget Committee and Board of Directors.
 - B.3.d.x. Presents to the Board of Directors, Executive Committee, Finance and Budget Committee and member colleges a detailed report of all receipts and disbursements during the preceding fiscal year and a proposed operating budget for the ensuing fiscal year.
- B.3.e. National Office
 - B.3.e.i. Evaluates staffing and resource needs necessary to ensure the efficient and effective operation of the association and, in collaboration with the Finance and Budget Committee, submits recommendations to the Board of Directors for action.

- B.3.e.ii. Ensures the employment, supervision and evaluation of the NJCAA National Office staff, within the agreed upon process necessary to ensure the operation of the association and approved by the Board of Directors.
- B.3.e.iii. Maintains a sound organizational structure for the NJCAA National Office by recruiting, training, supervising and motivating the association staff. Obtains maximum utilization of staff by:
 - B.3.e.iii.a. Developing and communicating clearly defined duties and expectations.
 - B.3.e.iii.b. Establishing performance standards.
 - B.3.e.iii.c. Conducting performance reviews.
 - B.3.e.iii.d. Maintaining competitive salary structures.
- B.3.f. Expectation: Executive Director will at all times:
 - B.3.f.i. Provide excellence in membership services.
 - B.3.f.ii. Act in a fiducially responsible manner.
 - B.3.f.iii. Respond to all inquiries in a professional, timely and consistent manner.
 - B.3.f.iv. Act and treat others in a professional and respectful manner.
 - B.3.f.v. Be treated with the respect due that of an industry professional.
 - B.3.f.vi. Provide knowledge-based advice, support and assistance to all association stakeholders.
 - B.3.f.vii. Maintain personal and professional standards of integrity and ethics.
 - B.3.f.viii. Support diversity, equity and inclusion.
- B.3.g. Additional Duties
 - B.3.g.i. Carries out other general responsibilities as designated by the Board of Directors, Executive Committee and NJCAA Legislative Committees.
 - B.3.g.ii. In addition to the responsibilities and duties included in this document, the NJCAA Executive Director has the authority to act in the best interest of the Association unless such act is clearly limited by Association bylaws and policy.

Section 6 - National Office (Staff)

- A. Included are the minimum roles and responsibilities assigned to the NJCAA National Office. These roles and responsibilities may be amended by the NJCAA Board of Directors in compliance with the approved NJCAA legislative process.
- B. Scope: The National Office of the NJCAA is responsible for executing the mission of the Association by servicing the needs of its diverse membership, providing leadership and expertise in all matters related to the association and acting as a resource for all constituencies and stakeholders in two-year college athletics. The National Office of the NJCAA will conduct business in a manner consistent with the core values of the NJCAA in support of the strategic directions and goals agreed upon by the Association.
- C. Staff:
 - C.1. The staff of the National Office shall be hired, supervised and evaluated by the NJCAA Executive Director in compliance with a process approved by the Executive Committee.
 - C.2. The National Office staff shall be subject to annual performance evaluations by the Executive Director based on clearly defined and communicated responsibilities, expectations and performance standards set by the Executive Director.
- D. Responsibilities:
 - D.1. Service:
 - D.1.a. Provides excellence in membership services.
 - D.1.b. Provides excellence in service to all constituencies in pursuit of the NJCAA strategic goals.
 - D.1.c. Ensures enforcement of the NJCAA's constitution, bylaws and sport rules and regulations.
 - D.1.d. Ensures the accomplishment of the NJCAA strategic goals.
 - D.1.e. Develops and implements programs in support of the NJCAA strategic goals.
 - D.2. Marketing and Communications:
 - D.2.a. Serves as an initial point of contact for all communication with the public and association membership.
 - D.2.b. Responds to all membership inquiries.
 - D.2.c. Collaborates with the NJCAA Executive Committee to provide support and training for member colleges and athletic administrators including those new to the NJCAA.
 - D.2.d. Represents the NJCAA at national championships as assigned.
 - D.2.e. Represents and acts as a liaison to organizations outside the NJCAA.

- D.2.f. Promotes the value of two-year college athletics and the positive impact and accomplishments of NJCAA member colleges, student- athletes, coaches associations and national coaches association hall of fames.
- D.2.g. Acts as a liaison to all committees, Board of Directors, Executive Committee and NJCAA Coaches Associations.
- D.2.h. Collaborates with all committees, Board of Directors, Executive Committee and NJCAA Coaches Associations in support of the responsibilities of those bodies.

E. Operations:

- E.1. Provides collaboration, input, leadership, expertise and support in all areas of association business, including but not limited to:
 - E.1.a. Student-athlete eligibility and benefits, compliance and appeals.
 - E.1.b. Membership education and leadership development.
 - E.1.c. Championship and association bids/events/meetings.
 - E.1.d. Sport specific rules and regulations.
 - E.1.e. Association honors and awards.
 - E.1.f. Association publications.
 - E.1.g. Media relations and sports information.
 - E.1.h. Marketing, branding and communication.
 - E.1.i. Information Technology.
 - E.1.j. Membership services.
- E.2. Collaborates with the Finance Committee to create, for Board action, short and long term financial plans including, but not limited to, the solicitation and utilization of non-dues revenue.
- E.3. Executes financial plans set by the association.
- E.4. Processes the association's annual membership.
- E.5. Maintains a national office where the NJCAA Executive Director and National Office Staff conduct business with the location agreed upon in collaboration with the Board of Directors.
- E.6. Other duties as assigned by the Executive Director.

F. Expectations:

- F.1. The staff of the NJCAA National Office will at all times:
 - F.1.a. Provide excellence in membership services.
 - F.1.b. Act in a fiducially responsible manner.
 - F.1.c. Respond to all inquiries in a professional, timely and consistent manner.
 - F.1.d. Act and treat others in a professional and respectful manner.
 - F.1.e. Be treated with the respect due that of an industry professional.
 - F.1.f. Provide knowledge based advice, support and assistance to all association constituencies.
 - F.1.g. Maintain personal and professional standards of integrity and ethics.
 - F.1.h. Support diversity, equity and inclusion.

Section 7 - Presidential Advisory Council

- A. The NJCAA Presidential Advisory Council provides a platform for national and regional dialogues among member college presidents and assists the association in setting the national agenda and strategic directions.
- B. The NJCAA Presidential Advisory Council is responsible for:
 - B.1. Communicating directly with the NJCAA Board of Directors, Executive Committee and Legislative and Sport Committees concerning issues facing the changing landscape of higher education.
 - B.2. Consulting with the Board of Directors.
 - B.3. Providing input regarding legislation and policy to the Board of Directors.
 - B.4. Developing, in collaboration with the NJCAA National Office, a communication plan that ensures full, open and transparent communication between the association and its member college presidents.
 - B.5. Participating fully in setting the strategic directions for the national agenda of the association.
 - B.6. In collaboration with the Finance and Budget Committee, reviewing and recommending, to the Board of Directors for approval, proposed changes in association dues and fees.
 - B.7. Representing the association by communicating with presidential groups of the National Collegiate Athletic Association (NCAA), National Association of Intercollegiate Athletics (NAIA), California Community College Athletic Association (CCCCAA) and the Northwest Athletic Conference (NWAC).

- B.8. Representing the association to national bodies related to higher education such as the American Association of Community Colleges (AACC).
- B.9. Providing consultation to other presidents, within the membership they serve, to improve the overall experience for student-athletes.
- B.10. In collaboration with the NJCAA National Office, proposing an Association value statement on the importance of intercollegiate athletics to colleges to be approved by the Board of Directors.
- B.11. Selecting six (6) presidential representatives to the Board of Directors.
- B.12. Consulting with the NJCAA officers on appointments of college presidents to committee memberships.
- B.13. In collaboration with the NJCAA Executive Committee, recommendations for Board approval, standard roles and responsibilities of NJCAA member college presidents.
- C. The NJCAA Presidential Advisory Council is comprised of twelve (12) to fifteen (15) members:
 - C.1. Two (2) elected by and from each of the following sections:
 - C.1.a. Southwest – Regions 1, 2, 5 and 14
 - C.1.b. Northwest – Regions 6, 9, 13 and 18
 - C.1.c. Central – Regions 4, 11, 16 and 24
 - C.1.d. Northeast – Regions 3, 15, 19 and 21
 - C.1.e. Southeast – Regions 8, 17, 22 and 23
 - C.1.f. East Central – Regions 7, 10, 12 and 20
- D. A maximum of three (3) at-large members may be selected and submitted by the Presidential Advisory Council and approved by the Board of Directors to ensure representation of:
 - D.1. male, female and ethnic minority diversity,
 - D.2. scholarship divisions,
 - D.3. diversity of presidential experience,
 - D.4. participant from under represented regions.
- E. No two (2) elected members may be from the same region.
- F. Elections and terms shall be staggered to ensure continuity.
 - F.1. Northeast and Central (2018)
 - F.2. Northwest and East Central (2019)
 - F.3. Southwest and Southeast (2020)
- G. Members must be current NJCAA member college presidents.
- H. The following timetable will be utilized in the election process:
 - H.1. November 1 The Nominations and Elections Committee will call for nominations.
 - H.2. January 15 Nominations close.
 - H.3. February 1 Ballots sent to member college presidents.
 - H.4. March 1 Ballots to be returned.

Section 8 - Order of Business

- A. The regular order of business at all meetings of the Board of Directors or the Executive Committee shall be:
 - A.1. Reading of the minutes of the previous meeting.
 - A.2. Appointment of special committees.
 - A.3. Reports of officers and committees.
 - A.4. Old business.
 - A.5. New business.
 - A.6. Election of Officers.
 - A.7. Adjournment.

ARTICLE V STUDENT-ATHLETE ELIGIBILITY

Student Requirements for Participation in NJCAA Athletics: In order to participate in an NJCAA sanctioned sport, a student-athlete must be in good academic standing; in accordance with the rules and bylaws of the NJCAA, the member region and the individual institution. He/ she must be an amateur; who has not exhausted his/her eligibility; and who is in good health. The sub-sections of Article V contain rules detailing and defining these requirements.

Section 1 - General Eligibility Regulations

- A. Effective Date: All NJCAA Rules of Eligibility become effective on [new effective date August 1): All grandfather clauses from past bylaw changes were terminated effective August 1, 1989. All participants must meet the terms of the current effective NJCAA bylaws for the year of their participation.
- B. Member colleges must prepare and file individual student eligibility information that is accurate, current, complete and organized into an audit ready file.

Section 2 - Academic Eligibility

- A. General Academic Requirements:
 - A.1. In order to participate, a student-athlete must meet entrance eligibility requirements, enrollment requirements, and accumulation requirements, or meet qualifications for limited exceptions.
 - A.2. Student-athletes must be making satisfactory progress within an approved college program or course as listed in the college catalog.
 - A.2.a. Classes utilized for any academic eligibility portion must be:
 - A.2.a.i. Credit or credit equivalent bearing, AND
 - A.2.a.ii. Approved by the college governance structure, AND
 - A.2.a.iii. Listed in the college course archives system, AND
 - A.2.a.iv. Listed on an official college transcript.
 - A.2.b. Courses offered for Continuing Education Units (CEU) may not be used for NJCAA eligibility purposes.
 - A.2.c. Credits offered solely as part of a certificate program and not a college degree program may not be used for NJCAA eligibility purposes.
 - A.3. Academic Year: As defined by the NJCAA, begins on August 1 and concludes July 31 the following year.
 - A.4. Definitions and Requirements:
 - A.4.a. Term: The word "term" as used within Article V refers to official unit of class attendance at a college, typically quarter, semester, or trimester.
 - A.4.a.i. Summer sessions are considered a term and student-athletes who enroll in a summer session full-time, at the same institution utilizing any combination of summer school sessions, shall have that term count as a full-time term for all eligibility rules.
 - A.4.a.ii. Institutions using a modified administrative term will be evaluated by the NJCAA National Office and an interpretation will be ruled.
 - A.4.b. GPA: A student-athlete's grade point average (GPA) shall be determined by dividing the earned/passing accumulated quality points by the corresponding earned/passing credit hours at each institution of attendance.
 - A.4.b.i. GPA is calculated to the 1/100th of a point. Example: 2.87
 - A.4.b.ii. Rounding up the GPA is not permissible.
 - A.4.c. Pass/Satisfactory: Classes graded on a Pass/Fail or Satisfactory/Unsatisfactory which are successfully completed by a student-athlete shall be calculated as "C" grades for the GPA for NJCAA purposes.
 - A.5. Transfer Academic Eligibility: Transfer students must meet the academic requirements of Article V Section 2.D by the 15th calendar day of the term which they choose to participate, to be considered for immediate eligibility. In addition to transfer regulations, student-athletes who transfer must conform with all generally applicable academic regulations.
- B. Entrance Eligibility

- B.1. A student-athlete must be a graduate of a high school with a state department of education approved standard academic diploma, state department of education approved general education diploma or a state department of education approved high school equivalency test. A student-athlete who does not possess state department of education credentials as listed above must provide transcripts that have been translated to English, interpreted and approved by the college's registrar. Home School certifying statement per Article V, Section 2. B. 2.f.i. "I, the undersigned, do hereby solemnly attest that this student has completed a secondary school education in a home school setting on the date indicated, and under the laws governing the state and county in which the home schooling occurred." This certifying statement must be notarized.
- B.1.a. High school graduation is documented with a final/official high school transcript which identifies the school, student, date of graduation and has an administrative signature.
- B.1.b. Student-athletes who have passed a state approved equivalency exam, but have not been awarded the certificate or diploma, may establish eligibility by submitting written proof of their successful completion and the member institution keeping such proof (passing scores) in their audit file.
- B.1.c. Student-athletes who enroll in college prior to meeting the minimum requirements of Article V, Section 2.B.1 shall not be eligible for participation. Additionally, any enrollment that takes place prior to meeting the minimum requirements of Article V, Section 2.B.1 shall not be subject to any accumulation or transfer regulations provided the entire term takes place prior to the student meeting Article V, Section 2.B.1.
- B.2. Home School: In determining NJCAA entrance eligibility, the college shall review the student-athlete's home school high school transcript. The home school transcript must clearly display the following information.
- B.2.a. Student's name (first, middle, last) and date of birth
- B.2.b. For each course completed include the following:
- B.2.b.i. Specific course title
- B.2.b.ii. Units of credit for each
- B.2.b.iii. Time frame or semester in which completed
- B.2.b.iv. Grade received
- B.2.c. Description of grading system used such as a grade scale or grade key.
- B.2.d. Graduation date (month/day/year) indicating completion of secondary school education.
- B.2.e. The name of the home school administrator who organized, taught and evaluated course work if not the parent named in item B.2.g below.
- B.2.f. The following statement, or one substantially similar, shall appear above the parent signature line described in item B.2.g below:
- B.2.f.i. "I, the undersigned, do hereby solemnly attest that this student has completed a secondary school education in a home school setting on the date indicated, and under the laws governing the state and county in which the home schooling occurred."
- B.2.g. Name and address of parent or legal guardian with a space for their signature. The transcript is to be signed in the presence of the Notary Public (see item B.2.h below).
- B.2.h. The transcript must be notarized, and include:
- B.2.h.i. Notary Public signature
- B.2.h.ii. Printed name
- B.2.h.iii. Date
- B.2.h.iv. State and county
- B.2.h.v. Date commission expires
- B.2.i. The transcript must be mailed by the preparer directly to the college Admissions and Records office.
- B.2.j. If assistance is needed in creating a home high school transcript, the following website may be helpful: www.hslda.org.
- B.3. Foreign Transcripts: Interpretation of Foreign Transcripts: Where translation of foreign transcripts is required, translation for the purposes of NJCAA eligibility is the responsibility of the student-athlete.
- B.3.a. Foreign transcripts of student-athletes who attended a foreign high school and whose high school credentials confirming graduation or completion of secondary education which is in a language other than English must be translated.
- B.3.b. Foreign transcripts of student-athletes who previously attended a foreign college or university and participated in intercollegiate or club athletics must be translated.

- B.3.c. Foreign transcripts of student-athletes who attended a college or university in Canada or any U.S. Territory or Possession are required and must be translated.
- B.3.d. Foreign transcripts of student-athletes who previously attended a foreign college or university which was neither in Canada nor a U.S. Territory or Possession and who did not participate in intercollegiate or club athletics need not be translated as they are not permitted to be used for NJCAA eligibility.

C. Enrollment Eligibility

- C.1. Full-Time Enrollment: Full-time enrollment is defined as 12 or more credit hours. Full-time enrollment must be established on the 15th calendar day of the beginning of the regular term as listed on the college academic calendar and maintained.
- C.2. Full-Time Requirement: Student-athletes must be enrolled in full-time status at the college of participation using any combination of sessions (regular term, mini term, fast track term) within a term. A minimum of nine (9) credits must ~~and in classes that~~ begin before the end of the published regular season schedule of the student-athletes' chosen sport.
 - C.2.a. Late Enrollment: Student-athletes who are not enrolled full-time on the 15th calendar day of the regular term as published in the college course catalog shall be ineligible for the remainder of the term.
 - C.2.b. Mid-Term Enrollment:
 - C.2.b.i. Student-athletes who are not enrolled full-time at the college of participation when the regular season schedule of the sport of participation begins shall remain ineligible throughout the season schedule, unless the student-athlete enrolls on the first possible enrollment date after one of the following:
 - C.2.b.i.a. Their release from Active Armed Services of the United States with a discharge other than dishonorable.
 - C.2.b.i.b. Their return from an official church sanctioned religious mission.
 - C.2.b.i.c. Their graduation from a high school or receipt of a state department of education approved equivalency diploma.
 - C.2.b.i.d. Their transfer from an NJCAA member college which has dropped a sport after the school year begins.
 - C.2.b.ii. Mid-Term Enrollment Exceptions: Student-athletes who meet one of the four exceptions of (Article V, Section 2.C.2.b.i) shall become eligible at the first possible enrollment date following the approved exception.
 - C.2.c. Examination Enrollment: Student-athletes may utilize credits earned by examination in limited instances.
 - C.2.c.i. Student-athletes may utilize credit hours earned by institutional examination toward the full-time enrollment requirement, where the examination was administered by the college, without involvement of the College Level Examination Program (CLEP) during the enrollment term with credits to be recorded by the registrar during that term.
 - C.2.c.ii. Student-athletes may not utilize examination credits for the entirety of the full-time enrollment requirement. Student-athletes attempting more than three credit hours per term by examination shall be evaluated on a case by case basis, and notice of the student-athletes intent to utilize more than three credit hours by examination shall be submitted for approval to the NJCAA by the member college prior to the start of the term and prior to any athletic participation.
 - C.2.c.iii. Examination credit hours earned prior to the student-athlete's graduation from high school or equivalent, including but not limited to, Advance Placement (AP) Examination credits may not be used to fulfill the enrollment requirement.
 - C.2.c.iv. Examination hours earned through the College Level Examination Program (CLEP) may not be used to fulfill the enrollment requirement.
 - C.2.d. Repetition of Passed Classes: A student-athlete who earns an A, B, C, D or equivalent passing grade in a class may not repeat that class and count that class toward NJCAA eligibility more than once.
 - C.2.d.i. A repeated class is allowed to be counted towards current term enrollment.
 - C.2.d.ii. In cases where a student-athlete has earned a passing grade but has not met the college standard for successful completion of a pre-requisite, the student-athlete may retake the class as part of a full-time enrollment load in subsequent terms, but only one grade can be used to meet NJCAA accumulation bylaws.
 - C.2.e. Remedial and Developmental Studies:
 - C.2.e.i. Student-athletes may not take a remedial/developmental course which is lower than a course they have successfully completed and use that class toward NJCAA eligibility.

- C.2.e.ii. Member colleges that assign grades that signify the student is making progress such as “IP” or “MP” or other symbol defined in the colleges grade scale, may calculate these grades as a “C” grade provided the course is enrolled in and continued in the subsequent term.
 - C.2.e.iii. Credit hours in remedial/developmental courses will count toward a student-athletes second season of eligibility only if successfully completed; only one attempt will be calculated.
 - C.2.f. Intersession and Enrollment: Intersession hours may not be used toward Fall or Spring full-time enrollment eligibility.
 - C.3. Enrollment in Sport Beginning Between Terms: At member colleges where a sport begins between academic terms, the following regulations shall govern enrollment eligibility:
 - C.3.a. Registration: The student-athlete must be registered in classes as a full-time student in the upcoming term.
 - C.3.b. Academics: The student-athlete must meet all applicable academic requirements.
 - C.4. Withdrawal Regulations: The following regulations govern the eligibility of a student-athlete who withdraws from one or more classes causing the student-athlete to be enrolled in less than a full-time basis (11 credits or less).
 - C.4.a. A student-athlete who drops below full-time enrollment, after the 15th calendar day of the term, becomes ineligible 48 hours from the time of dropping the class(es) and remains ineligible until full-time enrollment is regained within the term.
 - C.4.a.i. This section applies to any student-athlete who is administratively withdrawn, is dismissed or self withdraws from a class resulting in the student-athlete’s enrollment being reduced to 11 credit hours or less.
 - C.4.a.ii. When a member of the college’s athletic staff is aware of the student’s non-full-time status, it is the member college’s responsibility to withhold the student from participation in official games/contests.
 - C.4.b. Student-athletes who withdraw completely or to part-time status within 15 calendar days of the beginning of classes AND have not participated in any athletic competition shall not have that term affect their future eligibility.
 - C.4.c. Student-athletes who withdraw completely or to part-time status after 15 calendar days from the beginning of classes OR after they have participated in an athletic competition shall have that term count as a full-time term for all eligibility purposes.
 - C.5. Break of Enrollment & Delay of Enrollment: Student-athletes who take a break of enrollment or delay of enrollment as defined below must submit a statement to be kept in the eligibility audit file which details the student-athlete’s activities while he or she was not enrolled, his or her academic and/or work status at that time, and other relevant information. This information should also be submitted in the “NOTES” section by the institution, during the electronic eligibility filing process.
 - C.5.a. Break of Enrollment: This occurs when a student-athlete attends college full-time for at least one term and subsequently enrolls part-time or does not enroll for at least one term, then enrolls again as a full-time student.
 - C.5.b. Delay of Enrollment: This occurs when a student-athlete does not enroll full-time in the term immediately following his/her high school graduation.
 - C.6. Postseason Enrollment Verification: Student-athlete enrollment should be verified 24 hours prior to National Championship/ Bowl competition; if a student has maintained and currently is enrolled in full-time status which meets the requirements of Article V, Section 2.C.2, 24 hours prior to National Championship/Bowl competition he/she will remain eligible throughout the National Championship/Bowl competition.
 - C.6.a. Written verification is required and must be signed and dated by the Athletic Director and Registrar.
- D. Academic Progress Eligibility – The basis for NJCAA eligibility is directly related to the number of full-time terms a student-athlete has previously attempted.
- D.1. Full-Time Term: A student-athlete is charged with attempting a term of full-time enrollment when they remain enrolled in full-time status beyond the 15th calendar day of the term or if they have participated.
 - D.2. First Season Academic Requirement: A first season participant must satisfy the academic progress eligibility requirement by meeting ALL of the requirements of at least ONE of the following rules or exceptions which apply to the student’s situation: (Reference Appendix A)
 - D.2.a. Zero (0) Previous Terms of Full-Time College Enrollment: A student-athlete who is in his/her first full-time college term is deemed to have satisfied the academic progress eligibility requirement for their initial term of full-time enrollment or participation, OR
 - D.2.b. One Previous Term of Full-Time College Enrollment: On or before the 15th calendar day of the student-athletes second full-time college term must have accumulated 12 credit hours with a GPA of 1.75 or higher, OR

- D.2.c. Two or More Previous Terms of Full-Time College Enrollment: On or before the 15th calendar day of the third full-time, and all subsequent terms of full-time enrollment, a student-athlete must have passed 12 credit hours with a GPA of 2.00 or higher in the previous term of full-time enrollment, OR
- D.2.d. Best Hours Accumulation Rule: On or before the 15th calendar day of the term the student-athlete wishes to participate in, a student-athlete must have accumulated passing credit hours with an associated GPA of 2.00 or higher in a number equal or greater than the student-athlete's terms of full-time enrollment multiplied by twelve, OR
- D.2.e. Total Hours Accumulation Rule: On or before the 15th calendar day of the term the student-athlete wishes to participate in, a student athlete-must have accumulated passing credit hours with a GPA of 2.00 or higher in a number equal or greater than:
 - D.2.e.i. 36 total semester hours for a fall season or 48 total semester hours for a spring season, OR
 - D.2.e.ii. 54 quarter hours for a fall sport, 63 quarter hours for a winter sport, or 72 quarter hours for a spring sport.
 - D.2.e.iii. A student-athlete may only use this rule ~~one-time~~ once per sport within the same semester. Once this rule is exhausted, the student-athlete must meet the requirements of D.2.c or D.2.d to maintain eligibility.
- D.2.f. First Participating Term Accumulation Exception for student-athletes with prior enrollment in multiple full-time semesters: A student-athlete entering his/her first season of participation in a sport must have accumulated passing credit hours at a minimum of 24 semester hours or 36 quarter hours with a GPA of 2.00 or higher, on or before the 15th calendar day of the term.
 - D.2.f.i. The First Participating Term Accumulation Exception may only be used once to establish a student-athlete's eligibility in the initial term of participation. This exception may not be used to establish eligibility in subsequent terms.
- D.3. Second Season Academic Requirements: Prior to a student-athlete's participation in a second season of a sport he/she must meet the appropriate academic requirements of a first season participant, AND
 - D.3.a. Have accumulated 24 earned/passing semester hours with a GPA of 2.00 or higher, OR
 - D.3.b. Have accumulated 36 quarter hours with a GPA of 2.00 or higher.
 - D.3.c. If the student-athlete has been enrolled in two quarter terms or less, the second season requirement becomes 28 quarter hours with a 2.00 GPA or higher.
- D.4. General Academic Requirements:
 - D.4.a. Official Grades: Only credits recorded on an official college transcript or copy of an official college transcript may be used;
 - D.4.b. Incomplete Grades: To be counted for academic eligibility, course hours must be graded and completed as reflected on the student-athlete's transcript; hours graded "Incomplete" are not passing grades.
 - D.4.c. Awarding of Credits: Only credits awarded or recognized by a degree awarding institution are permitted to be used for NJCAA academic requirements.
 - D.4.d. Conversion of Hours: In instances where a student-athlete has accumulated semester credits as well as quarter credits, the following formulas shall be used to convert the hours so they can be combined to determine the student-athlete's academic eligibility:
 - D.4.d.i. Semester credits shall be converted to quarter credits by multiplying the semester credits by 3/2.
 - D.4.d.ii. Quarter credits shall be converted to semester credits by multiplying the quarter credits by 2/3.
 - D.4.e. Credit hours passed/earned from part-time term enrollments can be calculated in accumulation totals.
- D.5. Examination Credits for Accumulation:
 - D.5.a. Maximum of eight (8) CLEP Hours per academic discipline. CLEP hours may not be used to meet enrollment requirements or previous term requirements. CLEP hours may only be used to meet accumulation bylaws.
 - D.5.b. Advanced Placement (AP) credits may be used toward accumulation provided the credits are recorded and appear on a college's official transcript.
- D.6. Interession and Accumulation: Interession hours may be used toward accumulation provided the hours are completed, passed and recorded on a college's official transcript by the 15th calendar day of the term.
- E. Academic Eligibility Exceptions:
 - E.1. Certified Disabled Student-Athlete Exception: A disabled NJCAA student-athlete may be eligible for reduced enrollment and accumulation requirements provided that the student-athlete notifies the member college of his/her disability prior to the beginning of the academic term AND the following regulations in this section are followed:

- E.1.a. Enrollment: A disabled student-athlete may be considered full-time with enrollment in 6 to 11 credit hours per term, with the enrollment to be determined based on the institution's academic authority evaluation.
 - E.1.a.i. A student-athlete who registers or enrolls in 12 or more credit hours must meet the standard academic requirements prior to participation.
- E.1.b. Accumulation: A disabled student athlete may substitute his/her required full-time hours as established by the academic authority evaluation for the factor of 12 in accumulation requirements which shall be multiplied by the number of modified full-time terms.
- E.1.c. Second Season Participant (relief from the 24 semester/36 quarter hours).

The minimum requirement of credit hours would vary between 12-22 semester/18-33 quarter hours coupled with a 2.00 GPA for Certified Disabled Student-Athletes prior to their second season of competition.
- E.1.d. Documentation Requirements: The following documents must be submitted and an approval granted by the NJCAA National Office prior to any participation by the disabled student-athlete in an NJCAA certified sport who does not meet the standard NJCAA requirements:
 - E.1.d.i. A written copy of the institution's policies and curriculum guidelines applicable to all disabled students.
 - E.1.d.ii. A completed NJCAA Certified Learning Disabled Student-Athlete Request form.
 - E.1.d.iii. Written documentation from an appropriate institutional academic authority (registrar, for example) at the student-athlete's institution of participation dictating that the institution has defined the student-athlete's full-time enrollment to be less than 12 credit hours to compensate for the student-athlete's disability.
 - E.1.d.iv. Student-athlete's current class schedule.
 - E.1.d.v. Written documentation that describes the application of the institution's policies to the student-athlete in question and documentation that indicates that institutional support and accommodation, though significant, is insufficient to address the academic needs of disabled student-athletes.
 - E.1.d.vi. Full and complete documentation of the student-athlete's disability, including:
 - E.1.d.vi.a. Written and signed diagnosis of the disability, including the results of specific measures or tests, which formed the basis of the diagnosis.
 - E.1.d.vi.b. A copy of the student-athlete's Individual Education Plan (IEP), if applicable.
 - E.1.d.vi.c. Name, position and signature of the qualified individual issuing the diagnosis; this individual's professional credentials must be provided. Athletic department officials may not provide the diagnosis.
 - E.1.d.vi.d. Diagnosis must be current and within three (3) years of application; If specific circumstances of the case indicate that this requirement is unnecessary, an earlier diagnosis may be acceptable.
 - E.1.d.vii. A summary of support services and other accommodations provided by the applicant's institution designed to assist the disabled student-athlete, expected to include:
 - E.1.d.vii.a. Accommodations provided by the institution with respect to the student-athlete's athletic responsibilities, AND
 - E.1.d.vii.b. Academic and other support services provided, AND
 - E.1.d.vii.c. Any institutional accommodations related to adjustments of minimum academic performance requirements.
- E.1.e. Proper Submission: All required information must be submitted to the NJCAA National Office prior to any participation by the student-athlete in an NJCAA certified sport; and waiver requests must be signed by any two of the following: the Director of Athletics, the College President (Chief Executive Officer), or NJCAA Designated Representative.
- E.1.f. Second Opinion: The NJCAA reserves the right to request a second opinion or diagnosis, the cost of which shall be borne by the requesting member institution.
- E.2. Eighteen (18) Months Non-Full-Time Attendance Exception:
 - E.2.a. Student-athletes who have not been enrolled in college in 12 or more credit hours for a period of 18 calendar months or more, who have not utilized the certified disabled student-athlete exemption, shall be exempt from first season academic requirements during their first full-time term following non-attendance.
 - E.2.b. Student-athletes who meet the above exception AND whose non-attendance was for the purpose of United States Armed Forces service, a church mission or participation within a recognized foreign aid service shall be exempt from first AND second season academic and accumulation requirements.

- E.2.b.i. Eighteen (18) months of non full-time attendance as a result of United States Armed Forces service, church mission or participation within a recognized foreign aid service must file the request for an exception with the NJCAA National Office.
- E.2.c. The non-attendance exemption may only be used one time, for the first term of full-time enrollment following the break.
- E.2.c.i. A second season student-athlete re-enrolling full-time following eighteen (18) months of non-full-time enrollment must have accumulated 24 credits with an associated 2.00 GPA in prior semesters in order to participate in the first term of re-enrollment.
- E.2.d. Eighteen (18) months of non-attendance shall be measured from the student-athlete's official date of withdrawal, or if the student-athlete did not officially withdraw, measured from the last date of the academic term on which the student-athlete was enrolled full-time as recorded in the office of the registrar or official college documentation.

Section 3 - Compliance

A. General Rules Compliance:

- A.1. Student-athletes participating on an intercollegiate level in any one of the certified sports of the NJCAA shall conform to the requirements of the NJCAA Rules of Eligibility, the rules and regulations of the conference/region with which the college is affiliated, and also the rules of the college at which the student-athletes are attending and participating.
 - A.1.a. Institutions/Regions/Conferences may implement rules more restrictive than the NJCAA regulations, but may not implement conflicting rules.
- A.2. Student-athletes who falsify any academic and/or athletic participation record shall be ineligible for further competition at an NJCAA member college at any time.
- A.3. Ineligible student-athletes may not dress for or participate in any athletic contest.
- A.4. Student-athletes must not participate with any other team, program or organization, while the student-athlete's sport of participation is in-season, except in the case of the following sports: bowling, golf and tennis.

B. Eligibility Form: The Eligibility Form is designed to include relevant information documenting the eligibility of all student-athletes who have maintained amateur status and meet current NJCAA bylaws and who intend to participate in an NJCAA sponsored sport.

B.1. Electronic Certification of the Eligibility Form:

- B.1.a. Each NJCAA member college must electronically submit the eligibility form within the online NJCAA eligibility system for each of the NJCAA certified sports the college sponsors. The eligibility form becomes official when it is electronically submitted within the online NJCAA eligibility system.
 - B.1.a.i. Student-athlete's signature on the hard copy of the submitted eligibility form shall verify that all information is accurate, truthful and complete; and shall give the college permission to release academic records to the NJCAA, in accordance with FERPA (Buckley Amendment).
- B.1.b. Eligibility certification forms, filing process instructions and online program instructions can be accessed through the NJCAA website at www.njcaa.org/schools.
- B.1.c. Student-Athletes who have not been electronically submitted either on an original or supplemental eligibility form are not eligible for participation.

B.2. Deadlines for Electronic Submission of Eligibility Forms:

- B.2.a. Completed forms must be electronically submitted prior to participation.
 - B.2.a.i. Other Academic Systems: Those colleges under neither the semester nor quarter academic systems shall file eligibility forms manually with the NJCAA National Office.
- B.2.b. Recertification: If the regular season schedule of a sport extends beyond the last day of a term and continues beyond the 20th day following the end of the term, a second eligibility form for that sport must be submitted ~~no later than the 15th calendar day of the next term.~~ prior to participation in the first contest outside of the 20 calendar days after the term.
 - B.2.b.i. Student-athletes who do not meet the academic provisions for eligibility at the completion of the term become ineligible at the end of the 20th calendar day following the end of the term. Student-athletes may resume participation once they gain eligibility and are submitted in the online eligibility system. NOTE: During the 20 day period, ineligible student-athletes must be dropped from participation if any student-athlete not previously submitted for the fall semester has been added to the eligibility roster. At no time may a student-athlete who lost their eligibility in the fall term and a student-athlete who gained their eligibility in the fall term participate together.

- B.2.b.ii. Trimesters: Colleges which operate on a trimester calendar and whose winter session ends approximately on April 20, may permit student-athletes to finish the season, even those who do not satisfy the provisions of Article V, Section 2.D at the completion of the term.
- B.2.c. A college which does not conduct any scheduled events in a sport prior to a regional or national tournament must electronically submit completed eligibility forms in advance of deadline dates established in Article V, Section 3.B.3.
- B.3. Addition of Participants on Eligibility Forms: Eligibility status of student-athletes is determined at the beginning of each sport season.
- B.3.a. Student-athletes looking to participate, who have been determined to meet the minimum NJCAA participation requirements and are not serving probation, must be electronically submitted in the NJCAA online eligibility system on or before the deadline dates listed below:
- | | | | |
|-------------------------|------------------|--------------------------------------|------------------|
| Tennis (Women's DIII) : | October 6, 2017 | Swimming & Diving: | February 2, 2018 |
| Cross Country: | October 6, 2017 | Wrestling: | February 2, 2018 |
| Soccer: | October 6, 2017 | Lacrosse: | April 6, 2018 |
| Volleyball | October 6, 2017 | Outdoor Track & Field: | April 6, 2018 |
| Football | October 27, 2017 | Baseball: | April 13, 2018 |
| Half Marathon: | November 3, 2017 | Softball: | April 13, 2018 |
| Basketball | February 2, 2018 | Tennis(Men's DI, DIII & Women's DI): | April 13, 2018 |
| Bowling: | February 2, 2018 | Golf: | April 20, 2018 |
| Indoor Track & Field: | February 2, 2018 | | |
- B.3.b. Student-athletes so supplemented become eligible at the time of electronic submission of the eligibility form for that student-athlete.
- B.3.c. Submissions of supplemental eligibility forms following the deadline will not be accepted and the student-athlete(s) whose information is untimely submitted shall not be eligible that season.
- B.3.d. Verification through Signature: In signing the Online Eligibility and or Letter of Intent agreement, the student-athlete and college representative is certifying that all provided information is accurate.
- B.3.e. By signing the NJCAA eligibility form, the student-athlete is approving the use and transmittal of all information requested relative to academic compliance, as well as all financial information related to Article VI compliance which may include but not be limited to: federal, state and local financial awards, self-payment documents and/or 3rd party financial documents.
- B.4. Penalties for Late or Omitted Eligibility Forms:
- B.4.a. Late Form: First Offense
- B.4.a.i. Mandatory eligibility audit will be conducted in the sport/s.
- B.4.a.ii. Letter of reprimand to Athletic Director and College President.
- B.4.b. Late Form: Second Offense
- B.4.b.i. Mandatory eligibility audit will be conducted in the sport/s.
- B.4.b.ii. Automatic NJCAA probation for that sport if the second violation occurs within the same academic year.
- B.4.c. Any member college which fails to submit an electronic eligibility form for an entire season shall be subject to disciplinary action by the NJCAA National Office.
- B.5. Non-Participation Form:
- B.5.a. The NJCAA non-participation form shall be submitted online by member colleges and contain the names of all student-athletes who were submitted on an eligibility form, but did not participate during that season.
- B.5.b. Submission of the form is mandatory and must be completed online by July 1 of each academic year.
- B.6. Eligibility Audits:
- B.6.a. The NJCAA National Office will annually audit a minimum of five percent (5%) of the programs in each certified sport.
- B.6.b. When a college is selected for audit, the athletic director will be notified by telephone and fax/e-mail and the college president (Chief Executive Officer) will be contacted via e-mail: the NJCAA National Office will notify the athletic director of the type of audit; segment 1-Eligibility or segment 2-LOI/Scholarship, or both by telephone and fax/email and the college president (Chief Executive Officer) will be contacted via email.

- B.6.c. The member college must have the entire hard copy requested audit ready eligibility file segment(s) delivered to the NJCAA National Office within 72 hours from the time of initial contact.
- B.6.d. Documents must be sent via overnight certified mail or comparable tracking means.
- B.6.e. The hard file requested segment eligibility file must include all of the following general documents:
 - B.6.e.i. The Submitted Copy (not the Preview Copy) of the online eligibility form complete with college seal, student-athlete, athletic director and eligibility chairman; registrar or dean signatures. If the submitted copy is not signed, our office will ask for this form to be signed by all student-athletes.
 - B.6.e.ii. Current copy of the sport schedule (hard copy must be included; we will not look in our records or online to find the schedule).
 - B.6.e.iii. Complete copy of team roster.
- B.6.f. Segment 1 - Eligibility: The hard copy eligibility file must include all of the following individual student-athlete documents and must be grouped by student-athlete.
 - B.6.f.i. All official college transcripts/copy of official college transcripts (past, present and transfer) for all student-athletes listed on the eligibility form. (Foreign transcripts must be translated to English by a professional translation service outside of the institution. The NJCAA will not accept Google Translate.) Datatel is not accepted.
 - B.6.f.ii. Transfer Waivers on all transfer student-athletes where applicable.
 - B.6.f.iii. Current class/student schedules that include the start and end dates for each class for each student-athlete listed on the eligibility form.
 - B.6.f.iv. Proof of high school graduation (final/official high school transcript or copy of final/official high school transcript which identifies the school, student, date of graduation and has an administrative signature), General Education Diploma or a State Department of Education approved high school equivalency test. Home school students refer to Article V, Section B.2. (Foreign transcripts must be translated to English)
 - B.6.f.v. ~~NJCAA Transfer Tracking form for all transfers;~~ (Deleted August 1, 2017)
 - B.6.f.vi. Documentation of birth will be required for verification of DOB to include passport, visa, birth certificate or other legal documentation as part of the eligibility packet for any student-athlete verifying age for amateur status qualification.
 - B.6.f.vii. Delay statements for all student-athletes where applicable (the statements must be detailed timelines of the student-athletes time of non-attendance).
 - B.6.f.viii. Break of enrollment statements for all student-athletes where applicable (the statements must be detailed timelines of the student-athletes time of non-attendance).
 - B.6.f.ix. Approval Documentation from the NJCAA of Academic, Medical or Certified Learning Disability Hardship approval and/or 18 Calendar Month Non-College Attendance Rule where applicable.
 - B.6.f.x. Any other documentation certifying the student-athletes eligibility; or as requested by the NJCAA.
- B.6.g. Segment 2 - Letter of Intent/Scholarship: The hard copy Letter of Intent/Scholarship file must include all of the following individual student-athlete documents and must be grouped by student-athlete.
 - B.6.g.i. Letter of Intent printable report for the audited sport.
 - B.6.g.ii. Signed and submitted Letters of Intent where applicable must be sent for each student-athlete signed to an NJCAA Letter of Intent, regardless if they are certified on the eligibility form.
 - B.6.g.ii.a. The original signed NJCAA Letter of Intent.
 - B.6.g.ii.b. A copy of the electronically submitted NJCAA Letter of Intent.
 - B.6.g.iii. Release Agreements where applicable:
 - B.6.g.iii.a. Release Agreements for any student-athlete your college has released for the current academic year.
 - B.6.g.iii.b. Release Agreements for any student-athlete on this roster who has been released by another member college.
 - B.6.g.iv. Any other financial documentation confirming aid; or as requested by the NJCAA.
- B.6.h. Penalties for Late Submission of Audit Information
 - B.6.h.i. First offense – (within one academic year)
 - B.6.h.i.a. Mandatory audit of all sports within the academic year.
 - B.6.h.i.b. Letter of reprimand to Athletic Director and College President.
 - B.6.h.ii. Second offense – (within same academic year)

- B.6.h.ii.a. Mandatory audit of all sports within the academic year.
- B.6.h.ii.b. Letter of Reprimand to Athletic Director and College President.
- B.6.h.ii.c. Automatic audit requirements for all sports through the following academic year.
- B.6.h.ii.d. Further sanctions as deemed appropriate.
- B.6.h.iii. Frequency: Eligibility audits will be conducted at a frequency deemed necessary by the NJCAA National Office.
- B.6.h.iv. Probation: A member college who has been placed on probation will have ~~every certified sport team audited during that academic year~~ audits conducted on the sport which is on probation as well as an additional three (3) sports at the college. In the case where the college has less than four (4) sports, audits will be conducted for all sports;
- B.6.i. NJCAA member colleges that fail to clear an audit within seven (7) calendar days from the date of the NJCAA National Office initial review of the audit, are not eligible for postseason play.

C. Transfers

C.1. General Transfer Provisions

- C.1.a. Student-athletes who have been enrolled full-time and attended any college beyond the first 15 calendar days of a term OR who have participated in an athletic contest and at a later date enroll/attend classes at another college are considered transfer student-athletes.
- C.1.b. Student-athletes may not participate in the same sport during the same academic year at two different colleges.
 - C.1.b.i. In the event that the student-athlete's initial college of participation permanently ceases competition in that sport, the student-athlete is exempt from this rule.
 - C.1.b.i.a. Documentation of the prior college's cancellation of the sport must have been filed with the NJCAA National Office.
 - C.1.b.ii. Fall participation in the following NJCAA sports shall not prevent spring participation, provided the student-athlete satisfies all other transfer provisions: baseball, bowling, golf, lacrosse, softball, and tennis.
- C.1.c. Grade scale: A transfer student-athlete whose prior college graded with a plus/minus (+/-) scale and transfers to a member college who does not utilize such a system must calculate the student-athlete's GPA including such pluses and minuses as were recorded on the previous college transcript.
- C.1.d. Transcripts: Official college transcripts or copies of official college transcripts from a transfer student-athlete's prior college must be used. Unofficial transcripts and grade reports are not acceptable for NJCAA eligibility.
- C.1.e. Confirmation of Transfer Status: Following transfer all NJCAA member colleges must verify a student-athlete's transfer status, including, but not limited to, the student-athlete's seasons of participation. The NJCAA highly recommends using the NJCAA Transfer Tracking Form for all transfer students.

C.2. Transfer Probation/Probation Term

- C.2.a. A student-athlete who transfers from an NJCAA, Four-Year or other Non-Member College must meet the academic requirements of Article V, Section 2.D to be considered for immediate eligibility following transfer.
- C.2.b. A student-athlete who transfers from an NJCAA, Four-Year or other Non-Member College who does not meet the academic requirements of Article V, Section 2.D must serve a 16 week probationary period and complete one academic term.
 - C.2.b.i. A student-athlete serving a probationary period at a member college that has a regular academic term less than 16 weeks must meet the 16 week period, regardless of finishing the academic term in less weeks.
 - C.2.b.ii. A student-athlete who successfully completes a probationary period and now meets all academic progress requirements, may be added to the eligibility form at the beginning of the next term provided all NJCAA participation requirements have been met.
 - C.2.b.iii. Student-athletes who have participated in a sport before a term begins, between terms, or within the first 15 calendar days of a term and subsequently transfers before or within the first 15 calendar days of the term, must serve a 16 week probationary period and meet all academic progress requirements before they are eligible to participate in athletics.

C.3. Transfers from an NJCAA member college

- C.3.a. If the student-athlete was signed to a Letter of Intent (LOI), at any time, in the previous, current or upcoming academic year, a fully executed NJCAA Transfer Waiver is required. An NJCAA Letter of Intent Release does not exempt the student-athlete from meeting this requirement.

D. Violations & Penalties

- D.1. Violations discovered within a 24 month period following the end of a member college's sport season when the violation occurred will be subject to penalties and procedures outlined below in Sections D.2 and D.3. Violations discovered after 24 months following the end of a member college's sport season when the violation occurred will be subject to the penalties and procedures outlined in D.5 The end of a member college's sport season is defined by Article VII, Section 2.A.3.

D.2. In Season Violations:

- D.2.a. An NJCAA member college which plays an ineligible student-athlete, knowingly or otherwise, shall forfeit all contests in which an ineligible student-athlete participated. Final results of forfeited contests are only required to be adjusted when the sanctioned college was initially victorious.
- D.2.b. An NJCAA member college which plays an ineligible student-athlete or violates any other NJCAA bylaw or regulation shall additionally be subject to further penalty as the NJCAA National Office deems advisable under the circumstance.

D.3. Postseason Violations

- D.3.a. An NJCAA member college which plays an ineligible student-athlete during Regional, District, or National Championship/Football Bowl competition, knowingly or otherwise, shall forfeit all contests in which an ineligible student-athlete participated AND shall be placed on probation for the season following discovery of the ineligible player's participation.
- D.3.b. The following policies dictate procedure when a participant is discovered to be ineligible. during or after Regional competition:
- D.3.b.i. ~~An NJCAA member college which uses an ineligible student-athlete, whether knowingly or otherwise, shall forfeit all contests in which such ineligible student-athlete participated. (Deleted August 1, 2017)~~
- D.3.b.ii. If a student-athlete participant is discovered to be ineligible during Regional competition, or at a time thereafter, AND five or more calendar days prior to the National Championship/Football Bowl Competition, the team shall not be allowed to enter the National event as a team qualifier. Individuals who are eligible and have qualified on an individual basis remain qualified as individuals.
- D.3.b.iii. If a student-athlete participant is discovered to be ineligible less than five days prior to National Championship/Football Bowl Competition, or during such competition, the ineligible student-athlete shall immediately be disqualified but the team shall be allowed to complete postseason play. The team record shall be adjusted to reflect forfeited contests.
- D.3.b.iv. If a student-athlete is discovered to be ineligible during or within 24 months after the National Championship/Football Bowl Competition, the team standings and placings for other teams and participants at the event shall remain unaffected.
- D.3.b.iv.a. ~~If the student-athlete is discovered to have been ineligible prior to the end of the official year (July 31) following the event, the student-athlete shall surrender all personal awards to the NJCAA. (Deleted August 1, 2017)~~ Offending member college shall surrender all placements / awards presented / garnered at the National Championship / Football Bowl Competition to the NJCAA. Any offending student-athlete shall surrender all placements / awards to the NJCAA.
- D.3.b.iv.b. ~~If the student-athlete is discovered to have been ineligible following the end of the official year (July 31) following the event, no disqualification shall occur, and all awards remain as awarded. (Deleted August 1, 2017)~~

- D.4. Individual Awards: Ineligible student-athletes of a member college found to have been in violation of NJCAA bylaws shall surrender all individual national awards to the NJCAA.

- D.5. Violations discovered after 24 months following the end of a member college's sport season when the violation occurred may be penalized inclusive of, but not limited to, the sanctions listed below in lieu of contest forfeitures. All outcomes and results of contests/events will remain unaltered. The end of a member college's sport season is defined by Article VII, Section 2.A.3.

- D.5.a. Offending member college surrenders all national awards from the National Championship/Football Bowl Competition.
- D.5.b. Ineligible student-athletes of the offending member college surrenders all individual national awards to the NJCAA.

- D.5.c. Offending member college's sport program placed on probation for two consecutive seasons.
- D.5.d. Financial penalty to the offending member college not to exceed \$1,000.00 determined by the NJCAA Executive Committee.
- D.5.e. Reduction of Letters of Intent for two consecutive seasons for the sport program of the offending member college.
- D.5.f. Reduction of competition dates for two consecutive seasons for the sport program of the offending member college.
- D.6. An NJCAA member college that certified, and/or allowed to participate, a student-athlete in violation of NJCAA amateur regulations shall be prohibited from participation in the current year's postseason tournament. If the violation is determined after the sport season has ended as defined by Article VII, Section 2.A.3, the offending member college will be prohibited from postseason participation in the next academic year.
 - D.6.a. If violation is discovered after 24 months following the end of a member college's sport season when the violation occurred, the offending member college and any ineligible student-athletes will face penalties outlined in D.5.
- D.7. Forfeitures: The following policies shall govern games which are forfeited due to the participation of an ineligible student-athlete.
 - D.7.a. Notification: A member college who must forfeit games must notify all opponents against whom a game must be forfeited.
 - D.7.a.i. Member and non-member opponents must be notified.
 - D.7.a.ii. Forfeiture letters must be written on college letterhead and contain the athletic director's signature, verifying the forfeited game(s).
 - D.7.a.iii. Forfeiture letters should contain all information the forfeiting college deems pertinent; Letters must contain the sport and date of game being forfeited.
 - D.7.a.iv. A copy of the forfeiture letter must be forwarded to the NJCAA National Office and the appropriate Regional Director, and may be done via mail, fax or e-mail.
 - D.7.a.v. Victories: Where team games are being forfeited, only victories are to be forfeited.
 - D.7.b. Double Forfeitures: Should both teams participating in a game later be required to forfeit, both teams shall record the contest as a forfeit and there shall be no victor.
 - D.7.c. Statistics: Game and individual statistics from forfeited games will be handled in accordance with specific sport rules.
 - D.7.d. Individual Sport Forfeitures: A student-athlete participating in an individual sport (bowling, cross country, etc.) shall forfeit all place and rank in any event in which he/she participated as an ineligible student-athlete, and shall be recorded as though he/she did not participate.
 - D.7.d.i. In instances where the individual sport was also part of team participation, the team's place, rank, and scores shall also be forfeited.
- D.8. Reporting Member College Violations:
 - D.8.a. Member colleges may report violations they feel are being committed by other member colleges.
 - D.8.a.i. NJCAA member colleges and members of NJCAA leadership can report/challenge/question a violation of other NJCAA member colleges.
 - D.8.a.ii. Challenges to or questions regarding other member colleges related to NJCAA bylaws, rules and or regulations shall be made in writing to the NJCAA National Office or Regional Director and must contain the following:
 - D.8.a.ii.a. Name and address of member college presenting challenge/question, AND
 - D.8.a.ii.b. Name and address of member college being challenged/questioned, AND
 - D.8.a.ii.c. Any background facts involved in the challenge/question, AND
 - D.8.a.ii.d. The material factual basis (proof) involved in the challenge/question, AND
 - D.8.a.ii.e. Citation of bylaws, rules and regulations involved in the challenge, AND
 - D.8.a.ii.f. Any other matter or documentation deemed appropriate.
 - D.8.a.ii.g. The report must be signed by the member college's Athletic Director and President.
 - D.8.a.ii.h. Decision Procedures: The NJCAA National Office shall provide a written decision concerning any challenge/question to the member college which was challenged/questioned and their Regional Director.

Section 4 - Amateur Status of NJCAA Student-Athletes

- A. Amateur athletes are those who engage in sports for the physical, mental, and/or social benefits they derive from participation and to whom athletics is an avocation and not a source for personal financial remuneration. Only amateur athletes are permitted to participate in the certified sports of the NJCAA.
 - A.1. An athlete must maintain amateur status at all times once they reach their 19th birthday or initially enroll as a full-time student in college, whichever comes first. They must maintain their amateur status until their NJCAA eligibility in a sport is exhausted.
 - A.2. An athlete loses amateur status and shall be deemed permanently ineligible for competition in an NJCAA certified sport if any of the following criteria applies once the athlete reaches their 19th birthday or once they enroll in college as a full-time student, whichever comes first:
 - A.2.a. The athlete used/uses his/her athletic skill (directly or indirectly) for pay in any form in that sport; OR
 - A.2.b. The athlete accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation; OR
 - A.2.c. The athlete signs a contract or makes a commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received; OR
 - A.2.d. The athlete receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletics skill or participation; OR
 - A.2.e. The athlete competes on any professional athletics team; OR
 - A.2.f. The athlete enters into a professional draft; OR
 - A.2.g. Try out with a professional sports organization or team while enrolled full-time during any part of the academic year unless they have exhausted their eligibility in that sport (in this instance the academic year is defined as beginning at the start of the fall term and ending at the end of the spring term including any intervening period); OR
 - A.2.h. Contracts in writing to be represented by an agent in the marketing of athletic ability or reputation in a sport OR
 - A.2.i. Competes professionally or contracts to compete professionally in a sport regardless of its format.
 - A.3. A professional team is defined as any organized team that provides any of its player's more than actual and necessary expenses for participation on the team or declares itself to be professional or semi-professional.
 - A.3.a. Actual and necessary expenses are limited to the following, the value of which must be documented and commensurate with fair market value in the locality of the player(s) and must not be excessive in nature:
 - A.3.a.i. Meals directly tied to competition and practice held in preparation for such competition;
 - A.3.a.ii. Lodging directly tied to competition and practice held in preparation for such competition;
 - A.3.a.iii. Competition and practice apparel, equipment and supplies;
 - A.3.a.iv. Coaching and instruction;
 - A.3.a.v. Transportation;
 - A.3.a.vi. Facility usage;
 - A.3.a.vii. Entry fees.
 - A.4. Whenever the amateur status of a student-athlete is questionable and before competition begins in an NJCAA certified sport, it is the responsibility of the member college where the student-athlete is enrolled to clear the status of the student-athlete in question and to maintain documents confirming the student-athlete meets all requirements for participation in the NJCAA as an amateur.
- B. Rules Governing Amateur Status of Student-Athletes: In determination of amateur status the following guidelines have been established.
 - B.1. Student-athletes are permitted to:
 - B.1.a. Accept scholarships and educational grants-in-aid from their institution in accordance with provisions of Article VI of the bylaws of the NJCAA.
 - B.1.b. Officiate sport contests, providing the compensation received does not exceed the going rate for such employment provided the employment is not arranged by the institution or a representative of its athletic interests.

- B.1.c. Serve as coaches or instructors for compensation in a physical education class outside of their institution of participation, provided the employment is not arranged by the institution or a representative of its athletic interests.
- B.1.d. Serve as paid supervisors of children's sports programs, such as counselors in a summer camp, or in a recreation department program. Their duties may include teaching techniques or skills in their sport, provided that any instruction is a part of the overall terms of employment (teaching and coaching shall not exceed more than half of their employed time).
- B.1.e. Give lessons for compensation provided such compensation is appropriate and the standard rate for the service area.
- B.1.f. Have their names or pictures appear in books, films, or other publications without jeopardizing their amateur status, under the following conditions:
 - B.1.f.i. Appearance in such publication is for the purpose of demonstrating athletic skill, analysis of a sports event, or instruction in sports.
 - B.1.f.ii. There is no indication that the student-athlete expressly or implicitly endorses a commercial product or services.
 - B.1.f.iii. The student-athlete is not paid.
 - B.1.f.iv. The student-athlete has signed a release statement detailing the conditions under which his/her name or image may be used and has filed a copy of that statement with the institution he/she attends.
- B.2. Student-athletes must not:
 - B.2.a. Be employed to teach any class or in any coaching capacity for their college during the academic year in which he/she is a participant.
 - B.2.b. Be employed or receive compensation for teaching or coaching sports skills or techniques, if the employment is arranged by the student-athlete's institution or a representative of its athletics interests.
 - B.2.c. Be engaged in employment arranged by a member college or any representative of its athletic interests.
- B.3. Professional Organizations – Agents – Advisors
 - B.3.a. Limited negotiations with a professional organization, agent or advisor shall not cause a student-athlete to be deemed ineligible, subject to the following:
 - B.3.a.i. Written Agreement: If a student-athlete or a representative of the student-athlete reach a written agreement of any type with a professional sports organization or with an agent or advisor to represent the student-athlete, their eligibility at an NJCAA member college will be immediately forfeited.
 - B.3.a.ii. Gifts & Services: A student-athlete will be ineligible if they or a representative of the student-athlete accept transportation, meals, lodging, entertainment or gifts from any professional sports organization, agent or advisor.
 - B.3.a.iii. Advisor: It is permissible for a student-athlete to have an unpaid advisor, without jeopardizing his/her eligibility. Advisor may be utilized for advice, including advice regarding a proposed contract. Such advisor must not solicit contracts or tryouts, make direct contact with a professional sports organization or enter a financial agreement with the student-athlete of any kind. Additionally, the advisor must not have a contract with a professional sports organization.
 - B.3.a.iv. Professional Sports Organization: These regulations dictate the relationships of student-athletes and their parents or guardians with professional organizations.
 - B.3.a.iv.a. Negotiation: A student-athlete or a representative for the student-athlete may negotiate directly with a professional sports organization provided no agent is involved, and no contract is agreed upon, either orally or in writing.
 - B.3.a.iv.b. Gifts & Services: A student-athlete who receives items of value, including but not limited to, meals, transportation, lodging, or entertainment expenses for the student-athlete or his representatives from the professional sports organization will jeopardize their NJCAA eligibility.

- B.4. Penalty: An NJCAA member college, who after an investigation has been found to have allowed to participate a student-athlete in violation of amateur status bylaws shall be prohibited from participation in the current year's postseason tournament. If the violation is determined after the sport season has ended, the member college will be prohibited from postseason participation in the next academic year.
- C. Participation in All-Star and Open Competition and Camps
- C.1. Athletic Event Questionnaire: Prior to sponsoring any all-star game or international contest, a member college, conference or region serving as the host must file an NJCAA Athletic Event Questionnaire with the NJCAA National Office.
- C.2. Staff Participation: No member college shall permit any employee to participate directly or indirectly in the management, coaching, officiating, supervision, promotion, or player selection of an all-star team or team engaged in international competition unless the NJCAA Athletic Event Questionnaire is on file with the NJCAA National Office.
- C.3. Facilities: No member college shall make facilities available for all-star team or team engaged in international competition unless the NJCAA Athletic Event Questionnaire is on file with the NJCAA National Office.
- C.4. Open Competition: Any open competition in any NJCAA certified sport, in which a student-athlete or student-athletes participate as representatives of a member college must be listed on the published sport schedule of the college, AND the student-athlete(s) must satisfy all NJCAA rules of eligibility and be submitted on the member college's eligibility form.
- C.4.a. Unattached Student-Athlete: A student-athlete who is not representing an NJCAA member college may participate unattached in "open" or "exhibition" competition, without an NJCAA Athletic Event Questionnaire on file.
- C.4.a.i. A college may not furnish any assistance, including but not limited to, equipment, transportation, lodging, or meals for students who participate in such events.
- C.4.a.ii. Use of Member College Name: A student-athlete who participates as an unattached student-athlete may not identify him/herself with the member college name.
- C.5. All-Star Game: Prior to participation by an NJCAA student-athlete in any all-star game in any NJCAA certified sport, an NJCAA Athletic Event Questionnaire must be on file with the NJCAA National Office.
- C.5.a. A student-athlete participating in a region or conference sponsored all-star game, must be eligible and must have been submitted on NJCAA online eligibility even if the all-star game is conducted during the non-championship season.
- C.6. Olympic Tryouts: A student-athlete may participate in official tryouts or trials involving national teams sponsored by the appropriate national governing body of the United States Olympic Committee or equivalent without jeopardizing future eligibility.
- C.6.a. While participating in such trials and tryouts, an NJCAA member college must not furnish any assistance, including but not limited to, equipment, transportation, lodging, or meals, for the benefit of the athlete participating in the trial or tryout with the exception of a school issued uniform.
- C.7. State Games: Student-athletes may participate, coaches may be involved and facilities may be used in relation to the official state games of the member college's state, under the following regulations:
- C.7.a. Requirements of the Games:
- C.7.a.i. State Games must be the one and only "Official State Games" of that year.
- C.7.a.ii. State Games must be multi-sport.
- C.7.a.iii. State Games must request approval from the NJCAA National Office via the NJCAA Event Questionnaire AND from the appropriate state athletic commission.
- C.7.a.iv. The competition must be organized and scheduled by the appropriate state athletic commission or an otherwise qualified body, other than the state games authority.
- C.7.b. Regulations for Involvement of NJCAA Coaches & Staff:
- C.7.b.i. Participation: An NJCAA coach may not participate on the same team as current student-athletes or student-athletes signed to an NJCAA Letter of Intent.
- C.7.b.ii. Administration: An NJCAA coach may be involved in the administration of the event, if the event is held on the member college campus.

- C.7.b.iii. Practice: Practice for State Games must occur in compliance with all other NJCAA off season practice regulations.
- C.7.c. Regulations for Participation of Student-Athletes:
 - C.7.c.i. Off Season: Participation must be during the off season of the student-athlete(s) sport of participation.
 - C.7.c.ii. Limits: There is no limit to the number of student-athletes from each NJCAA member college who may participate in the State Games.
- C.7.d. Expenses & Equipment:
 - C.7.d.i. Expenses: No member of the member college's staff, or representative of its athletic interests may provide, or be involved in providing expenses to any student-athlete, including transportation.
 - C.7.d.ii. Equipment: No college equipment may be used at the site of the State Games, unless the games are located at the member college; no college apparel may be used under any circumstances at any site.
- C.7.e. Impermissible Recruiting: No participant may sign an NJCAA Letter of Intent at the State Games location during the State Games event.

D. Participation in Region or Conference Sponsored Sport Showcase

- D.1. An NJCAA Region or Conference may sponsor a sport showcase for players from their member schools for a specific sport. The event will be used to promote active student-athletes for recruitment to senior colleges or professional sport teams.
- D.2. Parameters:
 - D.2.a. Event
 - D.2.a.i. An NJCAA Event Questionnaire is required to be completed and filed with the NJCAA National Office at least 30 days prior to Region or Conference sponsored sport showcases.
 - D.2.a.ii. Sport showcases are limited to skill demonstration activities. No game or simulated game competition is permitted.
 - D.2.a.iii. A sport showcase must be scheduled and conducted outside of the sports regular season. The regular season in this case includes region and national championship play.
 - D.2.a.iv. The sport showcase must be listed on the college official sport schedule but does not count against their allowable games/dates.
 - D.2.a.v. Member colleges may furnish assistance (equipment, transportation, lodging and meals) to the student-athletes to participate in such events. A member college must document the assistance provided to participants and provide the information at the request of the NJCAA National Office.
 - D.2.a.vi. No outside entity is permitted to run and or assist the operation of this event.
 - D.2.b. Student-Athlete
 - D.2.b.i. All student-athletes participating must be sponsored by an NJCAA member institution where they are currently enrolled.
 - D.2.b.ii. All student-athletes participating in the Region or Conference sponsored sport showcases must have a valid physical on file. The physical, in order to be valid, must indicate the student is cleared for athletic participation and not be more than 13 months old.
 - D.2.b.iii. Student-athletes participating solely in a Region or Conference sponsored sports showcase will not be charged with a season of NJCAA participation.
 - D.2.b.iv. NJCAA eligibility is not required to be submitted for participation in a Region or Conference sponsored sport showcases.

E. Penalties for Violations of this Section:

- E.1. Student-athletes who violate this section may be subject to disciplinary action imposed by the NJCAA National Office, and may include termination of eligibility in NJCAA sponsored activities.
- E.2. Member colleges who violate this section may be placed on probation for a period of one year. (Article I Section 3.A.1.a)

Section 5 - Seasons of Eligibility

- A. Student-Athlete Seasons of Participation: Student-athletes may participate in a maximum of two seasons at any intercollegiate level (varsity, JV or club). Participation beyond two seasons is prohibited. Maximum is based on seasons of athletic participation without regard to student-athlete's length of college attendance.
- A.1. Participation in any fraction of any official contest during the academic year shall constitute one (1) season of participation in that sport.
- A.1.a. In the NJCAA, a scrimmage shall not qualify as an official contest and participation in a scrimmage or scrimmages alone shall not constitute one year of NJCAA participation.
- A.1.b. In the NJCAA, a student-athlete who dresses for an event, but does not enter the event, has not participated.
- A.1.c. In the NJCAA, it is not permissible for an ineligible student-athlete to be in uniform and/or participate in pre-game activities or an official contest.
- A.1.d. When determining NJCAA eligibility, participation in a sport at a varsity, junior varsity or club level shall count against a student-athlete's maximum seasons of participation.
- A.2. Non-Participant / Red Shirts: A student-athlete may "red shirt" without being charged a season of participation, provided that he/she complies with these regulations:
- A.2.a. Definition: As defined by the NJCAA, a red shirt student-athlete is a student-athlete who is eligible to and may practice, but who has not been submitted on the eligibility form, and who must not participate in any official competition.
- A.2.b. Open Competition: A red shirt student-athlete may not utilize college funds, equipment, etc. in open competition.
- A.2.c. Partial Season Red Shirt: The NJCAA does not utilize a partial season red shirt under any circumstance; any student-athlete who participates in any portion of a season shall be charged a season of eligibility.
- A.3. Multi-Season Sports: In sports with separate record, split seasons that do not carry over from fall to spring during the academic year, the seasons of participation shall be counted separately for each by sport season.
- A.4. Foreign College Participation: A student-athlete who participates in a season or portion of a season in intercollegiate athletics at a foreign college has used one season of eligibility in that sport, including but not limited to, the following sports:
- A.4.a. Any sport participation at a Canadian College
NOTE: Transcripts from colleges/universities in Canada or from US Territories for any transfers regardless of previous participation/non-participation are required in the NJCAA eligibility process.
- A.5. Club Sport Participation: Participation in any fraction of an extramural club sport season shall constitute one (1) season of participation for that sport.
- A.6. Prep Schools:
- A.6.a. A student-athlete may participate in a sport at a Preparatory Academy or prep school the first year out of high school and prior to enrollment in college without the prep school participation counting against the student-athlete's NJCAA seasons of eligibility.
- A.6.b. Participation in a sport at a Preparatory Academy or prep school the second year out of high school and all subsequent years shall be counted as seasons of participation against the student-athlete's NJCAA seasons of eligibility.
- B. Hardships: A Hardship Waiver is available to a student-athlete, who is unable to complete a season of competition or did not satisfy one of the eligibility rules as a result of circumstances beyond his/her control.
- B.1. Medical Hardships (#1): A medical hardship is available for a student-athlete who suffers an injury or illness which results in the student-athlete's inability to complete a season.
- B.1.a. The injury or illness must be season ending in nature with accompanying medical documentation which supports this conclusion including the following information provided in a statement provided and signed by the student-athlete's doctor:
- B.1.a.i. Name of the patient, AND
- B.1.a.ii. Date(s) the patient was seen by the doctor, AND
- B.1.a.iii. Detailed diagnosis of the injury, AND
- B.1.a.iv. Plan of treatment for the injury, AND
- B.1.a.v. Projected recovery time.

- B.1.b. An applicant for a medical hardship should use Hardship Form #1 available on the NJCAA MVP admin site.
- B.2. Non-Medical Hardships (#2): A second hardship exception is available for student-athletes who were unavailable to satisfy eligibility or participation requirements due to non-medical circumstances beyond the student-athlete's control.
 - B.2.a. Approval: All non-medical hardship requests are subject to the discretionary approval of the NJCAA National Office.
 - B.2.b. An applicant for a non-medical hardship should use Hardship Form #2 available on the NJCAA MVP admin site.
- B.3. Limitations:
 - B.3.a. Regular Season Percentage: Hardship applicant must not have participated in more than 20% of the allowable sport schedule as per the NJCAA Sport Procedures Chart (Appendix B).
 - B.3.a.i. The NJCAA Sport Procedures Chart identifies those sports which count dates of competition vs. games.
 - B.3.a.ii. Allowable sport schedule (games or dates) is to be divided by 5 and rounded up to the next complete game (for example 20% of a 56 game schedule is 11.2 or 12 games).
 - B.3.a.iii. Postseason (regional, district or national tournament) games may not be counted as part of the regular season schedule for the purpose of acquiring a hardship.
 - B.3.b. Hardship applicant must not have participated beyond the mid-point of the allowable sport schedule nor in the postseason.
 - B.3.c. The injury/illness or situation must be season ending in nature.
- B.4. Member college shall apply for hardship immediately following the completion of the season for which hardship is requested.
 - B.4.a. Under no circumstance may a student-athlete begin a third season of participation until a hardship is formally approved.
- B.5. Hardship Application: The hardship applications must contain the following information:
 - B.5.a. Appropriate NJCAA Hardship Request form, AND
 - B.5.b. A letter from the Athletic Director explaining the situation, circumstances and amount of participation, AND
 - B.5.c. All of the student-athlete's post-secondary/college transcripts, AND
 - B.5.d. Documented proof of the hardship, AND
 - B.5.d.i. Documentation must be that from a physician or medical records where applicable, or letters of verification from other individuals familiar with the student-athlete's hardship and without an athletic interest.
 - B.5.e. Printed sport season schedule of completed contests with the student-athlete's participation in each contest indicated on the schedule.
- B.6. The NJCAA may not grant a hardship on the basis of an injury or other situation which did not occur while the student-athlete was a participant at or attending an NJCAA member college.
- C. Participation at a college offering Four-Year Programs: Student-athletes enrolled at a member college which offers certain four-year academic programs directly, and not through a satellite program or separate college, may participate in NJCAA sports despite being a Junior or Senior academically.
 - C.1. Seasons: Eligibility shall be determined by seasons of participation, (Article V, Section 5).

Section 6 - Postseason

- A. Participation of Fall Tournament Qualifiers in Spring National Championships
 - A.1. A student-athlete, who qualified through a fall tournament for participation in a spring national championship, may participate in the championship provided he/she is enrolled as a full-time student athlete at the college which he/she qualifies during the semester or quarter that the spring national championship is held.
- B. Substitutions for National Championships
 - B.1. Where national qualifying is done by a set standard (track, swimming, etc.) there shall be no substitution allowed.
 - B.2. Where national qualifying is done on the basis of team play (basketball, baseball, etc.) anyone listed on the NJCAA eligibility form shall be allowed to be used as a substitute.

- B.3. If a student-athlete qualifies as an individual winner and is also a member of a winning team (golf medalist and a member of the winning team, top individual qualifier in cross country race and a member of the winning team, etc.) substitution shall be allowed only for team competition. No substitution shall be allowed for the individual competitor.
- C. Postseason Competition
- C.1. Once a college team begins postseason competition leading up to a National Championship, the team shall not participate in postseason competition with another organization. If a college chooses to not participate in NJCAA postseason competition, the team may participate in postseason competition with another organization, if advance notice is given to the Regional Director and the NJCAA National Office. Penalty for violation of this section by an NJCAA member college shall result in the offending college being placed on probation for a period of one year. The member college may not participate in any competition sponsored by the NJCAA during the probationary period.
- C.2. Postseason competition is that period of time after a team's last regular season date of competition where play advances a team to an NJCAA National Championship Event/Tournament.
- C.3. All regional postseason events will be at the direction of the Regional Director.
- C.3.a. Inclusive of all sports, if the playoff (regional or district) involves two or more regions, the hosting college must have a playing surface and equipment which complies with the NCAA rules of that sport. If the host college cannot meet those rules, an alternate site must be found. In addition the date, location, game management and officials assigned to the playoff must be agreed upon and that written agreement signed by each of the Regional Directors involved.
- C.3.b. If the playoff involves teams from only one region, the region must decide whether or not to mandate compliance with the NCAA rules of that sport.
- C.4. At-large bids in those team sport championships as defined in Article X are prohibited. Any exception to this rule must be approved by the NJCAA Executive Committee.
- C.5. No contestant shall be permitted to enter an NJCAA Championship Tournament or Meet unless accompanied by (1) a coach or faculty member of the sending institution or (2) a designated supervisory coach or faculty member from an NJCAA member college. Designation of a supervisory person in (2) above must be in writing. It shall bear the seal of the college and signatures of the Athletic Director and President or Dean of the sending institution. It shall be sent by certified mail to the Meet Director. All contestants must remain under the supervision of their coach or the designated supervisory person throughout the competition and until departure from the site.
- C.6. If a participating college has a written institution policy against Sunday competition, the tournament shall be adjusted to accommodate that college and such adjustment shall not require its team to play sooner than when it was originally scheduled. Notice of such written policy must be filed with the NJCAA National Office prior to September 1st, each academic year.

Section 7 - Health

- A. Physical Examination: All student-athletes participating in any of the NJCAA certified sports must have passed a physical examination administered by a qualified health care professional licensed to administer physical examinations.
- A.1. A physical must be administered and filed with the athletic department at the college of participation prior to the first practice of each calendar year in which the student-athlete participates.
- A.2. A cardiovascular screening is recommended as part of the physical exam.
- A.3. A physical is valid for 13 months from the date of its administration.
- A.4. A student-athlete must always have a valid physical on file in order to practice or participate in NJCAA sanctioned sports.
- A.4.a. A student-athlete who does not pass his/her physical is ineligible and may not practice, dress or participate in any contest.
- A.4.b. The physical examination requirement applies to all in season and off season practices, workouts and contests.
- B. Penalty: A student-athlete who has not passed a valid physical exam is an ineligible student-athlete, and a member college who plays such athlete is subject to all penalties for playing an ineligible student-athlete including forfeiture of games. Further penalties will be applied if such ineligible participation was known by the member college.

- C. A member institution may provide preseason physicals to student-athletes. Reimbursement directly to the student-athlete for preseason physicals is not permissible.
- D. Minor Illnesses: A member institution may provide access to medical care for minor illnesses. A minor illness is defined as any condition that does not prevent a person from carrying out their normal functions for more than a short period of time; such as colds, sore throats and flu, not to include dental or vision.
 - D.1. There is a \$100 cap on expenses per illness.
 - D.2. Reimbursement directly to the student-athlete for medical care is not permissible.
- E. Flu Shots: Member institutions may provide flu shots to student-athletes.
 - E.1. Reimbursement directly to the student-athlete for the flu shot is not permissible.

ARTICLE VI GRANTS-IN-AID AND RECRUITMENT

For purposes of this section the term athletic staff is defined as any individual employed and or associated at a member college's athletic administrative staff, the coaching staff, a volunteer or any individual who represents the athletic interests of an institution.

Section 1. Scholarships & Grants-in-Aid

- A. General Requirements and Definitions for Scholarships & Grants-in-Aid:
 - A.1. Athletic Scholarship Definition: An athletic scholarship is defined as any institutional athletic aid given to any student, from any source, on the basis of his / her athletic capabilities or athletic association.
 - A.2. Governing Documents: Grants-in-aid are subject to these bylaws, the rules of the member institution, and the terms of the scholarship agreement, the written agreement conveying the grants-in-aid.
 - A.2.a. The scholarship agreement must take the form of the NJCAA Letter of Intent.
 - A.2.b. Filing: The NJCAA Letter of Intent must be electronically submitted in the NJCAA online Letter of Intent system for all athletic scholarship recipients. Said NJCAA Letter of Intent must be submitted prior to any expenditure of funds or conveyance of benefits takes place.
 - A.3. Admittance: A student-athlete who receives an athletic grants-in-aid and does not meet the admittance requirements which are applicable for the entire general student population may have their LOI/athletic grant-in-aid withdrawn by the college. Documentation must be on hand to document the student's failure to meet the admission standards.
 - A.4. Administration: Grants-in-aid must be administered by the member institution through the office or department which administers financial aid to all enrolled students.
 - A.4.a. Regardless of source of scholarship funds (college, booster club, foundation, civic group, private citizen, etc.) the scholarship must be administered and disbursed through the college's office of financial aid or business office.
 - A.5. Deadlines: Written notice of the terms of the original Grant-in-Aid for that academic year shall be given to the student-athlete via the NJCAA Online Letter of Intent system prior to any benefit being provided and no later than the 15th calendar day of the term the student-athlete is receiving aid.
 - A.5.a. Late Awarding of Grants-in-Aid: Grants-in-aid may only be awarded beyond the 15th calendar day deadline upon written receipt of special permission from the NJCAA National Office.
 - A.6. Terms & Renewals of Grants-in-Aid:
 - A.6.a. Term: Written agreement conveying the grant-in-aid shall be in effect for one full academic year (August 1 to July 31).
 - A.6.b. Renewal: Renewal of the grant-in-aid must be given in writing, in the form of an appropriate year NJCAA Letter of Intent on or before June 15th.
 - A.6.b.i. Scholarship renewal, if awarded, must be awarded no later than June 15th. In the case where the student-athlete is not resigned to a second year scholarship on or before June 15th, the student-athlete automatically becomes recruitable by other NJCAA member colleges on June 16th.
 - A.7. Vacated Grants-in-Aid: Vacated grants-in-aid may be awarded to a different student-athlete at the beginning of the subsequent full term.
 - A.7.a. This includes scholarship recipients whose grant-in-aid is terminated for failure to maintain eligibility.
 - A.8. Ineligible Student-Athletes: A member college may terminate a student-athlete's aid for failure to maintain academic eligibility, but is not compelled to do so.
 - A.9. Manager Scholarships: Scholarships provided to managers are permissible and are not regulated by the NJCAA Letter of Intent bylaws, however athletic participation in any regularly scheduled event shall cause a manager on scholarship to be treated as a scholarship student-athlete, subject to all NJCAA Letter of Intent regulations, and retroactive as a countable scholarship in the maximum permissible for the sport.
- B. Permissible Aid:
 - B.1. Athletic Scholarship and Grants-in-Aid Guidelines by Division: Divisional play is designated by sport, not by school or athletic department.
 - B.1.a. Division Allowances:

- B.1.a.i. Division I programs may provide a maximum grant-in-aid consisting of:
 - Tuition and fees,
 - Room and board,
 - Course related books,
 - Up to \$250 in course required supplies per academic year, provided such course supplies are required by all students in the course and specified in the institutions catalog or course syllabus,
 - Transportation costs one time per academic year to and from the college by direct route.
- B.1.a.ii. Division II programs may provide a maximum grant-in-aid consisting of:
 - Tuition and fees,
 - Course related books,
 - Up to \$250 in course required supplies per academic year, provided such course supplies are required by all students in the course and specified in the institutions catalog or course syllabus.
- B.1.a.iii. Division III programs may not provide any athletic scholarship/aid of any kind.
- B.1.b. Housing Arrangements: Division II/III programs may not offer room and/or board through a fee, voucher, or any other system.
- B.1.c. Housing Materials: Division II/III programs may provide information regarding housing, so long as no arrangements are made by the member college.
- B.1.d. Multi-Sport Student-Athletes at Multi-Division Member Colleges: A multi-sport athlete whose sports of participation are in different divisions may receive at most the maximum scholarship aid allowable at the lowest division in the sports in which the student-athlete participates.
- B.1.e. Summer School: If athletic aid is to be utilized for summer school, such aid must be included on the NJCAA Letter of Intent or scholarship agreement.
 - B.1.e.i. For the purpose of scholarships, summer sessions shall be considered part of the academic year ending on July 31.
- B.2. Non-Athletic Scholarships and Grants-in Aid: Institutional aid may be awarded to any student-athlete reported on an NJCAA Eligibility form under the following guidelines and not be a counter under NJCAA Sports Procedures Chart.
 - B.2.a. Student-athlete may not receive a paid athletic recruiting visit, AND
 - B.2.b. Aid must be available to the entire student population, AND
 - B.2.c. Aid must not be awarded based on athletic capabilities, performance or participation, AND
 - B.2.d. Aid must be officially recorded in and administered by the college's office of financial aid and business, AND
 - B.2.e. Aid must be awarded either on the basis of need, as verified by the college's office of financial aid OR for outstanding academic achievement, with criteria including maintaining a cumulative 3.00 GPA on a 4.00 scale published in the college catalog, office of financial aid, and/or foundation scholarship materials.
- B.3. "Adopt a Player – Host Family" Programs: Programs may be instituted by a member college under the following conditions:
 - B.3.a. Program is approved by the college administration,
 - B.3.b. Program is open to ALL students,
 - B.3.c. Program is administered by the institution with no direct affiliation to the athletic department,
 - B.3.d. Athletic department staff play no part in the arrangement of host families,
 - B.3.e. Athletic department personnel may not serve as host family or adoptive parent,
 - B.3.f. No financial, fiduciary, or monetary transactions may transpire between "parent/host" and "adopted" student-athlete,
 - B.3.f.i. Includes, but is not limited to: loans, co-signing of loans or leases, long distance telephone calls and provision of tickets.
 - B.3.g. "Adoptive parent" must not take student-athlete on trips involving excessive mileage and/or expense.
 - B.3.h. "Adoptive parent" may not provide tickets or gifts of any kind.
- B.4. Additional Benefits: The following benefits may be provided to all student-athletes:
 - B.4.a. Awards: Individual and team achievement awards not exceeding a cumulative annual reasonable market value of \$500 per student athlete may be awarded.
 - B.4.b. Insurance: General athletic-related medical coverage may be provided to all student-athletes by the college, regardless of the division of participation.
 - B.4.c. Team Meals:

- B.4.c.i. Member colleges may provide up to a maximum of two (2) team non-game day related meals per term, with the cost per student-athlete not to exceed the standard meal allowance provided to a college employee on official business.
- B.4.c.ii. Member colleges may provide one meal per day to all student-athletes participating in a home athletic contest on game day.
- B.4.c.iii. Member colleges may provide all student-athletes meals/reimbursement which do not count against B.4.c.i, when they are required to attend organized team practice sessions and competitions, per the following guidelines:
 - B.4.c.iii.a. Outside of the academic calendar as posted in the college catalog.
 - B.4.c.iii.b. Inside of the academic calendar:
 - B.4.c.iii.b.1. Only when the college is closed per the academic calendar, not to include Saturday and Sunday.
 - B.4.c.iii.b.2. May be used one time not to exceed seven (7) consecutive days in the fall term and may be used one time not to exceed seven (7) consecutive days in the spring term.
 - B.4.c.iii.c. Meal reimbursement is not permissible during the off-season.
- B.4.c.iv. Meal reimbursement may not exceed \$15 or the cost of campus dining normal meal charge.
- B.4.d. Campus Housing: Member colleges may permit all student-athletes to return to their on campus residences when they are required to attend organized team practice sessions or competitions that are outside of the academic calendar as posted in the college catalog.
- B.4.e. Entertainment: When traveling for intercollegiate competition, while in season, a member college may expend money for reasonable entertainment as approved through the regular financial approval procedures and processes of the college as authorized or approved by the College President.
- B.4.f. Complimentary Admissions: An institution may provide four (4) complimentary admissions per home intercollegiate athletics event to each student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether a student-athlete competes in the contest.

C. Impermissible Aid:

- C.1. Student-athletes may not receive assistance in cash or kind, which is not administered by the member institution or which exceeds the permissible limits listed in Article VI, Section 1.B.1.a.
 - C.1.a. This section does not prohibit assistance to a student-athlete by anyone on whom the student-athlete is naturally or legally dependent.
 - C.1.b. Loans: No college personnel, nor representative of a member college's athletic interest may provide or co-sign a loan for a student-athlete or student-athlete's family.
 - C.1.c. Legal Counsel & Bail: No college personnel, nor representative of a member college's athletic interest may post bail or provide legal counsel for a student-athlete.
- C.2. Aid to Family: Student-athlete's family may not receive assistance in cash or kind related to the student-athlete's athletic potential, performance or participation.
- C.3. Employment:
 - C.3.a. Illegitimate Employment: Student-athlete may not be engaged in employment for which they receive greater compensation than market value, or in which they are not required to work as hard as others in similar employment, or which is otherwise not legitimate employment.
 - C.3.b. Employment Arrangements: No member college nor any representative of its athletic interests may arrange employment for any student-athlete or recruit.
- C.4. Housing Arrangements: Housing arrangements of any type with any member of the athletic staff or any individuals representing the athletic interests of a member institution are not permitted.
 - C.4.a. Athletic staff (Divisions II & III) may provide at a maximum, off campus housing contact information in the local vicinity to current and prospective student-athletes.

D. Cancellation and Modification of Grants-in-Aid:

- D.1. Permissible Cancellation of Aid: Aid may be cancelled under the following circumstances:
 - D.1.a. The student-athlete becomes academically ineligible based upon academic progress requirements of Article V, Section 2.d; OR

- D.1.b. The student-athlete is determined by member institution's general disciplinary authority, following standard college procedures, to have committed serious misconduct unrelated to athletic ability which warrants permanent suspension or dismissal from athletic program; OR
- D.1.c. The student-athlete voluntarily withdraws from a sport prior to the institution's first competition in that sport; OR
- D.1.d. The student-athlete graduates.
- D.2. Impermissible Cancellation and Reduction of Aid: Aid may NOT be cancelled or reduced during the term of the grant-in-aid for the following reasons:
 - D.2.a. The student-athlete is injured; OR
 - D.2.b. On the basis of athletic performance; OR
 - D.2.c. Violations of team policy or conflict with the coaching staff or athletic department not procedurally administered by the general college disciplinary authority unless covered in an addendum to the NJCAA Letter of Intent which was signed along with the NJCAA Letter of Intent.
- D.3. Modification of the Grant-in-Aid: Any time a student-athlete's aid is modified, the modification must be recorded through the online Letter of Intent program.
 - D.3.a. Increased Benefits: The Letter of Intent may be edited at any time to increase benefits.
 - D.3.b. Reduced Benefits: A reduction of benefits may only take place with approval from the NJCAA National Office.

Section 2. Letters of Intent

An NJCAA Letter of Intent serves to document the commitment between a member college and a student-athlete.

- A. General Information & Definitions:
 - A.1. Maximums: Limits on the total number of Letters of Intent and scholarships allowed for each NJCAA sport are listed on the NJCAA Sports Procedures Chart.
 - A.2. Signing Dates: The earliest dates for signing a recruit to a Letter of Intent are established by sport and listed on the NJCAA Sports Procedures Chart
 - A.2.a. Under no circumstance may the member college enter into a scholarship agreement or contract of any type prior to the official Letter of Intent signing date for the sport.
 - A.3. Term: The Letter of Intent is an institutional agreement awarded for a maximum of one (1) academic year (August 1 to July 31).
 - A.4. Addenda: A member college may attach an addendum or addenda to the NJCAA Letter of Intent, which shall be considered valid, provided such addenda are attached to the properly executed NJCAA Letter of Intent and concurrently signed by the student-athlete with the NJCAA Letter of Intent.
 - A.5. Precedence: The NJCAA Letter of Intent shall take precedence over all regional or conference Letters of Intent, however regions and/or conferences may impose more stringent regulations than current NJCAA regulations.
 - A.6. Expenditure of Funds: A member college may not expend any funds on a student-athlete prior to signing and proper submission of the Letter of Intent.
 - A.6.a. Funds expended on the student-athlete's official recruiting visit as detailed in Article VI, Section 3.B.1 are excepted.
 - A.7. Club Teams: Club sport programs may not utilize the NJCAA Letter of Intent.

NOTE: This does not apply to student-athletes previously signed to a Letter of Intent prior to a member college declaring club status after the start of a varsity season.
- B. Proper Filing: The NJCAA Letter of Intent must be filed in electronic and paper forms according to the below procedures:
 - B.1. Signature Requirements: The paper Letter of Intent becomes valid upon the student-athlete's signature, subject to the following requirements:
 - B.1.a. The member college's Director of Athletics must sign and date the Letter of Intent prior to presentation to the student-athlete for signature.
 - B.1.b. The student-athlete (and parent/legal guardian of student-athlete under the age of 18) must sign the Letter of Intent within fourteen (14) calendar days of the Letter of Intent creation date.
 - B.2. The College President or Designated Representative must sign the Letter of Intent prior to electronic submission.
 - B.3. Electronic Submission Requirements: The procedure for electronic submission may be found at <https://mvp.njcaa.org/njcaaweb/MvpHelp?section=loi>
 - B.3.a. Deadline: The Letter of Intent must be submitted electronically within 21 calendar days of the student-athlete's signature.

- B.4. Letters of Intent with No Aid Given: Should a college and student-athlete choose to utilize the NJCAA Letter of Intent despite no aid being provided to the student-athlete, the Athletic Scholarship portion must be completed and the box indicating "No Athletic Aid" shall be utilized.
- C. Recruitable Athletes:
- C.1. High School Student-Athletes: A student-athlete must have completed his/her junior year of high school or the home school equivalent in order to:
- C.1.a. Validly sign and commit to an NJCAA Letter of Intent.
- C.1.b. Receive an official recruiting visit to an NJCAA member college.
- C.2. Member College: An athletic staff member or any representative of a member college's athletic interests must not make contact, for any reason:
- C.2.a. With any student-athlete that is in season or enrolled in the term which the sport season ends at an NJCAA member college, regardless of being signed to a Letter of Intent or not, OR
- C.2.b. With a student-athlete who is signed to an NJCAA Letter of Intent.
- C.3. Committed Student-Athletes: A Student-athlete or other representative of the student-athlete shall not make contact with another NJCAA member college or its representatives for any reason:
- C.3.a. While the student-athlete is in season or is enrolled in the term which the sport season ends, OR
- C.3.b. While the student-athlete is signed to an NJCAA Letter of Intent.
- C.3.c. The student-athlete shall notify any recruiter if he/she has signed a Letter of Intent and all NJCAA member institutions shall cease recruitment upon notification of the student-athlete's commitment.
- D. Release Agreements:
- D.1. A student-athlete who has signed an NJCAA Letter of Intent may be released from his/her commitment under the following conditions:
- D.1.a. The release agreement must be signed by the student-athlete, (and parent, when the student-athlete is under the age of 18) the athletic director and the president of the member institution, if:
- D.1.a.i. The student-athlete transfers to another NJCAA institution;
- D.1.a.ii. The member college checks the "Other" box on the Release Agreement. If this box is checked, a detailed explanation by the member college must be included, detailing the reason for the release.
- D.1.b. The student-athlete's signature is NOT required under the following conditions:
- D.1.b.i. The student-athlete fails to enroll at the member college, OR
- D.1.b.ii. The student-athlete loses academic eligibility, OR
- D.1.b.iii. The student-athlete graduates from the member college, OR
- D.1.b.iv. The student-athlete withdraws from the member college, OR
- D.1.b.v. The student-athlete is disciplined by the campus authority responsible for campus discipline, and not related to athletic performance or team violations.
- D.2. The NJCAA Release Agreement must be electronically submitted to the NJCAA National Office for all student-athletes no longer intending to receive aid.
- D.3. Unconditional: The member college may not add conditions or stipulations to the release agreement, including, but not limited to, limitation upon the student-athlete's subsequent college of attendance.
- E. Multiple Letters of Intent & Enrollment at Alternate Member College:
- E.1. Multiple Valid NJCAA Letters of Intent: If more than one NJCAA Letter of Intent is signed prior to the execution of an NJCAA Release Agreement the student-athlete will immediately become ineligible to compete for one academic year.
- E.2. Non-Member Letters of Intent: The NJCAA Letter of Intent may be voided if the student-athlete signs a Letter of Intent with a non-member college.
- E.3. Enrollment at Alternate Member College: If a student-athlete enrolls at an NJCAA member college other than the member college to whom the student-athlete committed, prior to fulfilling the terms of the original Letter of Intent, the student-athlete shall be restricted from having any athletic contact with any member of the attending college's athletic department.
- F. Simulated Letter of Intent Signing: No member of the college coaching staff or representative of the member college's athletic interest may take part in any event or make any statement implying that a student-athlete has signed an NJCAA Letter of Intent, including but not limited to, pictures and/or articles appearing in news media.

Section 3. Recruitment

- A. General Information & Definitions

- A.1. Recruiting is defined as any solicitation of a prospect or a prospect's relatives (or legal guardians) by an institutional staff member or by a representative of the institution's athletic interests for the purpose of securing the prospect's enrollment and ultimate participation in the institution's intercollegiate athletic program.
- A.2. Impermissible Inducement: No member institution shall permit a prospective student-athlete to be solicited or recruited to attend such institution by the promise of gift or any aid or inducement other than that of a grant-in-aid as permitted by these bylaws.
- A.3. Recruiting by Outside Organizations or Individuals: A member college must not cause or permit any outside organization, agency or group of individuals to utilize, administer or expend funds for any recruit or prospective student-athlete.
 - A.3.a. This includes, but is not limited to, providing transportation, entertainment, or gifts to potential prospective student-athletes, to their friends, or to their relatives.
- A.4. Expenses: All funds utilized for recruitment purposes must be authorized by a college official and compliant with college financial policies and procedures.

B. On Campus Recruiting

- B.1. Official Visits: A visit is classified as "Official", if any benefit is provided or funds are expended by the institution or its representatives to facilitate the visit of the prospective student-athlete and/or if the prospective student-athlete has athletic contact with current student-athletes.
 - B.1.a. A member institution may pay for one official visit by a recruit to the college campus subject to these regulations:
 - B.1.a.i. Duration: The official visit may not exceed two (2) days and two (2) nights.
 - B.1.a.ii. Eligible Recruit: Recruit must have completed his/her junior year of high school or home school equivalent to be hosted on an official recruiting visit by a member college.
 - B.1.a.iii. Scope: Official visit must be limited to the campus and the local community where the member college is located.
 - B.1.a.iv. Member institution may pay a recruit's actual costs for reasonable expenses incurred when traveling to and from campus on the official visit, as further detailed below.
 - B.1.b. Permissible Expenses/ Benefits:
 - B.1.b.i. Transportation:
 - B.1.b.i.a. A member institution may only provide transportation to a recruit as part of the official visit.
 - B.1.b.i.b. Neither the member institution, nor any representative of its athletic interests may provide a vehicle for use by a recruit or by a student host.
 - B.1.b.i.c. Travel between recruit's home and member institution:
 - B.1.b.i.c.1. Must be by direct route.
 - B.1.b.i.c.2. Member college may pay for commercial airfare at a class not exceeding coach; Private or charter air travel may not be utilized.
 - B.1.b.i.c.3. Any member of the college's athletic staff may provide transportation between campus and commercial transportation to the region or area.
 - B.1.b.i.c.4. Any member of the college's athletic department may provide automobile transportation for the recruit between the recruit's home or high school and the member institution.
 - B.1.b.i.c.5. When a recruit travels by automobile on an official visit, the institution may reimburse round-trip expenses at the same mileage rate it reimburses its own personnel.
 - B.1.b.ii. Meals: College officials may provide meals for a recruit during the official visit. Cost and value of meals may not exceed the amount provided a college employee when traveling on college business.
 - B.1.b.iii. Housing: College officials may provide housing for a recruit during the official visit.
 - B.1.b.iv. Entertainment:
 - B.1.b.iv.a. A member institution may entertain a recruit at a scale comparable to that of normal student life, restricted to campus or the immediate local community.
 - B.1.b.iv.b. A member institution may not provide the recruit with admission in a manner other than normal general public admission, to the institution's games, during the official visit.
 - B.1.b.iv.c. A member institution may neither arrange nor permit admission to professional, external collegiate sports contests or external entertainment type events.
 - B.1.b.v. Athletic Contact: Recruit may have athletic contact with current student-athletes.

- B.1.c. Parents and Guardians: A member college must not incur any expenses related to a recruit's parent or guardian traveling with him/her on the official visit.
 - B.1.d. Greens/Court fees: Under no circumstances may a member college pay greens/court fees for a recruit.
- B.2. Unofficial Visit: A visit is classified as "Unofficial" provided the following are met:
 - B.2.a. No expense or benefit is provided for the recruit.
 - B.2.b. No athletic contact takes place between recruit and current student-athletes.
 - B.2.c. Should a committed student-athlete make an unofficial visit to an alternate member college, the Athletic Director and any other representative of the member college's athletic interests must not meet or contact the committed student-athlete.
- C. Off Campus Recruiting:
 - C.1. Locations: Athletic department staff may visit a prospect at any location for recruiting purposes.
 - C.2. Expenditure of Funds: Staff member may only expend funds necessary for his/her own expenses and may not expend funds or provide benefits to the recruit or the recruit's representatives.
- D. Impermissible Contact:
 - D.1. Member Colleges & Staff: Members of the athletic staff or any representative of the institution's athletic interests must not make contact for any reason with:
 - D.1.a. Any NJCAA student-athlete that is in season or enrolled in the term during which the sport season ends at an NJCAA member college, OR
 - D.1.b. Any student-athlete who has signed an NJCAA Letter of Intent.
 - D.2. Student-Athletes: Student-athletes or any representative of the student-athlete's athletic interests must not make contact with another NJCAA member school or its representatives for any reason while:
 - D.2.a. The student-athlete is in season or is enrolled in the term which the sport season ends regardless of being signed to a Letter of Intent or not, OR
 - D.2.b. The student-athlete is signed to an NJCAA Letter of Intent.
 - D.3. Penalties: A member college who actively recruits an unrecruitable student-athlete shall be subject to the following penalties:
 - D.3.a. Any Letter of Intent between the student-athlete in question and the recruiting college will be immediately cancelled.
 - D.3.b. The student-athlete may not sign any Letter of Intent at the recruiting college in any sport for a period of one (1) calendar year.
 - D.3.c. The student-athlete may not participate, practice, or be involved with any athletic team at the member college for a period of one (1) calendar year.
 - D.3.d. Member college will have future available Letters of Intent reduced.
 - D.3.e. Coach(s) may be suspended.

Section 4 - Tryouts and Auditions

- A. General Information & Definitions:
 - A.1. Audition Definition: An audition is any organized recruiting event for prospective student-athletes that is open to the general public held in an effort to fill roster spots on one or more of a member college's athletic teams. An audition is not related to an official or unofficial visit.
 - A.2. Physical Examination: A prospective student-athlete participating in an audition must provide verification that he/she has received a physical examination administered by a qualified health care professional within 13 months prior to the tryout/audition.
 - A.3. Location: A member college must conduct auditions of prospective student-athletes only on its campus or at a site at which the member college has been approved to conduct its practices or competition as their "Home Venue".
 - A.4. Participation of current student-athletes: Current student-athletes or student-athletes who are signed to an NJCAA Letter of Intent may not participate in auditions.
- B. Duration & Maximums:
 - B.1. Auditions may not exceed two (2) hours per individual.
 - B.2. A college may conduct a maximum of two (2) auditions per sport per academic year.
 - B.3. A college may conduct a maximum of one (1) audition per prospective student-athlete per year.
- C. Expenditure of Funds:
 - C.1. A member college may not expend funds on prospective student-athletes prior to, during, or after the tryout/audition.
 - C.1.a. Includes, but not limited to, provision of transportation, meals, souvenirs and gifted clothing or equipment.

C.2. A member college may provide equipment and/or clothing to prospective student-athletes while participating in an audition on an issuance and retrieval basis.

D. Eligible Prospective Student-Athletes:

D.1. A prospective student-athlete must have completed his/her junior year in high school or home school equivalent to participate in an audition.

D.2. A member college must determine if auditions are allowed by the prospective student-athlete's State High School Activities Association/School District before allowing the prospective student-athlete to participate in the audition.

Section 5 - Booster Clubs

- A. Records: The financial records of booster clubs and similar organizations which assist athletic programs must be open, available and accounted for by college officials.
- B. Institutional Approval: All transactions of a booster organization or individual which assists a college athletic program in any way, including but not limited to, equipment purchases, awards, in-kind gifts, recruitment expenses and grants-in-aid, must be approved through the standard financial approval procedures (purchasing, gift acceptance, financial aid, etc.) of the college as authorized or approved by the president.
- C. Grants-in-Aid: All booster club funds used for grants-in-aid must be administered by the college through the office, department, or division which administers financial funds for enrolled students. The Booster Club may not give money directly to a student-athlete and may not provide assistance in excess of the terms of a Letter of Intent in compliance with Article VI, Section 1.B.1.a.

Section 6 - Violations & Enforcement

- A. A member college which violates any portion of Article VI shall be subject to such penalty as the NJCAA National Office deems advisable under the circumstances.
- A.1. Maximum Penalty: The maximum penalty shall be a period of probation for a period of one year.
- A.2. Acts by Outside Individuals and Organizations: Responsibility for the observance of these bylaws shall be upon the member college, including acts of outside individuals or organizations when performed with the knowledge of any member of the administrative or athletic staff.

NJCAA ACADEMIC PROGRESS REQUIREMENTS

Season of Participation		
First Season of Participation		Second Season of Participation
Zero (0) Previous terms of full-time enrollment.	High school graduate and current enrollment of 12 or more credits. *	Accumulation of 24 or more semester credits with an associated GPA of 2.0 or better. *
One (1) Previous term of Full-time enrollment.	Accumulation of 12 or more credits with an associated GPA of 1.75 or better. *	Accumulation of 24 or more semester credits with an associated GPA of 2.0 or better. *
Two (2) or more previous terms of full-time enrollment.	1) Earn 12 credits with a 2.0 GPA or better in the previous full-time term. OR 2) Accumulation of credits equal to or greater than the number of full-time terms attempted multiplied by 12. * OR 3) Accumulation of 24 semester credits with an associated GPA of 2.0 or better for the initial term of participation. * OR 4) Accumulation of 36 semester credits for a fall sport or 48 semester credits for a spring sport with an associated GPA of 2.0 or better. This provision can only be used one time. Once used the student must meet #1 or #2 above to maintain eligibility. *	1) Earn 12 credits with a 2.0 GPA or better in the previous term. * OR 2) Accumulation of credits equal to or greater than the number of full-time terms attempted multiplied by 12. * OR 3) Accumulation of 36 semester credits for a fall sport or 48 semester credits for a spring sport with an associated GPA of 2.0 or better. This provision can only be used one time. Once used the student must meet #1 or #2 above to maintain eligibility. * as well as: Accumulation of 24 or more semester credits with an associated GPA of 2.0 or better. *

Of Previous Full-Time

* Must meet all NJCAA academic and athletic requirements for eligibility and participation in addition to the stated requirements.



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APPENDIX B

2017-2018 NJCAA Sports Procedures

Sport	Start Date	Game Date 2017-2018	Game Date (Defined)	End Date	** # Of Contests	# Of Scrimmages	*** # of Letter of Intent Signees/ Scholarships	Letter of Intent Signing Date
Baseball (Fall) Men	Aug 10	Aug 22	♦♦♦August 22	Nov 15	76 Games/Scrimmages with a maximum of 56 Games/Scrimmages in the Spring		24	November 1
Baseball (Spring) Men	Jan 10	Jan 26	Last Friday in January	NJCAA Tourney				
Basketball Men/Women	Oct 1	Nov 1	♦♦November 1	NJCAA Tourney	30 Games	4 Dates	15	November 1
Bowling Men/Women	Sept 10	Sept 29	Last Friday in September	USBC Tourney	22 Dates	0	12	November 1
Cross Country Men/Women	Aug 1	Aug 22	♦♦♦August 22	NJCAA Meet	10 Dates	0	10 Combined (Cross Country & Half Marathon)	November 1
Football (Fall) Men	Aug 1	Aug 22	♦♦♦August 22	Last Bowl Game	11 Games	2	85	1st Wednesday in February
Football (Spring) Men	Jan 15	None	None	None	20 Days of practice	0		
Golf (Fall) Men/Women	Aug 1	Aug 22	♦♦♦August 22	Nov 15	30 Dates Fall and Spring Combined		8	November 1
Golf (Spring) Men/Women	Jan 10	Jan 26	Last Friday in January	NJCAA Tourney				
Half Marathon Men/Women	Aug 1	Aug 22	♦♦♦August 22	NJCAA Meet	3 USA Track approved road races		10 Combined (Cross Country & Half Marathon)	November 1
Lacrosse (Fall) Men/Women	Aug 15	Aug 22	♦♦♦August 22	Nov 1	22 Dates		20	November 1
Lacrosse (Spring) Men/Women	Jan 15	Feb 21	February 21	NJCAA Tourney				
Soccer (Fall) Men/Women	Aug 1	Aug 22	♦♦♦August 22	NJCAA Tourney	22 Games/Scrimmages		24	November 1
Soccer (Spring) Men/Women	Feb 1	Feb 1	February 1	April 30	0	4 Dates		

Sport	Start Date	Game Date 2017-2018	Game Date (Defined)	End Date	** # Of Contests	# Of Scrimmages	*** # of Letter of Intent Signees/ Scholarships	Letter of Intent Signing Date
Softball (Fall) Women	Aug 10	Aug 22	◆◆◆August 22	Nov 15	40 Playing Dates with a maximum of 30 dates in the Spring		24	November 1
Softball (Spring) Women	Jan 10	Jan 26	Last Friday in January	NJCAA Tourney				
Swimming Men/Women	Sept 15	Sept 15	September 15	NJCAA Meet	22 Dates		15	November 1
Tennis (Fall) Men/Women	Aug 1	Aug 22	◆◆◆August 22	Nov 15	35 Dates combined Fall and Spring		###	November 1
Tennis (Spring) Men/Women	Jan 10	Jan 26	Last Friday in January	NJCAA Tourney				
Track & Field (Indoor) Men/Women	Oct 1	Nov 1	November 1	NJCAA Meet	20 Dates combined Indoor / Outdoor		20	November 1
Track & Field (Outdoor) Men/Women	Oct 1	Jan 26	Last Friday in January	NJCAA Meet				
Volleyball (Fall) Women	Aug 1	Aug 22	◆◆◆August 22	NJCAA Tourney	32 Dates with a maximum of 28 dates in the Fall		14	November 1
Volleyball (Spring) Women	Feb 1	Feb 1	February 1	Apr 30				
Wrestling Men	Oct 1	Oct 27	Last Friday in October	NJCAA Tourney	20 Dates	3 Dates	20	November 1

The numbers listed above are the same for each Division (I, II & III).

- > Division I may grant the number of scholarships listed above.
- > Division II may grant the number of scholarships listed above, but are limited to tuition, fees, course related books and up to \$250 in course required supplies.
- > Division III may not offer athletic scholarships.
- > **NOTE:** See Article VI, Section 1.B.1.a. for NJCAA athletic scholarship division allowances.

** Number of Contests refers to regular season games only, and does not include postseason competition.

*** Numbers in the Letter of Intent Signees/Scholarships column are separate for men and women.

An "Athletic Scholarship" is defined as any financial assistance awarded to the student-athlete, from any source, because of his/her athletic capabilities and is considered to be counter under Article VI, Section 1.A.1. The Letter of Intent/Scholarship Agreement form shall be prescribed by the NJCAA and shall be in effect for one (1) academic year. An "academic year" is defined as August 1st to July 31st of the following year.

Definition of "Administered": The financial assistance awarded to a student-athlete, regardless of source (e.g. college, booster club, foundation, civic groups, private citizen, etc.) must be officially recorded in and disbursed by the college's office of financial aid and business office.

Division I Tennis will be limited to a maximum of nine Letters of Intent/Scholarships. Three of the nine scholarships given may be a maximum of tuition, fees, room and board, course related books, up to \$250 in course required supplies and transportation costs to and from the college by direct route one time per academic year. Six of the nine scholarships are limited to tuition, fees, course related books and up to \$250 in course required supplies.

◆◆ If November 1st falls on a Saturday or Sunday, the preceding Friday will be utilized as the official start date for men's and women's basketball.

◆◆◆ If August 22nd falls on a Friday, Saturday or Sunday, the preceding Thursday will be utilized as the official start date for fall sports including: fall baseball, cross country, football, fall golf, half marathon, fall lacrosse, soccer, fall softball, fall tennis and volleyball.

A signee of an NJCAA Letter of Intent counts towards the overall maximum number of individuals in that sport regardless of the amount of athletic scholarship.

ARTICLE VII

MEMBER COLLEGE SPORT POLICIES AND GUIDELINES

Section 1 - Sport Procedures

- A. Termination of a Sport or Season: If circumstances cause an NJCAA member college to terminate its participation in a sport or season the member college shall notify the NJCAA National Office in order to ensure eligibility, website and organization records are accurate.
- B. Multi-Sport Participants: A student-athlete who receives institutional athletic aid shall count against the total number of scholarships allowed in each sport in which the student-athlete participates.
 - B.1. Exemption: Cross Country, Half Marathon and Indoor & Outdoor Track & Field shall be exempt from the above as outlined in the NJCAA Sports Procedures Chart counting requirement.
- C. Limits and Dates Established in Sports Procedure Chart: The Sports Procedures Chart contains the following limits and dates as applicable for each individual sport: (APPENDIX B)
 - C.1. Starting date for practice,
 - C.2. Starting date for games,
 - C.3. Ending date for practice and/or games,
 - C.4. Number of contests allowed per season,
 - C.5. Number of Letters of Intent allowed per academic year,
 - C.6. Letter of Intent signing date for each sport.
- D. Additional Sport Specific Procedures: The following limitations shall apply in addition to those listed in the NJCAA Sports Procedures Chart:
 - D.1. Tennis: Men's and women's tennis shall be allowed a maximum of three (3) full-scholarships, and six (6) partial scholarships, limited to tuition, fee, course related books and up to \$250 in course required supplies.
 - D.2. Outdoor Track and Field: Meets conducted following the NJCAA Indoor Track and Field National Championship Meet shall be considered outdoor track and field events, for all records and statistics, even if conducted indoors due to weather.

Section 2 - Practices & Scrimmages

- A. Practice:
 - A.1. General Information & Definitions:
 - A.1.a. Practice Definition: Practice is any meeting, activity, or instruction involving sports related information and having an athletics purpose, held for one or more student-athletes at the direction of, or supervised by, any member(s) of an institution's coaching staff.
 - A.1.b. Enrollment: Practice participants must be enrolled/registered in the current term at the college.
 - A.1.c. Physical examination: Practice participants must have a valid physical on file.
 - A.1.d. Coach Definition: Any individual who represents the college on behalf of the athletic department, including but not limited to, instructing individual/team sport skills, provide strategy and coach against competition on game day, provide video, statistics, scout opponents, recruit, provide fitness training for a sport team or an individual athlete.
 - A.1.d.i. All coaches, regardless of classification (head, assistant, part-time, volunteer) are subject to all NJCAA regulations and limitations.
 - A.1.d.ii. Outgoing Coach: A coach whose contract is expiring, or has expired, shall be subject to all NJCAA regulations and limitations.
 - A.1.d.iii. Incoming Coach: A coach where an agreement (either verbal or written), has been made, but whose contract has not yet begun, shall be subject to all NJCAA regulations and limitations.
 - A.2. In Season Practice: In Season practice begins the first day practice is allowed for that particular sport as defined in the NJCAA Sports Procedures Chart and concludes when the team or individual is eliminated from advancement to the national championship either by elimination or their own choice.
 - A.2.a. Limits: The NJCAA recommends that all member colleges limit in season practices and contests to a combined twenty (20) hours per week, on the basis of the philosophical ideal of the student-athlete.
 - A.2.b. In Season Activities: Participation by one or more coaches and/or one or more student-athletes in the following activities is confined to the time period defined as in season, and are subject to in season regulations.
 - A.2.b.i. Field, floor, course, track, pool or on court activity, OR
 - A.2.b.ii. Activities conducted as a physical education class which is open exclusively to members of an intercollegiate team, OR

- A.2.b.iii. Leadership activities if they are conducted at a site on or off an institution's campus for no more than 48 hours contact time. Leadership activities with a measurable outcome such as a ropes courses and/or other related leadership development activities are permitted once per athletic team per academic year. Expenses may be paid for leadership development activities.
- A.3. Off Season Practice: Off Season practice begins when the team or individual is eliminated from advancement to the national championship either by elimination or their own choice.
 - A.3.a. Voluntary: All off season activities must be voluntary.
 - A.3.b. Location: All off season activities must be limited to on campus, or at the designated home facility.
 - A.3.c. Eligible Participants: A participant in off season activities must be enrolled/registered in the current term at the college and have a valid physical on file.
 - A.3.d. Funds: No college funds or benefits may be used or provided for any current or prospective student-athlete during the off season.
 - A.3.e. Equipment: No college equipment may be used off campus for any current or prospective student-athlete.
 - A.3.f. Coaching Contact: Members of the college coaching staff, may have limited off season contact with student-athletes under the following restrictions:
 - A.3.f.i. Off Campus Contact: No member of the college coaching staff may have off campus athletic contact with any current student-athlete or one who has signed a valid NJCAA Letter of Intent with the following exceptions:
 - A.3.f.i.a. Staff member may:
 - A.3.f.i.a.1. Observe without participation,
 - A.3.f.i.a.2. Coach against the student-athlete,
 - A.3.f.i.a.3. Participate against the student-athlete.
 - A.3.f.i.b. Staff member may not:
 - A.3.f.i.b.1. Coach, practice or participate with any current student-athlete or one who has signed a valid NJCAA Letter of Intent.
 - A.3.f.ii. On Campus Contact: Individual and team off season activities (practice or conditioning, inclusive of weight training) shall be limited to a maximum of eight (8) hours per week in direct contact with a member of the college coaching staff, with the following activities excepted:
 - A.3.f.ii.a. Meetings: Meetings or discussions between one or more student-athlete(s) and one or more coaching staff member(s) regarding academic support service, drug education, training room procedures, team discipline, care and maintenance of equipment, general meeting schedules, information about housing and meals, or information about offseason conditioning activities.
 - A.3.g. Funds and Services: The college may not provide or recompense funds, or transportation services for a student-athlete's participation in off season competitions or camps, including but not limited to, services listed below:
 - A.3.g.i. Camp fees: Individual or team camp fees must not be paid for by a member college.
 - A.3.g.ii. Vehicles: A student-athlete may not be provided rides in a college vehicle or coach's vehicle.
 - A.3.g.iii. Room and Board: A member college may not provide or recompense a student-athlete for room or board.
 - A.3.g.iv. Equipment: A student-athlete may not utilize college equipment, including but not limited to, uniforms or practice gear.
 - A.3.g.v. Fundraising: A member college or its representatives may not be involved in raising alternate funds for participation in off season activities.
 - A.3.h. Physical Education/Fitness Activity Courses: Participation by student-athletes in regular physical education, fitness and activity classes/programs that are conducted by a member of the coaching staff will not be considered practice of any kind and not subject to practice regulations provided:
 - A.3.h.i. The course is listed in the institutions catalog;
 - A.3.h.ii. The course is open to all students at the institution;
 - A.3.h.iii. The course appears on a current class schedule;
 - A.3.h.iv. Class hours and programs have been publicized in an appropriate publication detailing class descriptions of the institution.

- A.3.i. Off Season Tryouts for Current Student-Athletes: Off season tryouts are permissible, subject to all regulations of off season practice.
 - A.3.i.i. Off season practice, including off season tryouts, must not be mandatory for current student-athletes or student-athletes signed to a Letter of Intent, and is subject to current term enrollment, valid physical examination on file and hours per week maximum contact in Article VII, Section 2.A.3.f.ii.
 - A.4. Open Gyms: Are defined by the NJCAA as an institutional opportunity for all students to have the ability to experience. Open gyms must meet the following criteria:
 - A.4.a. Playing sites/venues must be open to all students currently enrolled at the college.
 - A.4.b. Open gym activity must be publicized through all normal communication channels within the campus.
 - A.4.c. Open gym activity must be for a designated time period.
 - A.4.d. Coach(es) may be present but may not have athletic contact with students.
- B. Scrimmage: A scrimmage is a contest or athletic contact with individuals from outside the institution which is conducted to prepare a team for regular and or postseason competition; an eligibility form is not required if the scrimmage rules listed below are followed:
 - B.1. Scheduling: All scrimmages must be included on the official schedule as published by the athletic department, and designated as a scrimmage on such schedule. The official schedule is defined as the schedule listed on the school website as well as the schedule listed on the NJCAA website.
 - B.1.a. Scrimmage Timing: The first scrimmage date shall fall on or after the "start date" listed in the sport procedures for that sport. The final scrimmage shall take place no later than the final date allowable for in season practice.
 - B.2. Awards and Championships: No awards of any kind may be given to the participants and no championship play of any kind may be carried on.
 - B.3. Participating Student-Athletes: Participating student-athletes must be enrolled/registered in the current term at the college he/she is representing, and must have a valid physical on file.
 - B.4. Classification:
 - B.4.a. Reciprocity: Both colleges must agree to, and classify the competition in the same manner, either scrimmage or regular season.
 - B.4.b. Permanence: Once the contest is classified and completed either as a scrimmage or an official game, it may not be changed.
 - B.5. Combined Practices: Any member college which engages in a combined practice with any outside individual or organized team, including a non-member college, must treat said practice as a scrimmage and follow all scrimmage regulations.

Section 3 - Junior Varsity

- A. Student-Athletes: Student-athletes who participate in an NJCAA Junior Varsity program must adhere to all generally applicable rules governing student-athletes and such participation shall count toward maximum seasons of participation.
- B. Administration: If a member college elects to field a Junior Varsity program in one or more sports, the following procedures must be followed:
 - B.1. Eligibility Forms: Eligibility forms must be filed for all student-athletes.
 - B.2. Maximum Games: A student-athlete's total combined Junior Varsity and Varsity games of participation must not exceed the number of total allowed games established for their chosen sport in the NJCAA Sports Procedures Chart.
 - B.3. Record Keeping: The member college shall keep records of all Junior Varsity participation.
 - B.4. Schedules: The member college must publish a schedule for the Junior Varsity program.
 - B.5. Audits: When a program is selected for an eligibility audit, Junior Varsity eligibility information is combined and must be submitted with the respective varsity sport.

Section 4 - Club Teams: A team sponsored by a member college that competes in extramural competition (competition against individuals and teams external to the college community)

- A. Club Teams and the NJCAA Club Declaration Form: Any one of the NJCAA certified sports may be declared a club sport by properly submitting the NJCAA Club Declaration form to the NJCAA National Office and the appropriate Regional Director prior to the beginning of the sport's season schedule.
 - A.1. Mid-Season Club Declaration: In limited instances where a member college sport program suffers hardship, the NJCAA may allow a member college to declare a sport a club sport during the season, however the member college must first request to make such declaration in writing to the NJCAA National Office and receive approval of such request.
- B. Club and Varsity Participation: A member college may not sponsor a club team and varsity team in the same sport during the same academic year (A team may not participate as a club team in the fall, and varsity in the spring, for example).

C. Student-Athlete Participation:

- C.1. Seasons of Participation: Participation in a club sport (includes four-year and/or two-year colleges) shall count as one (1) season of participation in that sport; student-athletes participating in club sports shall be subject to the two-year limit on participation.
- C.2. Participation in Regional, District, or National Competition: Student-athletes who participate in a club sport may not participate in NJCAA postseason competition.
- C.3. Student-athletes who participate in a club sport do not qualify for hardship consideration, individual postseason honors and are not recognized in national statistics. Teams who participate as a club sport do not qualify for team postseason honors and are not recognized in the national statistics.

Section 5 - Non-NJCAA Sanctioned Games

- A. Alumni Games: Member colleges are permitted to hold one alumni game/match per academic year/per sport. Alumni games are not considered regular season contests or scrimmages of a college sport for any purpose and shall not be counted in the college's record or statistics. All participants making up the alumni team must actually be alumni of the program and/or college.
- B. Recreation Leagues: Teams/Individuals associated with member institutions must not participate in non-intercollegiate leagues under any circumstances, during the NJCAA official sport season. Member colleges may participate against recreation teams as part of the published sport schedule, but are not permitted to join the league.

Section 6 - Polls

- A. The National Poll shall honor the submitted rankings within regions.
- B. National/Coaches Association Rankings shall be structured as follows:
 - B.1. Women's Lacrosse will rank five (5) teams
 - B.2. Men's Lacrosse will rank ten (10) teams
 - B.3. Division I Men's and Women's Basketball will rank twenty-five (25) teams
 - B.4. Division I and II will rank twenty (20) teams in each sport
 - B.5. Division III will rank ten (10) teams in each sport

ARTICLE VIII PROCEDURES FOR APPEAL

Section 1 - General Information

- A. Methods of Challenge: Procedures set forth in this Article are the sole methods for challenging the decisions of the NJCAA National Office and the NJCAA Executive Committee.
 - A.1. Consent: As a condition of membership in the NJCAA, member colleges consent to be bound by the provisions of this and all other articles of these bylaws.
 - A.2. Litigation:
 - A.2.a. Prohibition: Member colleges and student-athletes may not institute a suit at law or in equity, nor seek injunction or restraining order concerning any dispute or controversy involving the NJCAA enforcement or interpretation of bylaws, rules, regulations, or sanctions.
 - A.2.b. Penalties: Member colleges which institute legal action against the NJCAA may be subject to payment of attorney fees and court costs, expulsion, sanctions, penalties, fines, probation, or other penalties as determined by the Executive Committee of the NJCAA.
- B. Standing: Only member colleges may challenge the interpretation and enforcement of the bylaws, rules and regulations of the NJCAA. No coach, student-athlete, booster club, or other entity affiliated directly or indirectly with the member college shall have any standing.

Section 2 - Interpretation of NJCAA National Office

- A. First Interpretation: All decisions concerning challenges and/or questions of interpretation and enforcement of the bylaws, rules, and regulations of the NJCAA shall be made in the first instance in accordance with the procedures listed below.
- B. Challenge/Question Procedures: Challenges to or questions regarding the interpretation or the enforcement of the NJCAA bylaws, rules and regulations shall be made in writing to the NJCAA National Office and contain the following:
 - B.1. Name and address of member college presenting challenge/question, AND
 - B.2. Name and address of any other member college involved or directly affected by the challenge/question, AND
 - B.3. Any background facts involved in the challenge/question, AND
 - B.4. The material factual basis involved in the challenge/question, AND
 - B.5. The jurisdictional basis involved in the challenge/question, AND
 - B.6. Citation of bylaws, rules and regulations involved in the challenge, AND
 - B.7. Any documentation supporting the challenge/question.
- C. Decision Procedures: The NJCAA National Office shall provide a written decision concerning any challenge/question to both the affected college(s) and the Regional Director(s) for the region(s) in which the affected college(s) is/are located, which sets forth:
 - C.1. The decision of the NJCAA National Office, AND
 - C.2. The jurisdictional basis for the decision, AND
 - C.3. Citations of any and all NJCAA bylaws, rules and regulations involved in the decision, AND
 - C.4. Any other matter or documentation deemed appropriate by the NJCAA National Office.
- D. Effective Date and Enforcement: The written decision of the NJCAA National Office shall be effective, ~~final~~ and enforced immediately, ~~subject to the following appeal provisions contained within this Article~~ including during the pendency of (a) any appeal of the decision and (b) any subsequent arbitration, initiated within the provisions of this Article.

Section 3 - Appeal to the Executive Committee

- A. Standing: Any member college affected by a decision of the NJCAA National Office may appeal that decision to the Executive Committee of the NJCAA.
- B. Appeal Request: To properly request an appeal, the member college's request must conform to the following requirements:
 - B.1. Request must be in writing,
 - B.2. Request must be sent to the Executive Director of the NJCAA with a copy sent to the Regional Director for the region of the appealing college,
 - B.3. NJCAA Executive Director must receive appeal request within seven (7) calendar days from the date of the written decision issued by the NJCAA National Office,
 - B.4. Request must be signed by the member College President,
 - B.5. ~~Must indicate if an oral hearing is requested;~~ (Deleted August 1, 2017)
 - B.6. Must contain a detailed description of the college's basis for appeal,

- B.6.a. Detailed description must contain all relevant facts involved in the appeal.
- B.6.b. Description must cite any and all bylaws, rules and/or regulations of the NJCAA involved in the appeal.
- B.6.c. Description must list specific reason(s) the member college contends support reversal of the ruling of the NJCAA National Office.

B.7. Member college may also include any documentation it deems appropriate in its request for appeal.

C. NJCAA National Office Duties Upon Appeal:

C.1. The NJCAA National Office shall forward the appealing college's written presentation along with their own written information and case file to each of the members of the Executive Committee in a reasonable and timely manner.

C.1.a. The NJCAA National Office shall provide the appealing college a complete copy of all materials submitted to the Executive Committee.

C.1.a.i. Materials will include the college's written presentation and all written information and case file provided by the NJCAA National Office.

C.1.a.ii. Materials shall be sent to the member college president and athletic director electronically by email at the same time materials are distributed to members of the Executive Committee.

D. Acceptable Methods of Appeal: The appealing college shall present its appeal in writing. ~~or may request an oral hearing.~~

D.1. Written Appeal: ~~The appeal request shall function as a written appeal where the member college does not request an oral hearing.~~

D.1.a. Decision: ~~Where no oral hearing is conducted,~~ The decision shall be made by a vote of the Executive Committee, and require a simple majority of all (including any abstaining members) Executive Committee members to overturn the decision of the NJCAA National Office.

D.1.a.i. ~~Where no oral hearing is conducted,~~ The final decision of the Executive Committee shall be due to the appealing member college within ~~ten (10)~~ twelve (12) calendar days from the date of the appealing college's written presentation case is received ~~presented by to the Executive Director Committee of the NJCAA and confirmed with the appealing college, as set forth above.~~ for review. **Individual Executive Committee member vote is due within seven (7) calendar days of receipt of the appeal.**

D.1.a.ii. A copy of the decision may also be provided to any other college directly affected by the decision at the discretion of the Executive Director of the NJCAA.

D.2. Oral Appeal: ~~Oral appeals will be conducted only during regularly scheduled meetings of the Executive Committee at the location chosen by the Executive Committee, subject to the following procedure:~~

D.2.a. Presiding Officer: The Executive Committee President shall act as presiding officer at the hearing.

D.2.a.i. In the absence of the president, a majority of the Executive Committee members present shall select a presiding officer among themselves.

D.2.b. Representation: During the oral hearing, the member college may only be represented by an employee of the college, and any student athletes involved may only be represented by an employee of the college or his / herself.

D.2.b.i. Legal counsel may be present and may advise the college representative or student-athlete(s), but may not present directly to the Executive Committee during the hearing.

D.2.c. Presentation of Evidence: Both the appealing college and the NJCAA National Office may present evidence and cross-examine the opposition's witnesses subject to the following procedure:

D.2.c.i. Appealing college shall present all evidence, including witnesses and documents;

D.2.c.ii. The NJCAA National Office may cross-examine any witnesses questioned by the appealing college;

D.2.c.iii. The NJCAA National Office shall present all evidence, including witnesses and documents;

D.2.c.iv. The appealing college may cross-examine any witnesses questioned by the NJCAA National Office.

D.2.d. Decision: ~~Where an oral hearing is conducted,~~ the appeal decision shall be reached by a roll call vote of the present members of the Executive Committee.

D.2.d.i. A written memorandum detailing the reasons for the decisions shall be provided to the appealing college and the Regional Director for the region in which the appealing college is located within seven (7) calendar days of the oral hearing.

D.2.d.ii. A copy of the decision may be provided to any other college directly affected by the decision at the discretion of the Executive Director of the NJCAA.

D.2.e. Recording of Proceedings: All proceedings occurring during the oral appeal shall be audio and/or video recorded. (Deleted August 1, 2017)

D.3. Committee on Sanction Review: To provide a measure for sanction appeal based on voting of the Executive Committee.

- D.3.a. If three (3) individuals on the Executive Committee vote "Deny with Review" the ruling will be forwarded to the Sanction Review Committee.
- D.3.b. The Sanction Review Committee may establish an alternate sanction. The sanction may be decreased, increased or affirmed.
- D.3.c. Review by the Committee does not automatically require an alternate sanction.
- D.3.d. The Sanction Review Committee will have five (5) calendar days from receipt from the Executive Committee to provide ruling.
- D.3.e. The decision of the Sanction Review Committee will be the final ruling of the Executive Committee.
- D.3.f. The Sanction Review Committee will be comprised of the following:
 - D.3.f.i. Chair (member of the Executive Committee) non-voting unless a tie.
 - D.3.f.ii. Two (2) members of the Executive Committee (one (1) from the women's division and one (1) from the men's division).
 - D.3.f.iii. Eligibility Committee Chair.
 - D.3.f.iv. Eligibility Committee Vice-Chair.
 - D.3.f.v. Presidential Advisory Council Representative (appointed by the Council).
 - D.3.f.vi. Assistant Executive Director; Compliance (Ex-Officio).
- D.4. Majority: A majority vote is needed to overturn the decision of the National Office. A vote not meeting the majority will be denied. Majority shall mean the majority of all of the members of the Executive Committee, not just a majority of those members who actually vote.
- D.5. Costs: All appeals of an official ruling made by the NJCAA National Office must be accompanied by a payment of \$250.
 - D.5.a. If the appeal is upheld, and the original ruling is overturned, the \$250 fee will be returned to the appealing college.
 - D.5.b. If the appeal is not upheld, and as a result the original ruling confirmed to be appropriate, the appealing college will forfeit the \$250 fee.
- D.6. Conflict of Interest: To avoid an actual, potential or the appearance of a conflict, NJCAA Executive Committee Members shall absent themselves during any substantive discussion and recuse themselves from any appeal vote involving:
 - D.6.a. A college at which they are currently employed;
 - D.6.b. A member college within their respective region;
 - D.6.c. A member college at which the committee member has been employed within the past five (5) years.

Section 4 - Arbitration

- A. General Information:
 - A.1. Standing: Any member college affected by a decision of the NJCAA Executive Committee may appeal that decision, the sole method of which shall be arbitration.
 - A.2. Arbitration Service: Arbitration shall be administered by the American Arbitration Association (AAA) or such other arbitration service as selected by the NJCAA National Office.
 - A.3. Sole Method of Challenge: No suit at law or in equity, or for an injunction or restraining order shall be instituted by a member college to overturn, set aside, or stay a decision by the NJCAA Executive Committee or NJCAA National Office.
 - A.4. Costs: The costs of arbitration shall be borne as follows:
 - A.4.a. The NJCAA National Office and appealing college shall bear equally the costs of:
 - A.4.a.i. The arbitration service, AND
 - A.4.a.ii. The individual arbitrator, AND
 - A.4.a.iii. A certified court reporter to record the proceedings.
 - A.4.b. The NJCAA National Office and appealing college shall bear their individual costs of representation and witnesses, including but not limited to, costs of transportation, food and lodging.
- B. Procedure for Requesting Arbitration: Any member college appealing the decision of the NJCAA Executive Committee must submit a written notice demanding arbitration upon the NJCAA Executive Committee, through the NJCAA Executive Director.
 - B.1. Demand for arbitration must be signed by the president of the member college and delivered to the NJCAA Executive Director no later than twenty (20) calendar days from the date of the issuance of the decision of the NJCAA Executive Committee which is being appealed.
 - B.2. The demand for arbitration must set forth the name and address of the appealing college and the factual and legal basis for the appeal.

- C. Procedure for Selection of Arbitrator: Upon receipt of demand for arbitration, the NJCAA Executive Director shall select an arbitration service to perform the arbitration, following this procedure:
- C.1. The NJCAA Executive Director shall request that the arbitration service provide a list of three potential arbitrators qualified to hear the appeal.
 - C.2. Upon receipt of the list of potential arbitrators, the NJCAA Executive Director shall supply a copy of the list to the appealing college.
 - C.3. The appealing college shall strike one name from the list, after which the NJCAA Executive Director acting on behalf of the NJCAA Executive Committee shall strike one name from the list, with the remaining individual to be named the arbitrator.
 - C.3.a. In instances where the arbitration service provides more than three potential arbitrators, this process shall be repeated until only one potential arbitrator remains.
 - C.4. The selection process shall be completed within ~~seven (7)~~ **ten (10)** calendar days after the NJCAA Executive Director has received the list of potential arbitrators.
 - C.4.a. The appealing college shall complete the arbitrator strike process within five (5) calendar days after the NJCAA Executive Director has provided them with the list of potential arbitrators.
 - C.4.b. The NJCAA Executive Director shall complete the arbitrator strike process within five (5) calendar days after the appealing college has communicated their strike to the NJCAA Executive Director.
- D. Procedure for Scheduling Arbitration Hearing:
- D.1. The arbitrator shall consult with the parties.
 - D.2. The arbitrator shall appoint a date and time for the hearing of the appeal and notify the parties by certified or registered mail, return receipt requested, not less than five (5) days prior to the hearing.
 - D.3. Location: The arbitration hearing shall be conducted at the NJCAA National Office in Colorado Springs, CO.
- E. Procedure for Arbitration Hearing: The arbitration hearing shall be conducted subject to the following provisions:
- E.1. Parties: The appealing college shall be designated the appellant and the NJCAA shall be designated the appellee.
 - E.2. Burden of Proof: The burden of proof in the hearing shall fall on the appellant.
 - E.3. Briefs: Each party shall submit to the arbitrator and the opposing party, a written brief containing the following:
 - E.3.a. A statement of facts.
 - E.3.b. A statement of issues.
 - E.3.c. A statement of the party's position with respect to the issues.
 - E.3.d. Argument(s) in support of the party's position.
 - E.3.e. A list of potential witnesses who may be called by the party.
 - E.3.f. A list of potential exhibits to be presented by the party.
 - E.3.g. The briefs shall be submitted at least five (5) calendar days prior to the hearing date, except where the arbitrator extends the time for filing for good cause.
 - E.4. Procedure at Arbitration Hearing:
 - E.4.a. Rules: The taking of testimony, presentation of argument and evidence, and all other procedures at the arbitration hearing shall, as the arbitrator deems practical, be governed by the usual rules applied in the courts of the State of Colorado.
 - E.4.b. The Hearing: The hearing shall be conducted in the following order:
 - E.4.b.i. The hearing shall be opened by the arbitrator, noting the date, time, place of the hearing, the presence of the arbitrator, the presence of the parties and the presence of their representatives.
 - E.4.b.ii. The arbitrator may ask for statements to clarify any issues involved.
 - E.4.b.iii. The appellant shall present its evidence supporting its appeal.
 - E.4.b.iv. The NJCAA shall present its evidence supporting the decision of the NJCAA Executive Committee.
 - E.4.b.v. Witnesses for the appellant shall be questioned and cross-examined.
 - E.4.b.vi. Witnesses for the NJCAA shall be questioned and cross-examined.
 - E.4.b.vii. The arbitrator may receive into evidence any exhibits offered by the parties.
 - E.4.c. Records: The hearing shall be recorded by a certified court reporter.
 - E.4.d. Absence: The hearing may proceed in the absence of any party or its representative who, after due notice, fails to be present or fails to obtain a postponement; the arbitrator may hear and determine the appeal upon the evidence produced, notwithstanding the failure of a party duly notified to appear.
 - E.4.e. Adjournment and Postponement: The arbitrator may adjourn the hearing from time to time as necessary, and on request of a party for good cause, or upon the arbitrator's own motion, postpone the hearing.

- E.5. Decision: The arbitrator's decision shall be final and binding upon the parties, subject to the following conditions and with the following procedure.
- E.5.a. In Writing: The arbitrator's decision shall be made in writing, a copy of which shall be delivered to each of the parties no later than 30 calendar days after the hearing is completed.
- E.5.b. Basis of Decision: The decision of the arbitrator shall be made in accordance with the Articles of Incorporation, constitution, bylaws and rules and regulations of the NJCAA.
- E.5.b.i. Authority of Arbitrator: The authority of the arbitrator is solely the interpretation of these NJCAA regulations; the arbitrator shall have no authority to amend, modify, or add to any provisions of the Articles of Incorporation, bylaws, or rules and regulations of the NJCAA, nor shall he/she have any authority to amend or change a restriction or sanction imposed by the NJCAA on the appealing college.
- E.5.c. Fraud: The decision shall be presumptively invalid if the arbitrator's decision was procured by corruption or fraud.
- E.5.d. Acts in Excess of Authority: The decision shall be presumptively invalid if the arbitrator's decision was based on his/her actions in excess of authority granted by these bylaws.

ARTICLE IX CONSTITUTION AND BYLAW CHANGES

Section 1 - Changes to the NJCAA Constitution and Bylaws shall be made in accordance with the following procedure:

- A. December 1: Deadline for online posting of all constitution and bylaw proposals by the following groups:
 - A.1. Duly elected Presidential Representatives to the NJCAA Board of Directors.
 - A.2. NJCAA Sport Committees
 - A.3. NJCAA Regional Directors
- B. December 1 – 30: Regional Review Period – During this time proposals will be available to all NJCAA Board of Directors for online review and feedback. No changes to proposal submissions will be allowable; however, NJCAA Executive and/or Eligibility Committees will review and consider all feedback.
- C. January 29: Deadline for all constitution and bylaw proposals originating from the January meeting of the NJCAA Executive and Eligibility Committees.
- D. January 30: Deadline by which an online copy of the substance of all submitted proposals shall be made available for each member college.
- E. Proposed Changes: The NJCAA National Office, Executive Committee members, Eligibility Committee members, Regional Directors, duly elected Presidential Representatives, and sport committees may submit proposals for changes to the association's Constitution and Bylaws.
- F. Member Institution Proposals: Member colleges may not submit proposals directly, but may submit proposals to their region for approval.
 - F.1. Have been approved by their respective region.
 - F.2. Must be included in the minutes of an official region meeting.
- G. Committee: Proposals shall be submitted to the Executive and Eligibility Committees for approval.
- H. Vote: Those proposals approved by the Executive and Eligibility Committees shall be submitted to membership for vote at that year's Annual Meeting.

Section 2 - The NJCAA Constitution and Bylaw proposals may be amended at any NJCAA Board of Directors Annual Meeting by a majority affirmative vote of those present and voting.

ARTICLE X

POLICIES GOVERNING THE AWARDING OF NJCAA CHAMPIONSHIP EVENTS

Section 1.

- A. All events sponsored by the National Junior College Athletic Association (NJCAA) or other organizations in which member schools participate must be conducted under the policies, rules and regulations of the NJCAA and further must have the approval of the Board of Directors.
- B. Prior to adding a new championship, an operating code must be submitted to the Championship Events Committee and membership for a sports committee to be assigned.
- C. Before an event can be approved by the Board of Directors as a National Championship event or sanctioned NJCAA postseason event (Football Bowl Games), the sport must be conducted on a championship level and entries received from at least five (5) regions. The possibility of entries from all regions must be assured.
- D. Minimums for divisional status:

Team Sports				Individual Sports			
Baseball	Football	Lacrosse	Softball	Bowling	Golf	Tennis	Swimming & Diving
Basketball	Ice Hockey	Soccer	Volleyball	Cross Country	Half Marathon	Track & Field	Wrestling

The following minimum number of member colleges and regions are needed to support viable divisional play.

Team Sports

2 Divisions = 150 teams & 10 regions
3 Divisions = 275 teams & 16 regions

Individual Sports

2 Divisions = 100 teams & 10 regions
3 Divisions = 200 teams & 16 regions

- E. Divisional Sports (refer to minimums for divisional status above)
 1. An NJCAA National Championship Tournament is defined by having both 40 teams and seven (7) regions participating within the division of the sport.
 2. An NJCAA Championship is defined by having both 20 teams and five (5) regions participating within the division of the sport.
 3. Divisional sports that drop below 25 teams or seven (7) regions in a given year will automatically drop to a Championship the following year.
- F. Non-Divisional Sports
 1. Non-divisional sports that drop below seven (7) participating regions in a given year will automatically drop to a Championship the following year.
 2. A postseason championship may be held by a sport with a minimum of eight (8) participating teams and five (5) regions within that sport. The title of the championship must receive the approval of the NJCAA Championship Events Committee at the prior year's NJCAA Annual Meeting.
 3. Sports falling below eight (8) participating teams will no longer be a certified sport of the NJCAA.

Section 2. It is the philosophy of the NJCAA that the number of sanctioned football bowl games will correspond with the number of teams filing eligibility in the sport. The number of sanctioned bowl games will be reflective of participating teams being no more than 30 percent (30%) of teams filing eligibility in the sport.

Section 3.

- A. All bids and proposals to host NJCAA Championship Events and NJCAA Football Bowl Games must be received by the NJCAA by **September 1st** prior to the current bid cycle. If no bids are received, the NJCAA National Office has the authority to pursue and negotiate bids on behalf of the association.
- B. The Championship Events Committee, in conjunction with the NJCAA National Office and Sport Committee Chair, will hold a conference call by **September 30th** to review and determine the top bids per sport.
- C. At the discretion of the Championship Events Committee, member(s) of the Championship Events Committee, Sport Committee Chair, NJCAA National Office or designated person to represent the NJCAA will conduct a site survey of the top bids as needed at the expense of championship bidder by February 15th.
- D. A written report, including site survey review, photos and recommendation are due back to the NJCAA National Office no later than two weeks following the site visit. This report shall be shared with the Championship Events Committee, NJCAA National Office and Sport Committee Chair.
- E. The Championship Events Committee, in conjunction with the NJCAA National Office and Sport Committee Chair, will hold a conference call at least one week prior to the NJCAA Annual Meeting to review championships receiving only one bid.
- F. The Championship Events Committee, in conjunction with the Sport Committee Chair, will meet at the NJCAA Board of Directors Annual Meeting to make its final selections for all NJCAA Championship Events and NJCAA Football Bowl Games on bids and proposals it has received.
- G. If the Championship Events Committee elects not to approve any bids that have been received for a sport, the NJCAA National Office has the authority to pursue and negotiate bids on behalf of the association.
- H. Final approval of all NJCAA Championship Events and NJCAA Football Bowl Games bid proposals shall be the responsibility of the Championship Events Committee and approved by the NJCAA Board of Directors.

Section 4. Dates of all NJCAA Championship Events and NJCAA Football Bowl Games shall be determined by the NJCAA and host.

Section 5. Entry fees for all NJCAA Championship Events must be set by the NJCAA Sport Committee and approved by the NJCAA Board of Directors.

Section 6. Contracts

- A. A written contract must be agreed upon and signed by approved hosts of NJCAA Championship Events and/or Football Bowl Games and the NJCAA Executive Director before the awarding of such events shall be considered official and binding on either party or parties.
- B. The terms of all contracts with hosts and the NJCAA for staging Championship Events and/or Football Bowl Games must include all policies adopted by the Board of Directors pertaining to such event.
- C. Championship Events and/or Football Bowl Games hosts must guarantee the payment of all expenses incurred in promoting, conducting and administering the Championship Events and/or Football Bowl Games.

ARTICLE XI POLICIES FOR CONDUCTING NJCAA CHAMPIONSHIP EVENTS

Section 1. Representative at NJCAA Championship Events

- A. The NJCAA Sport Committee Chair, or designee appointed by the Executive Committee, shall represent the NJCAA at championship events. This person shall advise the Tournament Director concerning matters relative to conducting the championship event. Among items to be addressed include drug abuse, disorderly behavior, selection of the All-Tournament Team, presentation of awards and more. Transportation, lodging and per diem for the NJCAA Sport Committee Chair shall be paid for by the Championship Host.
- B. Should a member of the NJCAA National Office attend a championship event, transportation, lodging and per diem shall be paid for by the Championship Host. NJCAA National Office will alert the Championship Host of scheduled attendance no later than thirty (30) days prior to the event.

Section 2. Detailed information, guidelines and requirements relative to hosting an NJCAA Championship and/or Football Bowl Game, including but not limited to, liability insurance requirements, sports specific requirements, video streaming, recording of results and statistics, merchandise policies and more, shall be sent electronically each year to the membership and published on the NJCAA website at www.njcaa.org.

ARTICLE XII TEAM SPORT DISTRICT QUALIFICATION FOR NATIONAL TOURNAMENTS

Section 1. The NJCAA supports a system of National Tournament qualification where geographic representation is the first consideration, providing all regions a path to qualification. Competitive strength of a team or region may be considered provided all qualifiers have earned their tournament berth through the field of play.

Section 2. In all sports where regions are split into two or more districts, it shall be the option of the regions to determine the playoff system for national qualification.

NOTE: In the sports of men's and women's soccer, men's and women's basketball, baseball, softball and volleyball.

- A. When a team is the only participant in their region, in that sport division, sixty percent (60%) of that teams' competition must be against NJCAA/NWAC/CCCCAA member schools. In addition, that team must have at least a .500 record (eliminating ties) against those teams (NJCAA/NWAC/CCCCAA). That record must be determined 10 days prior to the start of district play.
- B. The rotation of district playoff sites should occur in proportion to the number of teams participating in each region involved. (Example: Region A has twice as many teams as Region B - the district playoff between these two regions will be held two times in Region A for every one time it is held in Region B).
- C. In a district comprised of multiple regions and any one of those regions has a single participating school, that/those school(s) must participate in a regional tournament consisting of multiple schools. The winner of the overall district playoff will be declared the District Champion. The highest finishing team of each region will be declared that regions champion.
- D. Inclusive of all sports, if the playoff (regional or district) involves two or more regions, the hosting college must have a playing surface and equipment which complies with the NCAA playing rules of that sport. If the host college cannot meet those rules, an alternate site must be found. In addition, the date, location, game management and officials assigned to the playoff must be agreed upon and that written agreement signed by each of the Regional Directors involved.
- E. If the playoff involves teams from only one region, the region must decide whether or not to mandate compliance with the NCAA playing rules of that sport.
- F. If a unanimous decision cannot be made by the regions in a district, the decision will be made by the NJCAA National Office. The National Office's decision will be final and binding without opportunity for appeal.

Section 3. All regional and district playoff tournaments must be completed by the date established by each respective sport committee. Consideration may be given to allow contests to be played beyond the established district date only in cases where extraordinary circumstances (i.e. – Federal or State emergency, catastrophic event) exist. Requests for consideration may be appealed to the NJCAA Executive Director.

Section 4. In the sport of football a team must meet the following criteria in order to be bowl eligible:

- A. Overall record must be at least .500 (eliminating ties).
- B. At least 50 percent (50%) of a team's schedule must be against NJCAA member colleges.
- C. Play a minimum of nine (9) games.

Section 5. Any extenuating circumstances in regards to Article XII, Section 1, 2, 3 or 4, which might suggest an exemption from a rule, may be appealed to the NJCAA Executive Committee. Appeals must be received by the NJCAA National Office, in accordance with Article VIII of the NJCAA bylaws (with the exception of the seven (7) calendar day deadline established in Article VIII, Section 3.B) at least seven (7) days prior to the start of district play OR seven (7) days prior to official bowl invitation date established by the Football Committee.

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2017-18 NJCAA OFFICIAL HANDBOOK & CASEBOOK



ARTICLE XIII NJCAA NATIONAL CHAMPIONSHIPS

- ATTENTION -

All gray shaded text in Article XIII is new or edited legislation for the 2017-18 academic year.

Sport	Page #	Sport	Page #
Baseball		Women's Soccer	
Division I	99	Division I	143
Division II	102	Division III	147
Division III	106	Softball	
Men's Basketball		Division I	150
Division I	109	Division II	153
Division II	112	Division III	156
Division III	114	Swimming & Diving	
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Cross Country		Division I & III Men's & Women's	165
Division I Men's & Women's	125	Volleyball	
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Men's Soccer			
Division I	136		
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BASEBALL - DIVISION I

A. BASEBALL – DIVISION I

Section 1. Tournament Dates

The dates for the tournament shall be recommended to the Board of Directors by the NJCAA Committee on Baseball and the Tournament Host. Future dates: **May 26 – June 1/2, 2018 – Sam Suplizio Field; Grand Junction, CO**
May 25 – May 31/June 1, 2019 – Sam Suplizio Field; Grand Junction, CO
May 23 – May 29/30, 2020 – Sam Suplizio Field; Grand Junction, CO
May 29 – June 4/5, 2021 – Sam Suplizio Field; Grand Junction, CO

Section 2. Tournament Host Pre-Tournament Responsibilities

- A. The Tournament Host will notify the qualifying teams of the time schedule and other pertinent information.
- B. The Tournament Host shall be responsible for the promotion, advertising and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of spectators.

Section 3. Qualification of Teams for Competition

- A. The qualifying teams shall come from the following 10 districts:

2017-18 DISTRICTS									
DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)
Western	1, 9, 18	South Central	2, 16, 23	Northern	4, 11, 12, 13, 24	Eastern	3, 10, 15, 19, 20, 21	Gulf	8
Southwestern	5	Central	6	East Central	7, 17	Southeastern	22	Southern	14

To view district contracts submitted to the NJCAA National Office, use the following URL: mvp.njcaa.org/DistrictContract. If you do not find the information you are looking for please contact the NJCAA National Office.

- B. The NJCAA Committee on Division I Baseball will have complete jurisdiction over the selection and invitation of the teams who are to compete.
- C. In the event there is a vacancy in the tournament bracket, the runner-up in the district of the vacancy will be the alternate team. The District Chairman will be responsible for selecting a second alternate from that district if the runner-up is unable to fill the vacancy.
- D. If the Regional Directors in any district cannot agree unanimously on a district playoff procedure, the dispute will be resolved by the NJCAA Executive Director.
- E. In the event there is no representative from a district, a runner-up from another district will be selected to fill the vacancy. The replacement order by district will be as follows, determined by blind draw.

NOTE: These districts will be in effect for a nine year rotation period beginning with the 2017-2018 academic year.

1. Eastern	3. Western	5. South Central	7. Gulf	9. Southeastern
2. East Central	4. Northern	6. Southern	8. Southwestern	10. Central

- F. Districts will conduct double elimination tournaments to qualify teams for the National Tournament. The Division I Baseball Committee reserves the right to adjust the district qualification procedures using current declaration numbers. The adjustments must be published no later than November 15th, annually. Specific group and district playoff procedures are the responsibility of the respective Regional Directors and must be published by December 15th, annually.
- G. The scheduled first game of each District Tournament must be no later than the Saturday preceding the NJCAA Tournament. All District Tournaments must be completed no later than midnight of the Tuesday prior to the start of the NJCAA Tournament.

Section 4. Tournament Rules and Officials

- A. The tournament shall be conducted as a ten team double elimination tournament.
- B. NCAA Baseball rules shall be used in all Division I tournament games, including district play, with the following exceptions:
 1. The maximum allowable number of individuals an institution can have on the field, including the practice field, bullpen, bench and dugout is 37. Each team is limited to one head coach, four assistant coaches, recognized by their respective institution, 30 eligible student-athletes in uniform, one manager and one trainer. The official roster will be signed and turned in at the tournament coaches meeting. No deletions or additions will be allowed after the roster is turned in.
 2. All games are scheduled for nine innings.
 3. The 10-run rule shall be in effect after five complete innings.
 4. The eight-run rule shall be in effect after seven complete innings.
 5. The Championship Game (or games) shall be played the full nine innings regardless of the score.
 6. Any game delayed because of rain, power failure, etc., shall be resumed at the point of suspension and played a full nine innings unless terminated under Rule 3 or 4 above.
 7. The following rules also apply to District and National Tournament play:
 - a. Procedure During Change of Sides
At the conclusion of the final out in any inning, the plate umpire immediately shall commence timing the change of sides. He shall allow 90 seconds for change of sides and at the conclusion of 90 seconds shall raise one hand clearly above his head indicating that:
 - (1) The pitcher has completed his warm-up pitches.
 - (2) The fielders must return practice balls to their benches.
 - (3) The batter must take his position in the batter's box.**RULING-Pitching** - (9-2-c) -The pitcher shall not be allowed to delay the game when the bases are unoccupied; the pitcher shall deliver the ball to the batter within 20 seconds after receiving the ball. A ball shall be called by the umpire each time the pitcher violates this rule.
RULING-Batting - A batter shall be declared out when he fails to take his position within 30 seconds after the umpire has called for the batsman.
 - b. Procedure After Putouts
 - (1) After a putout in the outfield and no runners on base, the ball shall be thrown to a cutoff man and, if desired, to one additional infielder before being returned to the pitcher for delivery to the next batter.
 - (2) After a putout in the infield and no runners on base, the ball must be returned directly to the pitcher.
 - (3) Following the final out in any inning, the ball must be given to the nearest umpire. The plate umpire will give the ball to the catcher, the base umpire will place the ball on the pitcher's rubber.
 8. Optional substitution provision will not apply to tournament play.
 9. The Home Team will be determined by the flip of a coin prior to each game. NOTE: In District play home team designation can be determined by other methods if agreed to in advance.
 10. Tournament umpires are instructed to keep games moving and will strictly enforce charged conference/pitcher removal rules.

11. Rules require that double ear flap helmets be worn at bat and on the bases.
 12. PROTESTS: No protest will be tolerated on judgment calls. Rule interpretation protests will be decided immediately by the Tournament Director, the NJCAA Representative and the Supervisor of Officials. The game shall then proceed immediately.
 13. Official line-up cards, in duplicate, are to be submitted to the Umpire-In-Chief before each game.
 14. In the event of unavoidable delays due to weather or other unforeseen causes, the Tournament Co-Chairmen and the NJCAA Representative reserves the right to re-schedule game times, schedule seven inning games, schedule a team(s) for two games in one day, or other arrangements as necessary. Coaches will be kept closely advised of any changes.
- C. Spalding Flat Seam Baseball (Item # 4110NJF) is the official baseball of the NJCAA. Baseballs used in the NJCAA Baseball Tournament shall be secured through the NJCAA National Office and shipped directly to the host.
 - D. The NJCAA Committee on Division I Baseball shall have jurisdiction over the technical aspects of the tournament and officials.
 - E. If a participating institution has a written policy against Sunday competition, the tournament schedule shall be adjusted to accommodate that institution and such adjustment shall not require its team to play sooner than when it was originally scheduled. Notice of such written policy must be filed with the NJCAA National Office prior to September 1st, each academic year. Alternate brackets may be obtained from the NJCAA National Office.
 - F. All NJCAA Baseball Tournament umpires must be recommended to the tournament umpire coordinator. Recommendations must include a letter, resume' and references. The coordinator shall check the references and assign acceptable prospects to the available list. The coordinator will check specific availability prior to formal approval by the NJCAA.
 - G. No umpire will be allowed to work more than two consecutive years at the World Series. Each year a minimum of two umpires will be rotated out of the tournament. Whenever possible no umpire will be allowed to work behind the plate while the district he is from is playing. The assignment for the final two games will be at the discretion of the Tournament Executive Committee (including the NJCAA Representative).
 - H. If there are three teams remaining at Game 18, the team with the most games played shall receive a bye to Game 19. If there is a tie for the most games played, a coin toss will be used to determine the bye.

Section 5. Awards

- A. Awards shall be given to the first, second and third (2 tie) place teams.
- B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 37 medals.
- C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be 37 medals.
- D. Coach of the Tournament will be awarded.

Section 6. Finances

- A. Each college shall pay its own expenses and shall be reimbursed for travel on a prorated basis of total miles traveled by participating teams with the money available.
- B. Per DIEM expenses of \$22 per man per day for meals and lodging shall be paid based on a total of not more than 30 players, coaches, etc. representing each team. Per DIEM expenses begins on the first day of scheduled tournament games and runs through the day the team is eliminated from the tournament.

Section 7. All Region Teams/District Ranking and All-American Team Nomination Guidelines

- A. See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.
- B. All regions must submit an All-Region Team and an All-Region Gold Glove Team through the appropriate online nomination form by the stated deadline in the All-American section.

Section 8. Miscellaneous Procedures

- A. Only scheduled seven or nine inning games may be used in figuring team, individual statistics and overall record. Official games that have been shortened as the result of weather conditions may also be included.
- B. Conferences playing their official conference schedule during the fall season may petition the NJCAA National Office to include their fall statistics in their official season records.
- C. District Chairmen or their designated representative shall attend the District Tournament. The NJCAA National Office will reimburse expenses from a total pool of \$2,500. District Chairmen should contact the NJCAA Executive Director in advance to make necessary travel arrangements.
- D. A game or scrimmage shall consist of a maximum of nine innings of play (NCAA Baseball Rules-Rule 5 Section 6). Once a game/scrimmage extends play past nine innings, for any reason other than a tie, the NJCAA will count that play as the start of a second game/scrimmage.

Section 9. Substance Use/Abuse

The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 10. Open Wound Policy

Under circumstances when constant or profuse bleeding occurs, the participant may be attended to by the appropriate team official following NCAA Baseball Rules. Should bleeding not be controlled immediately, the player shall be removed from the game.

Section 11. Tournament Lodging

Should the Tournament Host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Nine-Year Rotating Pairings for NJCAA Division I Baseball Tournament									
	2018	2019	2020	2021	2022	2023	2024	2025	2026
9 a.m.	SW-W	EC-C	E-SC	N-S	SE-G	EC-N	S-SW	N-G	C-SE
Noon	N-SE	S-G	EC-W	C-E	N-SW	C-SW	EC-SC	SE-E	W-N
3 p.m.	C-SC	SE-SW	SE-S	G-W	E-EC	S-W	N-E	EC-SW	G-SC
7:30 p.m.	G-EC	W-E	C-N	SW-SC	S-SC	SE-SC	G-C	W-SC	EC-S
10:00 a.m. * (Sunday)	E-S	N-SC	G-SW	SE-EC	C-W	G-E	SE-W	C-S	E-SW

* A new time as a result of bracket time adjustment

Section 12. Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

Section 13. Dress Decorum

All players and official team personnel must be in full uniform when entering the playing field. All team personnel must wear a minimum of dress casual when attending tournament functions. Violators of dress decorum will be asked by either the Tournament Director or the

NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.

Section 14. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

Section 15. National Polls

- A. Teams must fill out and electronically submit the NJCAA Poll Nomination form each Tuesday by 12:00 pm (MT) in order to be eligible for ranking in the poll. The NJCAA National Office will compile data from the Poll Nomination forms and deliver to national poll voters for their use in formulating the rankings each week. The NJCAA National Office will disseminate the report to all member colleges prior to the start of the season.
- B. 2018 DI poll release dates: March 6, 13, 20, 27 - April 3, 10, 17, 24, May 1, 8, 15.

BASEBALL - DIVISION II

B. BASEBALL - DIVISION II

Section 1. Tournament Site Selection

- A. Colleges or organizations wishing to host the NJCAA Championship Baseball Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates

The dates for the tournament shall be recommended to the Board of Directors by the NJCAA Committee on Division II Baseball and the Tournament Host. Future Dates: **May 26 - June 1/2, 2018 – David Allen Memorial Ballpark; Enid, OK**
May 25 – May 31/June 1, 2019 – David Allen Memorial Ballpark; Enid, Okla.
May 23 - May 29/30, 2020 – TBA
May 29 - June 4/5, 2021 – TBA

Section 3. Tournament Host Pre-Tournament Responsibilities

- A. The Tournament Host will notify the qualifying teams of the time schedules and other pertinent information.
- B. The Tournament Host shall be responsible for the promotion, advertising and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of spectators.

Section 4. Qualification of Teams for Competition

- A. The qualifying teams shall come from the following districts:

2017-18 DISTRICTS			
DISTRICT	REGION(S)	DISTRICT	REGION(S)
Southwest	1, 18	South	23
North Plains	9, 11, 13	Plains	2, 6, 16
North Central	4	Southeast	8, 10
Midwest	24	East	3, 15, 21
North	12	Northeast	19, 20

To view district contracts submitted to the NJCAA National Office, use the following URL: mvp.njcaa.org/DistrictContract.

If you do not find the information you are looking for please contact the NJCAA National Office.

- B. The NJCAA Committee on Division II Baseball will have complete jurisdiction over the selection and invitation of the teams who are to compete.
- C. In the event there is a vacancy in the tournament bracket, the runner-up in the district of the vacancy will be the alternate team. The District Chairman will be responsible for selecting a second alternate from that district if the runner-up is unable to fill the vacancy.
- D. The Division II Baseball Committee reserves the right to adjust the district qualification procedures using current declaration numbers. The adjustments must be published no later than November 15th, annually. Specific group and district playoff procedures are the responsibility of the respective Region Directors and must be published by December 15th, annually.
- E. In the event there is no representative from a district, a runner-up from another district will be selected to fill the vacancy. The replacement order by district will be as follows, determined by blind draw:

1. Southwest	3. Northeast	5. North Plains	7. East	9. North Central
2. Southeast	4. Plains	6. North	8. South	10. Midwest
- F. Only Region Champions may compete in the District Tournament. Districts will conduct double elimination tournaments to qualify teams for the National Tournament.
- G. NOTE: The scheduled first game of each District Tournament must be no later than the Saturday preceding the NJCAA Tournament. All District Tournaments must be completed no later than midnight of the Tuesday prior to the start of the NJCAA Tournament.

Section 5. Tournament Rules and Officials

- A. The tournament shall be conducted as a 10 team double elimination tournament.
- B. NCAA baseball rules shall be used in all tournament games, including district play, with the following exceptions:
 1. The maximum allowable number of individuals an institution can have on the field, including the practice field, bullpen, bench and dugout is 37. Each team is limited to one head coach, four assistant coaches, recognized by their respective institution, 30 eligible student-athletes in uniform, one manager and one trainer. The official roster will be signed and turned in at the tournament coaches meeting. No deletions or additions will be allowed after the roster is turned in.
 2. All games are scheduled for nine innings.
 3. The 10-run rule shall be in effect after five complete innings.
 4. The eight-run rule shall be in effect after seven complete innings.
 5. The Championship Game (or games) shall be played the full nine innings regardless of the score.
 6. Any game delayed because of rain, power failure, etc., shall be resumed at the point of suspension and played a full nine innings unless terminated under rule 3 or 4 above.
 7. The following rules also apply to District and National Tournament play:
 - a. Procedure During Change of Sides
 - i. At the conclusion of the final out in any inning, the plate umpire immediately shall commence timing the change of sides. He shall allow 90 seconds for change of sides and at the conclusion of 90 seconds shall raise one hand clearly above his head indicating that:
 - (1.) The pitcher has completed his warm-up pitches.
 - (2.) The fielders must return practice balls to their benches.
 - (3.) The batter must take his position in the batter's box.
 8. Optional substitution provisions will not apply to tournament play.
 9. At the World Series when two teams are undefeated, the higher seed will be allowed to choose whether they will be the home team or visitors. Decision for opening round will be at the coaches meeting and will be at the field for all subsequent rounds. Once in the loser's bracket, all decisions of home and visitors will be determined by a coin flip. During District play, individual Regions should decide and put in their own agreements how this will be determined.
 10. Tournament umpires are instructed to keep games moving and will strictly enforce charge conference/pitcher removal rules.

11. Rules require that double ear flap helmets be worn at bat and on the bases.
12. PROTESTS: No protests will be tolerated on judgment calls. Rule interpretation protests will be decided immediately by the Tournament Director, the NJCAA Representative and the Supervisor of Officials. The game shall then proceed immediately.
13. Official Line-Up Cards, in duplicate, are to be submitted to the Umpire-In-Chief before each game.
14. In the event of unavoidable delays due to weather or other unforeseen causes, the Tournament Co-Chairmen and the NJCAA Representative reserves the right to re-schedule game times, schedule seven inning games, schedule a team(s) for two games in one day, or other arrangements as necessary.
- C. Spalding Flat Seam Baseball (Item # 4110NJF) is the official baseball of the NJCAA. Baseballs used in the NJCAA Baseball Tournament shall be secured through the NJCAA National Office and shipped directly to the host.
- D. The NJCAA Committee on Division II Baseball shall have jurisdiction over the technical aspects of the tournament and officials.
- E. If a participating institution has a written policy against Sunday competition, the tournament schedule shall be adjusted to accommodate that institution and such adjustment shall not require its team to play sooner than when it was originally scheduled. Notice of such written policy must be filed with the NJCAA National Office prior to September 1st, each academic year. Alternate brackets can be obtained from the NJCAA National Office.
- F. Each qualifying team shall submit a complete roster and a digital photo team picture with visible numbers and a minimum print resolution of 300 dpi via email to 17bill@suddenlink.net.
- G. All NJCAA Baseball Tournament Umpires must be recommended to the Tournament Umpire Coordinator. Recommendations must include a letter, resume' and references. The coordinator shall check the references and assign acceptable prospects to the available list. The coordinator will check specific availability prior to formal approval by the NJCAA.
- H. No umpire will be allowed to work more than two consecutive years at the Division II Championship. Each year a minimum of two umpires will be rotated out of the tournament. Whenever possible no umpire will be allowed to work behind the plate while the district he is from is playing. The assignment for the final two games will be at the discretion of the Tournament Executive Committee (including the NJCAA Representative).
- I. All districts with interregional play and national tournament games shall be played with a minimum of three officials.
- J. Seeding will be done by the baseball committee at the completion of the District Tournaments. Seeding criteria will include, but is not limited to: National Poll, overall record, emphasis on record last 1/3 of the season, strength of schedule, quality of wins and losses vs ranked foes and other teams qualifying for DII World Series, past history and results of participating school and district. In the case where a committee member's college qualifies for the World Series, they will be allowed to participate in the discussion of the teams but will remove themselves from the actual voting. Each of the 10 qualifying coaches will be required to turn in a ranking of the ten teams at a pre-determined time. The votes will be tabulated by the chair and cross checked by the vice-chair. In the event the chair's school qualifies, the vice-chair will tabulate. If both qualify, an eligible committee member will be selected.

Section 6.

Awards

- A. Awards shall be given to the first, second and third (2 tie) place teams.
- B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 37 medals.
- C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be 37 medals.
- D. A Coach of the Tournament Award shall be presented.
- E. A Most Valuable Player Award shall be presented.
- F. Pitcher of the Tournament will be awarded.
- G. A Defensive Player of the Tournament will be awarded.
- H. Selection of a Division II Baseball All-Tournament Team will be made and awarded medals. 12 players shall be awarded medals while the MVP is awarded a plaque. The MVP is not included on the All-Tournament Team.

Section 7.

Finances

Each college shall pay its own expenses.

Section 8.

All-Regional/District Ranking and All-American Nomination Guidelines

- A. See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.
- B. All regions must submit an All-Region Team and an All-Region Gold Glove Team through the appropriate online nomination form by the stated deadline in the All-American section.

Section 9.

Miscellaneous Procedures

- A. Only scheduled seven or nine inning games may be used in figuring team, individual statistics and overall record. Official games that have been shortened as the result of weather conditions may also be included.
- B. Conferences playing their official conference schedule during the fall season may petition the NJCAA National Office to include their fall statistics in their official season records.
- C. A game or scrimmage shall consist of a maximum of nine innings of play (NCAA Baseball Rules-Rule 5 Section 6). Once a game/scrimmage extends play past nine innings, for any reason other than a tie, the NJCAA will count that play as the start of a second game/scrimmage.

Section 10.

Substance Use/Abuse

The use of all tobacco products by any coach, player, official, or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 11.

Open Wound Policy

Under circumstances when constant or profuse bleeding occurs, the participant may be attended by the appropriate team official following NCAA Baseball Rules. Should bleeding not be controlled immediately, the player shall be removed from the game.

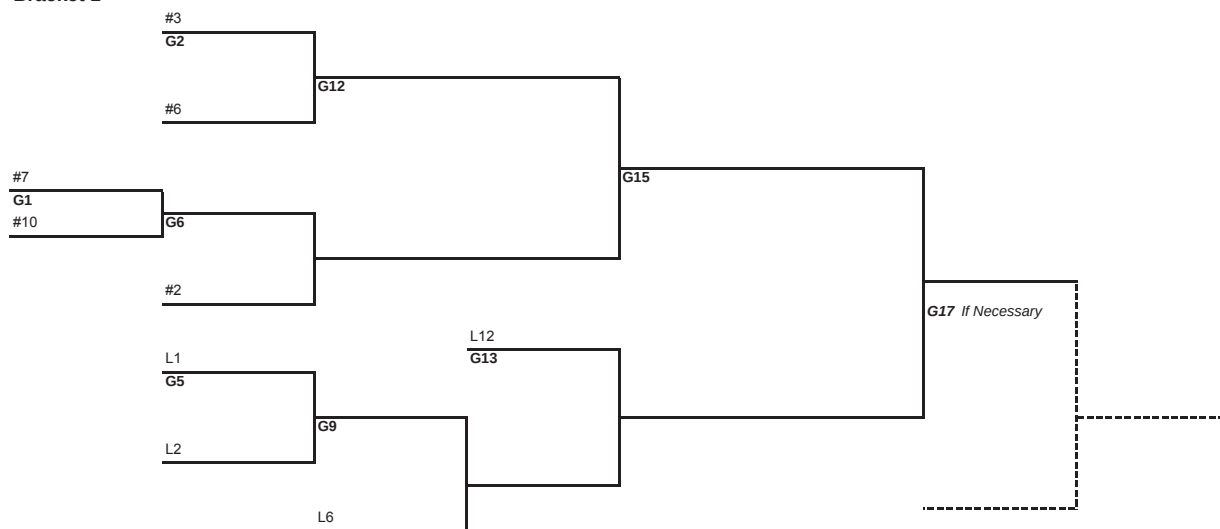
Section 12.

Tournament Lodging

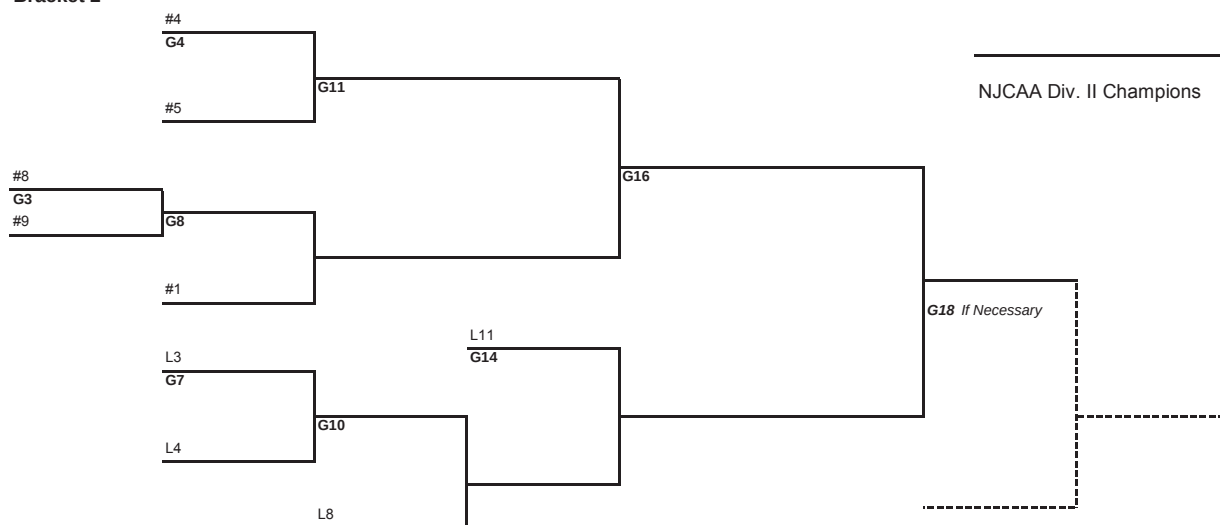
Should the Tournament Host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

NJCAA DII Baseball World Series Bracket

Bracket 1



Bracket 2



Sat.

G1 10:00
G2 1:00
G3 4:00
G4 7:15
G5 10:00
G6 1:00
G7 4:00
G8 7:15

Mon.

G9 10:00
G10 1:00
G11 4:00
G12 7:15

Tues.

G13 3:30
G14 7:00
G15 3:30
G16 7:00

Wed.

G17 3:30 or 7:00
G18 3:30 or 7:00

Thurs.

Fri.

Sat.

Sun.

Both bracket's rep has one loss.

Champ game, Fri., 7:00

One bracket's rep has a loss, other has 0 losses.

Champ game, Fri., 7:00; if game, Sat., 7:00.

Both bracket's rep have no losses.

Best 2 out of 3.

Thur., Fri., Sat. (if game) start at 7:00.

- Section 13. Code of Conduct**
All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.
- Section 14. Dress Decorum**
All players and official team personnel must be in full uniform when entering the playing field. All team personnel must wear a minimum of dress casual when attending tournament functions. Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.
- Section 15. Championship Site Bids**
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the National Tournament site is/are discussed.
- Section 16. National Poll**
Teams must fill out and electronically submit the NJCAA Poll nomination form each Monday by 12:00 (MT) in order to be eligible for ranking in the poll. The National Office will compile data from the poll forms and deliver to the national poll voters for use in the formulating of the rankings. It is requested that each of the 10 District Director's send out a top 5 ranking from each district to the committee by noon on each Tuesday to assist with the voting. All poll voters should honor the individual district rankings when submitting national rankings. The Pre-Season poll will now be done by the Baseball committee. The Baseball Chair will work with the National office to contact each district chair for their pre-season rankings and the committee will vote on a pre-season top 20 to be released by the NJCAA prior to the regular season.
Poll Dates for 2018: March 13, 20 - April 3, 10, 17, 26 - May 1, 8, 15.

BASEBALL - DIVISION III

C. BASEBALL – DIVISION III

Section 1. Tournament Site Selection

- A. Colleges or organizations wishing to host the NJCAA Championship Baseball Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates

The dates for the tournament shall be recommended to the Board of Directors by the NJCAA Committee on Division III Baseball and the Tournament Host. Future Dates:

May 26 – May 30/31, 2018 at Pioneer Stadium; Greeneville, TN
May 25 – May 29/30, 2019 at Pioneer Stadium; Greeneville, TN
May 23 – May 27/28, 2020 at Pioneer Stadium; Greeneville, TN
May 29 – June 2/3, 2021 at TBD

Section 3. Tournament Host Pre-Tournament Responsibilities

- A. The Tournament Host will notify the qualifying teams of the time schedules and other pertinent information.
- B. The Tournament Host shall be responsible for the promotion, advertising and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of spectators.

Section 4. Qualification of Teams for Competition

- A. The qualifying teams shall come from the following districts:

2017-18 DISTRICTS							
DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)
A	3	C	2, 5, 14, 23	E	13	G	19
B	4, 7, 12	D	10, 20	F	15, 21		

To view district contracts submitted to the NJCAA National Office, use the following URL: mvp.njcaa.org/DistrictContract.

If you do not find the information you are looking for please contact the NJCAA National Office.

- B. All colleges must qualify in compliance with Article XII of the NJCAA bylaws.
- C. In the event there is a vacancy in the tournament bracket, the runner-up in the district of the vacancy will be the alternate team. The District Chairman will be responsible for selecting a second alternate from that district if the runner-up is unable to fill the vacancy.
- D. The Division III Baseball Committee reserves the right to adjust the district qualification procedures using current declaration numbers. The adjustments must be published no later than November 15th, annually. Specific group and district playoff procedures are the responsibility of the respective Region Directors and must be published by December 15th, annually.
- E. In the event there is no representative from a district, a runner-up from another district will be selected to fill the vacancy. The replacement order by district will be as follows, determined by blind draw:

1. F	5. C
2. A	6. B
3. E	7. D
4. G	

- G. Districts will conduct double elimination tournaments to qualify teams for the National Tournament.
- H. The scheduled first game of each District Tournament must be no later than the Saturday preceding the NJCAA Tournament. All District Tournaments must be completed no later than midnight of the Tuesday prior to the start of the NJCAA Tournament.
- I. District Format

District A	Region 3	18 Teams
District B	Regions 4, 7, 12	11 Teams
District C	Regions 2, 5, 14, 23	9 Teams
District D	Regions 10, 20	9 Teams
District E	Regions 13	17 Teams
District F	Regions 15, 21	11 Teams
District G	Region 19	15 Teams

At-Large Note: One At-Large team will be selected by the Division III Baseball Committee to complete the field for the World Series. The team will be selected within 24 hours of the completion of the seven District Tournaments. The criteria for selecting the At-Large team shall be based on the following (in no rank order):

1. NJCAA Record vs. Common Opponent
2. Head-to-Head
3. Overall NJCAA Record
4. Overall Record
5. National Ranking
6. Ten-year World Series won/loss history for each District Representative
7. Ten-year individual college won/loss history

Section 5. Tournament Rules and Officials

- A. The tournament shall be conducted as an eight team double elimination tournament.
- B. NCAA Baseball rules shall be used in all tournament games, including district play, with the following exceptions:
 1. The maximum allowable number of individuals an institution can have on the field, including the practice field, bullpen, bench and dugout is **37**. Each team is limited to one head coach, four assistant coaches, recognized by their respective institution, **30** eligible student-athletes in uniform, one manager and one trainer. The official roster will be signed and turned in at the tournament coaches meeting. No deletions or additions will be allowed after the roster is turned in.
 2. All games are scheduled for nine innings.
 3. The 10-run rule shall be in effect after five complete innings.
 4. The eight-run rule shall be in effect after seven complete innings.
 5. The Championship Game (or games) shall be played the full nine innings regardless of the score.
 6. Any game delayed because of rain, power failure, etc., shall be resumed at the point of suspension and played a full nine innings unless terminated under rule 3 or 4 above.
 7. The following rules also apply to District and National Tournament play:
 - a. Procedure During Change of Side

At the conclusion of the final out in any inning, the plate umpire immediately shall commence timing the change of sides. He shall allow 90 seconds for change of sides and at the conclusion of 90 seconds shall raise one hand clearly above his head indicating that:

- (1) The pitcher has completed his warm-up practices.
- (2) The fielders must return practice balls to their benches.
- (3) The batter must take his position in the batter's box.

RULING - Pitching (9-2-c) -The pitcher shall not be allowed to delay the game when the bases are unoccupied; the pitcher shall deliver the ball to the batter within 20 seconds after receiving the ball. A ball shall be called by the umpire each time the pitcher violates this rule.

RULING - Batting - A batter shall be declared out when he fails to take his position within 30 seconds after the umpire has called for the batsman.

b. Procedure After Putouts

- (1) After a putout in the outfield and no runners on base, the ball shall be thrown to a cutoff man and, if desired, to one additional infielder before being returned to the pitcher for delivery to the next batter.
- (2) After a putout in the infield and no runners on base, the ball must be returned directly to the pitcher.
- (3) Following the final out in any inning, the ball must be given to the nearest umpire. The plate umpire will give the ball to the catcher, the base umpire will place the ball on the pitcher's rubber.

8. Optional substitution provisions will not apply to tournament play.

9. The Home Team will be determined by the flip of a coin prior to each game. **NOTE: In District play home team designation can be determined by other methods if agreed to in advance.**

10. Tournament Umpires are instructed to keep games moving and will strictly enforce charge conference/pitcher removal rules.

11. Rules require that double ear flap helmets be worn at bat and on the bases.

12. **PROTESTS:** No protests will be tolerated on judgment calls. Rule interpretation protests will be decided immediately by the Tournament Director, the NJCAA Representative and the Supervisor of Officials. The game shall then proceed immediately.

13. Official Line-Up Cards, in duplicate, are to be submitted to the Umpire-In-Chief before each game.

14. In the event of unavoidable delays due to weather or other unforeseen causes, the Tournament Co-Chairmen and the NJCAA Representative reserves the right to re-schedule game times, schedule seven inning games, schedule team(s) for two games in one day or other arrangements as necessary.

C. Spalding Flat Seam Baseball (Item # 4110NJF) is the official baseball of the NJCAA. Baseballs used in the NJCAA Baseball Tournament shall be secured through the NJCAA National Office and shipped directly to the host.

D. The NJCAA Committee on Division III Baseball shall have jurisdiction over the technical aspects of the tournament and officials.

E. If a participating institution has a written policy against Sunday competition, the tournament schedule shall be adjusted to accommodate that institution and such adjustment shall not require its team to play sooner than when it was originally scheduled. Notice of such written policy must be filed with the NJCAA National Office prior to September 1st, each academic year. Alternate brackets can be obtained from the NJCAA National Office.

F. Qualifying teams shall submit digital team photo (8x10 - resolution of 300 dpi) with visible numbers and official team roster to the Tournament Host per their instructions. This information must be received by the deadline established by the Tournament Host.

G. All NJCAA Baseball Tournament umpires must be recommended to the tournament umpire coordinator. Recommendations must include a letter, resume' and references. The coordinator shall check the references and assign acceptable prospects to the available list. The coordinator will check specific availability prior to formal approval by the NJCAA.

H. No umpire will be allowed to work more than two consecutive years at the Division III Championship. Each year a minimum of two umpires will be rotated out of the tournament. Whenever possible no umpire will be allowed to work behind the plate while the district he is from is playing. The assignment for the final two games will be at the discretion of the Tournament Executive Committee (including the NJCAA Representative).

I. All Districts with interregional play and national tournament games shall be played with a minimum of three officials.

J. Seeding the National Tournament will be done by the DIII Baseball Committee, based on criteria below (in no rank order). The committee will rank all eight teams.

1. Record vs NJCAA Teams
2. Record Overall
3. Strength of Schedule
4. Common Opponents
5. National Rankings
6. Ten-year World Series won/loss history for each District Representative
7. Ten-year individual college won/loss history

Section 6. Awards

A. Awards shall be given to the first, second and third place teams.

B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 30 medals.

C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be 30 medals.

D. A Coach of the Tournament Award shall be presented.

E. A Most Valuable Player Award shall be presented.

F. Selection of a Division III Baseball All-Tournament team will be made and awarded medals. 12 players shall be selected.

Section 7. Finances

Each college shall pay its own expenses.

Section 8. All-Region Teams/District Ranking and All-American Nomination Guidelines

A. See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.

B. All regions must submit an All-Region Team and an All-Region Gold Glove Team through the appropriate online nomination form by the stated deadline in the All-American section.

Section 9. Miscellaneous Procedures

A. Only scheduled seven or nine inning games may be used in figuring team, individual statistics and overall record. Official games that have been shortened as the result of weather conditions may also be included.

B. Conferences playing their official conference schedule during the fall season may petition the NJCAA National Office to include their fall statistics in their official season records.

C. A game or scrimmage shall consist of a maximum of nine innings of play (NCAA Baseball Rules-Rule 5, Section 6). Once a game/scrimmage extends play past nine innings, for any reason other than a tie, the NJCAA will count that play as the start of a second game/scrimmage.

D. The District Champion of the host region may be placed in the final game of the opening round.

Section 10. Substance Abuse

The use of all tobacco products by any coach, player, official, or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 11. Open Wound Policy

Under circumstances when constant or profuse bleeding occurs, the participant may be attended to by the appropriate team official, following NCAA Baseball Rules. Should bleeding not be controlled immediately, the player shall be removed from the game.

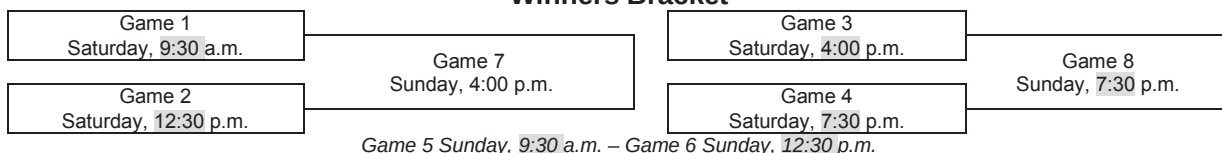
Section 12. Tournament Lodging

Should the Tournament Host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

National Tournament Seeding:

- A. The seeding of the eight participating teams will be finalized within 48 hours of the completion of the seven District Tournaments.
- B. Schedule of games for Saturday's opening round will be determined by a blind draw at the NJCAA Annual Meeting.

Winners Bracket



First Round Matchups: #1 vs. #8, #2 vs. #7, #3 vs. #6, #4 vs. #5

Section 13. Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

Section 14. Dress Decorum

All players and official team personnel must be in full uniform when entering the playing field. All team personnel must wear a minimum of dress casual when attending tournament functions. Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.

Section 15. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

Section 16. National Poll

Teams must fill out and electronically submit the NJCAA Poll Nomination form each Tuesday by 12:00 pm (MT) in order to be eligible for ranking in the poll. The NJCAA National Office will compile data from the poll nomination forms and deliver to national poll voters for their use in formulating the rankings each week. The NJCAA National Office will disseminate the report to all member colleges prior to the start of the season.

2018 DIII poll release dates: March 6, 13, 20, 27 - April 3, 10, 17, 24, May 1, 8, 15

BASKETBALL – MEN’S – DIVISION I

D. BASKETBALL – MEN’S – DIVISION I

Section 1. Tournament Dates

The NJCAA Men's Championship Basketball Tournament begins on the Monday prior to the third Tuesday in March.

March 19-24, 2018 at Hutchinson Sports Arena; Hutchinson, KS

March 18-23, 2019 at Hutchinson Sports Arena; Hutchinson, KS

March 16-21, 2020 at Hutchinson Sports Arena; Hutchinson, KS

March 15-20, 2021 at Hutchinson Sports Arena; Hutchinson, KS

Section 2. Tournament Host Pre-Tournament Responsibilities

- The Tournament Host will notify the qualifying teams of the time schedules and other pertinent tournament information.
- The Tournament Host shall be responsible for the promotion, advertising and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of spectators.

Section 3. Qualification of Teams for Tournament Play

- District Basketball Tournaments must be completed **by the second Saturday** prior to the start of the NJCAA Championship Basketball Tournament.
- Last Dates for District Finals
 - 2018: March 10 2019: March 9 2020: March 7 2021: March 6 or 13
- Sixteen districts and eight at-large teams will participate in the National Tournament. No more than three teams from one district may be chosen in any combination (district champion and at-large).
- The Division I Men's Basketball Committee will serve as the At-Large Selection Committee.
 - At-large selection criteria may include, but not limited to: national poll, last ten games, record versus district, DI, DII, and DIII members and strength of region/district.
 - The Committee will make the at-large selections on the day following the deadline for District Tournament.
- 16 District Championship games must be played with the winners receiving automatic bids to the National Tournament.

2017-18 DISTRICTS							
DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)
1	1, 18	5	5	9	9	13	17
2	2	6	6	10	10	14	14
3	3, 15, 19, 20, 21	7	7	11	11, 13	15	23
4	4, 16	8	8	12	22	16	12, 24

To view district contracts submitted to the NJCAA National Office, use the following URL: mvp.njcaa.org/DistrictContract.

If you do not find the information you are looking for please contact the NJCAA National Office.

Section 4. Seeding

The seeding committee will consist of the NJCAA Division I Men's Basketball Committee. The seeding criteria are as follows:

- First round byes to be given to top eight seeds as determined by the seeding committee.
- The seeding committee will fully seed, via conference call, all tournament qualifiers two days following the deadline for district tournaments. A coach on the basketball committee may not participate in the seeding process if their team is playing in the tournament.
- Seeding criteria may include, but not limited to, national poll, last ten games, record versus district, DI, DII, DIII members and strength of region/district.

Section 5. Postseason Policies and Rules

- Teams participating in the NJCAA Championship Basketball Tournament are limited to not more than 15 players. Each player must be identified in the scorebook before the start of the first game. No deletions or additions may be made after this time. The official team party shall not exceed a total of 20 people.
- The Tournament Host, acting with the NJCAA Executive Director and Chair of Division I Men's Basketball Committee, may change the game schedule during the tournament if such action is thought necessary.
- No team shall be required to play more than one game per day in the tournament.
- The Spalding TF 1000 Legacy (Item #: 74-8199) basketball will be used in postseason play.
- All team housing for the NJCAA Basketball Tournament will be assigned on a rotating basis by region, by the office of the Executive Director. If Hutchinson Community College is the Region 6 Representative, they will stay in quarters assigned by the Executive Director if they must reside off campus.
- No building of cheerleader pyramids will be allowed at the NJCAA Basketball Tournament.
- Crowd Control: The responsibility for crowd control rests with the director of the tournament or the designated representative of the host institution. The director of the tournament or their designated representative (other than coaches) shall be available at the site of the competition to assist in controlling the crowd. Artificial noisemakers, air horns and electronic amplifiers are not permissible. The director of the tournament or the designated representative of the host institution is responsible for removing such instruments from the competition area. Bands or any component thereof are not allowed to play while the competition is in progress. This rule applies to all NJCAA tournament games.
- A television monitor will be placed at the scorers' table at the national tournament to assist officials in case of the need for play review.
- Selection and assignment of NJCAA Championship Tournament Officials will be made by the NJCAA, or their designee(s), and such assignments will be final.

Note: No official will officiate a game involving his own region.
- Member colleges and players shall be limited to 30 games plus NJCAA postseason play.

Note: Postseason play is defined as Regional Tournaments. Each college may play one foreign game during the current academic year without this game counting against the 30 game limit.
- The official basketball rules to be used by the NJCAA will be the current NCAA Basketball Rules, with exceptions as approved by the NJCAA Division I Men's Basketball Committee.
- Teams participating in the national tournament must designate both a light jersey and a dark jersey. It must be noted on their official entry sheet as to the exact colors of both jerseys.
- National Tournament Timeout Information (this applies to the National Tournament only):

1. Media Timeouts:
 - a. Two 60-second media timeouts will be issued at the first dead ball under 14 minutes and under seven minutes in each half.
 - b. When either of the teams uses a 75-second timeout in either the first or second half, that timeout shall replace the next media timeout in that half. Example: If a team takes a 75-second timeout at 15:10 in the first half, that timeout shall replace the next media timeout scheduled for under 14:00 in the first half.
2. Four 75-second timeouts and two 30-second timeouts for each team per regulation game to be used at any time.
3. When there is an extra period(s), each team is entitled to one extra 75-second timeout per extra period in addition to any timeouts they have not used.
4. The extra timeout shall not be granted until after the ball becomes live to begin the extra period.
- N. District Timeout Information:
 1. Radio Timeouts: (First half only - all games) - For all district basketball games the radio timeout procedure will be as follows: If no timeouts are called during the first eight minutes, at the first dead ball after 12:00 to play, a radio timeout will be called. If no more timeouts are called during the next eight minutes, a radio timeout will be called at the first dead ball after 4:00 to play. After two timeouts are called, no other mandatory timeouts are necessary. In the event the game is televised live, the NCAA rules for TV timeouts will be in effect.
- O. District playoffs must have mutual agreeable officials selected by the Regional Directors involved in the district game. In case the Regional Director cannot come to terms of agreement, then the NJCAA National Office will arbitrate the selection decision of officials.

Section 6. Awards

- A. Awards shall be given to the first, second, third and fourth place teams.
- B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be sixteen medals.
- C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be sixteen medals.
- D. Selection of a MVP will be made and awarded a MVP plaque. Twelve other players shall be selected for the Division I Men's Basketball All-Tournament Team and awarded medals. (1 plaque, 12 medals=13 total)
- E. Coach of the Tournament Award will be presented to the coach of the winning team. If the coach of the winning team displays conduct in violation of the NJCAA Code of Conduct (including a game ejection), the award will be presented to the coach of the runner-up team. Coach of the Tournament Award will not be awarded below the winner/runner-up level.

Section 7. National Tournament Schedule – Important Dates

- A. Tournament Format:
 - Monday: Games 1-6 - all opening round games
 - Tuesday: Games 7-12 - two opening round games and four second round games
 - Wednesday: Games 13-16 - four second round games
 - Thursday: Games 17-20 - four quarterfinal games
 - Friday: Games 21 and 22 - National Semifinals
 - Saturday: Games 23 and 24 - Consolation Game and National Championship

Tournament Schedule/Format

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
G1: 16 v 17	G7: 14 v 19	G13: 4 v 13/20 Winner	G17: 9 Winner v 10 Winner	G21: 17 Winner v 19 Winner	G23: 21 Loser v 22 Loser
G2: 9 v 24	G8: 11 v 22	G14: 5 v 12/21 Winner	G18: 11 Winner v 12 Winner	G22: 18 Winner v 20 Winner	G24: 21 Winner v 22 Winner
G3: 15 v 18	G9: 1 v 16/17 Winner	G15: 3 v 14/19 Winner	G19: 13 Winner v 14 Winner		
G4: 10 v 23	G10: 8 v 9/24 Winner	G16: 6 v 11/22 Winner	G20: 15 Winner v 16 Winner		
G5: 13 v 20	G11: 2 v 15/18 Winner				
G6: 12 v 21	G12: 7 v 10/23 Winner				

- B. Game Film Exchange:

Upon qualification for the National Tournament, each team will be required to upload a complete game film in one file for their last game played, including postseason, to the NJCAA Official Film Exchange Provider per instructions provided by the NJCAA National Office. If an At-Large or Zone Qualifying team's last game was against a national tournament qualifier who will already have a different game uploaded to the film exchange, the At-Large/Zone Qualifier will upload film from their last game played against a team that didn't qualify for the National Tournament. Teams must upload their game film no later than 48 hours following the release of the fully seeded bracket. Game films must be from a half-court view and must be of good quality where player numbers are visible. Penalties for non-compliance will include, but are not limited to: the offending institution will not have access to the uploaded games on the NJCAA Official Film Exchange Provider, a Letter of Reprimand to offending college president and a \$500 fine.
- C. For each game of the tournament, the team with higher seed (lower number) in each game will be the HOME TEAM and wear light colored jerseys/uniform. The lower seed (higher number) will be the VISITOR TEAM and wear dark colored jerseys/uniform.

Section 8. All-American Nomination Guidelines

See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.

Section 9. Substance Abuse

The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 10. Open Wound Policy

Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

Section 11. Tournament Lodging

Should the Tournament Host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 12. Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. The code may be found under Article XX of the NJCAA bylaws.

Section 13. Dress Decorum

Anyone in the team travel party must be in team suits or business casual attire (no denim, no t-shirts) when at the arena or any official tournament function. Coaches must be in a minimum of business casual attire for their own games.

Definition of business casual attire:

- A. Business casual dress is a middle ground between business formal wear and street wear.
- B. For men, a combination of a collared shirt (golf shirt or dress shirt), cotton trousers (such as khakis) and shoes (such as loafers or dress sandals) with socks are generally acceptable.
- C. Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.

Section 14. National Poll

- A. Teams must also fill out and electronically submit the NJCAA Poll Nomination form each Monday by 12:00 pm (MT) in order to be eligible for ranking in the poll. The NJCAA National Office will compile data from the NJCAA Poll Nomination forms and deliver to national poll voters for their use in formulating the rankings each week. The NJCAA National Office will disseminate the report to all member colleges prior to the start of the season.
- B. The preseason rankings will be conducted at the discretion of the Division I Men's Basketball Committee. Poll will be released the last week of October. The first regular season poll will be voted on during the first week of December. The last poll will be voted on during the last week of February.
- C. Poll Voting Criteria Throughout the Season:
 - 1. Overall winning percentage
 - 2. Record since last poll
 - 3. Record over last ten games
 - 4. Record versus district
 - 5. Record versus NJCAA DI, DII and DIII
- D. The poll voters will email their top 25 rankings to the NJCAA National Office by 12 p.m. (ET) on Tuesdays, unless the Monday prior is a national holiday, where votes will be due on Wednesday. The National Office will compile the votes, drop the highest and lowest vote for each team and release the final rankings. A no vote for a team will be considered the lowest vote.

BASKETBALL – MEN’S – DIVISION II

E. BASKETBALL – MEN’S – DIVISION II

Section 1. Tournament Sites and Selection

- A. Colleges or organizations wishing to host the NJCAA Championship Basketball Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Future Tournament Dates

March 20-24, 2018 at Danville Community College; Danville, IL
March 19-23, 2019 at Danville Community College; Danville, IL
March 17-21, 2020 at Danville Community College; Danville, IL
March 16-20, 2021 at TBD

Section 3. Tournament Host Pre-Tournament Responsibilities

- A. The Tournament Host will notify the qualifying teams of the time schedules and other pertinent tournament information.
- B. The Tournament Host shall be responsible for the promotion, advertising and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of spectators.

Section 4. Qualification of Teams for Tournament Play

A. 16-Team Tournament

1. This tournament will be run according to the Division I format.
2. If there are 17-24 regions represented, inter-region playoffs will follow the Division I format for the current year.
3. If 13, 14 or 15 regions are represented, the three regions with the largest number of teams will have the right to send two teams.
4. All district qualifying games must be completed by **Sunday, March 11, 2018.**
5. Game Film Exchange:
 Upon qualification for the National Tournament, each team will be required to upload a complete game film in one file for their last game played – including postseason – to the NJCAA Official Film Exchange Provider film exchange per instructions provided by the NJCAA National Office. Teams must upload their game film no later than 48 hours following the release of the fully seeded bracket. Game films must be from a half-court view and must be of good quality where player numbers are visible. Penalties for non-compliance will include, but are not limited to: the offending institution will not have access to the uploaded games on the NJCAA Official Film Exchange Provider, a Letter of Reprimand to offending college president and a \$500 fine.

2017-18 DISTRICTS							
DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)
1	1	5	6	9	12W	13	2, 16
2	3, 21	6	20	10	12E	14	8, 10
3	4A	7	9, 13	11	12S	15	8, 10
4	4B	8	11	12	15, 19	16	24

4A: Arrowhead Conference/Independents/N4C / **4B:** Skyway Conference
12W: Michigan West **12E:** Michigan East **12S:** Ohio

To view district contracts submitted to the NJCAA National Office, use the following URL: mvp.njcaa.org/DistrictContract.
 If you do not find the information you are looking for please contact the NJCAA National Office.

6. 2018 Tournament Seeding:
 - a. The Division II Men's Basketball Committee will seed all sixteen teams (1-16). The committee will take into consideration:
 - i. Power Rankings/Strength of Schedule Formula
 - ii. Tournament History (Last 3, Last 5, Last 10, All-Time)
 - ii.a. By District, By Qualifying Team
 - iii. Weekly NJCAA Polls
 - iv. Personal Observation
 - b. Coaches ranking of all 16 teams. Coaches or a school representative must have their ranking of the top 16 teams turned into the NJCAA Division II Men's Basketball Chairman by Monday, March 12, 2018 at 5:00 PM (Central Time).
7. The Division II Basketball Committee reserves the right to adjust the district qualification procedures using current declaration numbers. The adjustments must be published no later than November 15th, annually. Specific group and district playoff procedures are the responsibility of the respective Regional Directors and must be published by December 15th, annually.
8. The teams to compete in the NJCAA Basketball Tournament must be district winners. If a district winner declines to participate, the Regional Director shall certify the district runner-up. When a district winner and district runner-up declines to enter the NJCAA Basketball Tournament, the order of substitutions as listed in the NJCAA Handbook shall be used to certify teams for the NJCAA Basketball Tournament. When a team accepts or declines the opportunity to compete in the NJCAA Basketball Tournament through the substitution procedure, that district drops to the end of the substitution order.
9. The substitution order is as follows: District 3, 11, 12, 5, 1, 6, 7, 4, 10, 2, 9, 8.

Section 5. Tournament Scheduling and Rules

- A. Teams participating in the NJCAA Championship Basketball Tournament are limited to not more than 16 players. Each player must be identified in the score book before the start of the first game. No deletions or additions may be made after this time. Corrections in squad size will be made immediately when noted.
- B. The Tournament Host, acting with the NJCAA Representative, may change the game schedule during and/or prior to the tournament if such action is thought necessary. If a change to the schedule occurs, the Tournament Host will communicate to the qualifiers as soon as possible.
- C. No team shall be required to play more than one game per day in the tournament.
- D. The Spalding TF 1000 Legacy (Item #: 74-8199) basketball will be used by the NJCAA in postseason play.
- E. The building of cheerleader pyramids or balance formations are not allowed at the National Basketball Tournament.
- F. The 3-point sound system will be used for the Division II Men's Basketball Tournament.
- G. The Tournament Host, acting with the NJCAA Representative, may allot the host district the feature game in their first round of play. If a college acting as the host of the championship qualifies, their first contest/game can be moved into primetime evening slot to increase attendance. Consultation with the NJCAA Sport Chair and NJCAA National Office is required to ensure integrity of bracket/schedule for the championship.
- H. For each game of the tournament, the team with higher seed (lower number) in each game will be the HOME TEAM and wear light colored jerseys/uniform. The lower seed (higher number) will be the VISITOR TEAM and wear dark colored jerseys/uniform.

Section 6. Rules and Officials

- A. The NJCAA Championship Basketball Tournament Representative (see Article XI, Section 1) will have the authority to select the tournament referees with recommendations from the NJCAA Committee on Basketball.
- B. Member colleges shall be limited to 30 games plus NJCAA postseason play. **Note:** Postseason play is defined as Regional Tournaments. Each college may play one foreign game during the current academic year without this game counting against the 30 game limit.
- C. The Official Basketball Rules to be used by the NJCAA will be the current NCAA Basketball Rules, with the exception of uniform authenticating mark that requires pre-approval prior to production.
- D. Game officials shall be rotated and shall not be employed more than two years in a row.
- E. Any player ejected from a tournament game because of committing a flagrant personal foul or flagrant technical foul shall not be allowed to participate in the next tournament game(s).
- F. National Tournament Timeout Information (this applies to the National Tournament only):
 1. Media Timeouts:
 - a. Two 60-second media timeouts will be issued at the first dead ball under 14 minutes and under 7 minutes in each half.
 - b. When either of the teams uses a 75-second timeout in either the first or second half, that timeout shall replace the next media timeout in that half. Example: If a team takes a 75-second timeout at 15:10 in the first half, that timeout shall replace the next media timeout scheduled for under 14:00 in the first half.
 2. Four 75-second timeouts and two 30-second timeouts for each team per regulation game to be used at any time.
 3. When there is an extra period(s), each team is entitled to one extra 75-second timeout per extra period in addition to any timeouts they have not used.
 4. The extra timeout shall not be granted until after the ball becomes live to begin the extra period.

Section 7. Awards

- A. Awards shall be given to the first, second and third place teams.
- B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 16 medals.
- C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be 16 medals.
- D. A Coach of the Tournament Award shall be presented.
- E. A "Pin" Ryan Most Valuable Player Award shall be presented.
- F. A Division II Men's Basketball All-Tournament Team of 12 players shall be selected and awarded medals.
- G. A "Jack Cistrano" Best Small Man Award shall be presented.
- H. A "Fred Pohlman Sportsmanship Award" to the individual demonstrating the best sportsmanship shall be presented.

Section 8. Eligibility for Division II Tournament

- A. The Division II Committal form must be submitted to the NJCAA National Office on or before **February 1st** of the committal cycle.
- B. Division II colleges are permitted to grant no more than tuition, fees, course related books and up to \$250 in course required supplies per academic year in the form of athletic scholarship aid to any student basketball player.
- C. Division II colleges are limited to a maximum of 15 players receiving tuition, fees, course related books and up to \$250 in course required supplies per academic year for student basketball players per team.

Section 9. Finances

Each college shall pay its own team expenses.

Section 10. All-American Nomination Guidelines

See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.

Section 11. Substance Abuse

The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 12. Open Wound Policy

Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

Section 13. Tournament Lodging

Should the Tournament Host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 14. Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

Section 15. Dress Decorum

Anyone in the team travel party must be in team suits or business casual attire (no denim, no t-shirts) when at the arena or any official tournament function. Coaches must be in a minimum of business casual attire for their own games.

Definition of business casual attire:

- A. Business casual dress is a middle ground between business formal wear and street wear.
- B. For men, a combination of collared shirt (a golf shirt or a dress shirt), cotton trousers (such as khakis) and shoes (such as loafers and dress sandals) with socks are generally acceptable.
- C. Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.

Section 16. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

Section 17. National Poll

- A. Teams must also fill out and electronically submit the NJCAA Poll Nomination form each Monday by 12:00 pm (MT) in order to be eligible for ranking in the poll. The NJCAA National Office will compile data from the NJCAA Poll Nomination forms and deliver to national poll voters for their use in formulating the rankings each week. The NJCAA National Office will disseminate the report to all member colleges prior to the start of the season.
- B. The preseason rankings will be conducted at the discretion of the Division II Men's Basketball Committee.
- C. **2017-18 Poll Dates:** December 5, 12, 19 – January 9, 17*, 23, 30 – February 6, 13, 21*, 27 – March 6

*Poll is released Wednesday due to a federal holiday.

BASKETBALL - MEN'S - DIVISION III

F. BASKETBALL – MEN'S – DIVISION III

Section 1. Tournament Sites and Selection

- A. Colleges or organizations wishing to host the NJCAA Championship Basketball Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates

March 15-17, 2018 at Sullivan County Community College; Loch Sheldrake, NY
March 14-16, 2019 at Rochester Community & Technical College: Rochester, MN
March 12-14, 2020 at Sullivan County Community College; Loch Sheldrake, NY
March 11-13, 2021 at TBD

Section 3. Tournament Host Pre-Tournament Responsibilities

- A. The Tournament Host will notify the qualifying teams of the time schedules and other pertinent tournament information.
- B. The Tournament Host shall be responsible for the promotion, advertising and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of spectators.

Section 4. Qualification of Teams for Tournament Play

A. Eight-Team Tournament

1. This tournament will be a standard eight-team tournament, seeded 1-8.
2. This tournament will be played on Thursday, Friday and Saturday, each team playing three games. The game times will be set by the host.
3. Qualification for an Eight-Team Tournament:

2017-18 DISTRICTS							
DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)
1	3	3	(2), 5	5	15	7	10, 17, 20
2	4, (7), 12	4	13	6	19	8	21

To view district contracts submitted to the NJCAA National Office, use the following URL: mvp.njcaa.org/DistrictContract.

If you do not find the information you are looking for please contact the NJCAA National Office.

- a. District winners must be determined by March 6, 2018.
- b. All colleges must qualify in compliance with Article XII of the NJCAA bylaws.
- c. Game Film Exchange:
Upon qualification for the National Tournament, each team will be required to upload a complete game film in one file for their last game played, including postseason, to the NJCAA Official Film Exchange Provider per instructions provided by the NJCAA National Office. Teams must upload their game film no later than 48 hours following the release of the fully seeded bracket. Game films must be from a half-court view and must be of good quality where player numbers are visible. Penalties for non-compliance will include, but are not limited to: the offending institution will not have access to the uploaded games on the NJCAA Official Film Exchange Provider, a Letter of Reprimand to offending college president and a \$500 fine.
- d. Tournament Seeding:
Seeding to be completed by **March 10, 2018**.
- e. Seeding Criteria:
 - I. Most recent National Poll rank.
 - II. Game by game results entered on the NJCAA Stats System.
 - III. Any additional information the Committee deems necessary.

Section 5. Tournament Scheduling and Rules

- A. Teams participating in the NJCAA Championship Basketball Tournament are limited to not more than sixteen (16) players. Each player must be identified in the scorebook before the start of the first game. No deletions or additions may be made after this time. Corrections in squad size will be made immediately when noted.
- B. The Tournament Host, acting with the Board of Directors, may change the game schedule during the tournament if such action is thought necessary.
- C. Teams participating in the National Tournament must have both a light and dark jersey. The exact color of both jerseys must be noted on their entry form.
- D. For each game of the tournament, the team with higher seed (lower number) in each game will be the HOME TEAM and wear light colored jerseys/uniform. The lower seed (higher number) will be the VISITOR TEAM and wear dark colored jerseys/uniform.
- E. No team shall be required to play more than one game per day in the tournament.
- F. The Spalding TF 1000 Legacy (Item #: 74-8199) basketball will be used by the NJCAA in postseason play.
- G. The building of cheerleader pyramids or balance formations is not allowed at the National Basketball Tournament.
- H. The official team party will not exceed twenty (20) people.
- H. After the tournament seeding has been completed, the district champion of the host region will be placed in the final game of day one. The remaining bracketed games on day one will then be determined by the basketball committee. If a college acting as the host of the championship qualifies, their first contest/game can be moved into primetime evening slot to increase attendance. Consultation with the NJCAA Sport Chair and NJCAA National Office is required to ensure integrity of bracket/schedule for the championship.

Section 6. Rules and Officials

- A. The NJCAA Championship Basketball Tournament Representative (see Article XI, Section 1) will have the authority to select the tournament referees with recommendations from the NJCAA Committee on Basketball.
- B. Member colleges and players shall be limited to 30 games plus NJCAA postseason play.
Note: Postseason play is defined as Regional Tournaments. Each college may play one foreign game during the current school year without this game counting against the 30 game limit.
- C. The official basketball rules to be used by the NJCAA will be the current NCAA Basketball Rules, with the exception of uniform authenticating mark that requires pre-approval prior to production.
- D. Game officials shall be rotated and shall not be employed more than two years in a row.
- E. Any player ejected from a tournament game because of committing a flagrant personal foul or flagrant technical foul shall not be allowed to participate in the next tournament game(s).

- F. District Playoffs must have mutual agreeable officials selected by Regional Directors involved in the district game. In case the Regional Directors cannot come to terms of agreement, the selection decision of officials will be arbitrated by the NJCAA National Office.

Section 7. Awards

- A. Awards shall be given to the first, second and third place teams.
- B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 16 medals.
- C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be 16 medals.
- D. A Coach of the Tournament Award shall be presented. It will be named the "Gary Cole" Coach of the Tournament Award.
- E. A Most Valuable Player Award shall be presented.
- F. Eight players will be selected to an All-Tournament Team by a committee appointed by the Tournament Director.

Section 8. Finances

- A. Each college shall pay its own team expenses.
- B. An entry fee of \$500 shall be paid to the host by the eight qualifying teams.

Section 9. All-American Nomination Guidelines

See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.

Section 10. Substance Abuse

The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest. Current NCAA procedures will be followed unless in conflict with NJCAA policy.

Section 11. Open Wound Policy

Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

Section 12. Tournament Lodging

Should the Tournament Host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 13. Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

Section 14. Dress Decorum

Anyone in the team travel party must be in team suits or business casual attire (no denim, no t-shirts) when at the arena or any official tournament function. Coaches must be in a minimum of business casual attire for their own games.

Definition of business casual attire:

- A. Business casual dress is a middle ground between business formal wear and street wear.
- B. For men, a combination of collared shirt (golf shirt or dress shirt), cotton trousers (such as khakis) and shoes (such as loafers or dress sandals) with socks are generally acceptable.
- C. Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.

Section 15. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

Section 16. National Poll

- A. Teams must also fill out and electronically submit the NJCAA Poll Nomination form each Monday by 12:00 pm (MT) in order to be eligible for ranking in the poll. The NJCAA National Office will compile data from the NJCAA Poll Nomination forms and deliver to national poll voters for their use in formulating the rankings each week. The NJCAA National Office will disseminate the report to all member colleges prior to the start of the season.
- B. The preseason rankings will be conducted at the discretion of the Division III Men's Basketball Committee.
- C. 2017-18 Poll Dates: December 5, 12, 19 – January 9, 17*, 23, 30 – February 6, 13, 21*, 27

**Poll is released Wednesday due to a federal holiday.*

BASKETBALL - WOMEN'S - DIVISION I

G. BASKETBALL – WOMEN'S – DIVISION I

Section 1. Tournament Site Selections

- A. Colleges or organizations wishing to host the NJCAA Championship Basketball Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates

The NJCAA Women's Championship Basketball Tournament begins on the Monday prior to the third Tuesday in March.

March 19-24, 2018 at Rip Griffin Center; Lubbock, TX

March 18-23, 2019 at Rip Griffin Center; Lubbock, TX

March 16-21, 2020 at Rip Griffin Center; Lubbock, TX

March 15-20, 2021 at Rip Griffin Center; Lubbock, TX

Section 3. Tournament Host Pre-Tournament Responsibilities

- A. The Tournament Host will notify the qualifying teams of the time schedules and other pertinent tournament information.
- B. The Tournament Host shall be responsible for the promotion, advertising and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of spectators.
- C. No entry fee will be required.

Section 4. Division I Qualifications of Teams for Tournament Play

- A. Sixteen districts and eight at-large teams will participate in the 2018 NJCAA Tournament. No more than three teams from one district may be chosen in any combination (district champions and at-large).
- B. The 2018 Tournament Bracket will be a 24-team single elimination bracket (see Tournament Seeding).
- C. Sixteen District Champions will receive automatic bids.
- D. Upon qualification for the National Tournament, each team will be required to upload a complete game film in one file for their last game played – including postseason – to the NJCAA official film exchange per instructions provided by the NJCAA National Office. If an At-Large team's last game was against a National Tournament qualifier who will already have a different game uploaded to the film exchange, the At-Large qualifier will upload film from their last game played against a team that didn't qualify for the National Tournament. Teams must upload their game film no later than 48 hours following the release of the fully seeded bracket. Game films must be from a half-court view and must be of good quality where player numbers are visible. Penalties for non-compliance will include, but are not limited to: the offending institution will not have access to the uploaded games on the NJCAA official film exchange, a letter of reprimand to offending college president and the head coach will be suspended from coaching the first National Tournament game.
- E. Districts:

2017-18 DISTRICTS					
DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)
A	1	G	7	M	18
B	2	H	8	N	22
C	3, 15, 20	I	9	O	23
D	4, 13	J	10, 17	P	12, 24
E	5	K	11, 16		
F	6	L	14		

To view district contracts submitted to the NJCAA National Office, use the following URL: mvp.njcaa.org/DistrictContract.

If you do not find the information you are looking for please contact the NJCAA National Office.

- F. District winners must be determined by the second Saturday prior to the start of the championship tournament.
- G. A district championship game must be played in order for teams to qualify for the national championship. If a district fails to provide a representative to the National Tournament, the substitute team will come from the district which won the National Tournament the previous year. If a second substitute is needed, it will come from the district that finished second in the National Tournament the previous year.
- H. The district playoff winner will receive a plaque to be provided by the host region.
- I. District playoff games must be played on regulation size court.
- J. The At-Large Selection Committee will be a six member committee made up of two full-time members and four at-large members who will serve two year terms on the committee. The At-Large Committee will make the at-large selection on Sunday, March 11, 2018.
 1. Full-time members (approved every three years by the NJCAA)
 - NJCAA National Office Representative
 - Chair of the NJCAA Division I Basketball Committee
 - At-Large members (two year terms) selected by the Basketball Committee and approved by the NJCAA:
 - a. 2014-2018 Northeast Regional Director (Regions 3, 12, 15, 19, 20, 21) Jo Ann Rogers
 - b. 2014-2018 West Regional Director (1, 2, 5, 9, 14, 18) Marci Henry
 - c. 2018-2020 Southeast Regional Director (Regions 7, 8, 10, 17, 22, 23) Dan Lumpkin
 - d. 2018-2020 Midwest Regional Director (Regions 4, 6, 11, 13, 16, 24) Dan Mason

Section 5. Rules and Procedures

- A. NCAA Rules shall be used with the exception of uniform NCAA authenticating mark that requires preapproval prior to production.
- B. The official tournament ball will be the Spalding TF1000 Legacy 28.5 (74-8209).
- C. Teams are limited to the number of players which corresponds to the number of letters of intent as listed in the basketball sport procedures. Once the roster is entered in the official scorebook, no substitutions may be made.
- D. For each game of the tournament, the team with higher seed (lower number) in each game will be the HOME TEAM and wear light colored jerseys/uniform. The lower seed (higher number) will be the VISITOR TEAM and wear dark colored jerseys/uniform.

E. The 2018 National Tournament Bracket with placement and game numbers are as follows:

Tournament Schedule/Format					
DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
G1: 16 v 17	G7: 14 v 19	G13: 4 v 13/20 Winner	G17: 9 Winner v 10 Winner	G21: 17 Winner v 19 Winner	G23: 21 Loser v 22 Loser
G2: 9 v 24	G8: 11 v 22	G14: 5 v 12/21 Winner	G18: 11 Winner v 12 Winner	G22: 18 Winner v 20 Winner	G24: 21 Winner v 22 Winner
G3: 15 v 18	G9: 1 v 16/17 Winner	G15: 3 v 14/19 Winner	G19: 13 Winner v 14 Winner		
G4: 10 v 23	G10: 8 v 9/24 Winner	G16: 6 v 11/22 Winner	G20: 15 Winner v 16 Winner		
G5: 13 v 20	G11: 2 v 15/18 Winner				
G6: 12 v 21	G12: 7 v 10/23 Winner				

Tournament Format

Monday: Games 1-6 All opening round games
 Tuesday: Games 7-12 Two opening round games and four second round games
 Wednesday: Games 13-16 Four second round games
 Thursday: Games 17-20 Four quarterfinal games
 Friday: Games 21 and 22 National Semifinals
 Saturday: Games 23 and 24 Consolation Game and National Championship Game

1. The following district playoff procedure will be in effect for the 2018 commitment period:

District A	Region 1	District F	Region 6	District K	Region 11, 16
District B	Region 2	District G	Region 7	District L	Region 14
District C	Region 3, 12, 15, 20	District H	Region 8	District M	Region 18
District D	Region 4, 13	District I	Region 9	District N	Region 22
District E	Region 5	District J	Region 10, 17	District O	Region 23
				District P	Region 12, 24

2. Dates of the NJCAA Tournament from 2018

Dates for District Finals

- 2018 March 10
- 2019 March 9
- 2020 March 7

Dates for NJCAA Tournament

- 2018 March 19-24
- 2019 March 18-23
- 2020 March 16-21

F. All postseason play will follow NJCAA rules.

National Tournament Timeout Information (this applies to the National Tournament only):

1. Media Timeouts (Taken from Rule 5, Section 14, Article 10 of the NCAA Women's Basketball Rulebook):

- Three 30-second timeouts for each team per regulation game.
- One full timeout for each team per regulation game that may be used anytime during the game.
 - Each team may carry three timeouts into the second half.
 - A team that uses no timeout in the first half will lose one 30-second timeout.
- Electronic media timeouts shall occur at or below the 5-minute mark in each period when the game clock is stopped when there has been no team-called timeout that proceeds this dead ball.
- The first timeout requested by either team in the second half shall become the length of a timeout called for by the electronic-media agreement:
 - In any extra period the first timeout granted to either team may become an electronic media timeout.
- When a timeout is granted before the media marks or creates the first dead ball at or below the 5 minute mark in a period, that timeout will become the electronic media timeout for that period. (Exception: Rule 5-14.10.d.)
- Each team shall be entitled to one additional 30-second timeout during each extra period in addition to any timeouts not used previously.
- The extra timeout shall not be granted until after the ball becomes live to begin the extra period.

2. No dunking in pre-game and halftime warmups. No music will be played at any dead ball situation in both regular and postseason play.

G. District Timeout Information:

- For district play involving two or more regions, the media timeout policy listed above (Section E. 1.) is to be used.

H. All filming must be handled through the Tournament Director.

I. Member colleges shall be limited to 30 games plus NJCAA postseason play.

Note: Postseason play is defined as Regional Tournaments. Each college may play one foreign game during the current academic year without this game counting against the 30 game limit.

J. Crowd Control: The responsibility for crowd control rests with the director of the tournament. Refer to Rule 10-4 Section 5 in the NCAA Basketball Rulebook regarding noisemakers. Bands, or any component thereof, are not allowed to play while the competition is in progress. This rule applies to all NJCAA tournament basketball games.

K. No building of cheerleader pyramids will be allowed in the National Basketball Tournament.

L. All cheerleaders must be in college issued uniform.

M. See Section 15 for Basketball Tournament Decorum Policy.

Section 6. Officials

The Tournament Director shall select a commissioner. Officials shall not officiate games involving teams from their respective region/state.

Section 7. Awards

- Awards shall be given to the first, second, third and fourth place teams.
- Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 16 medals.
- Each individual player on the second place team shall receive an NJCAA silver medal. There shall be 16 medals.
- A Coach of the Tournament Award shall be presented.

- E. A Most Valuable Player Award shall be presented.
- F. Selection of a Division I Women's Basketball All-Tournament Team will be made and awarded medals. Twelve players shall be selected.

Section 8. National Basketball Poll

- A. Teams or the Region Representative must also fill out and electronically submit the NJCAA Poll Nomination form each Monday by 12 P.M. (Mountain Time) to be eligible for ranking in the national poll. A Region Representative may still submit a suggested ranking of teams to the NJCAA National Office. The NJCAA National Office will compile data from the Poll Nomination forms and deliver it to the national poll voters for their use in formulating the rankings each week. The NJCAA National Office will disseminate the report to all member colleges prior to the start of the season.

- 1. The Women's Basketball Committee will assist the NJCAA National Office with the creation of the preseason women's basketball rankings. The criteria and the collection of data will be performed by the NJCAA National Office.

- B. Division I Sectional Directors:

Districts	Regions	Name	College	Email
K, F	6, 11, 16	Darren Pannier	State Fair Community College	dpannier@sfcmmo.edu
G, C	3, 7, 12, 15, 20	Scott Barlow	Lakeland Community College	sbarlow@lakelandcc.edu
I, M	9, 18	Joel Bate	College of Southern Idaho	jbate@csi.edu
B, L	2, 14	Tim Drain	Tyler Junior College	tdra@tjc.edu
A, E	1, 5	Rex Parcells	Hill College	rparcells@hillcollege.edu
H, J	8, 10, 17	George Sanders	Florida Southwestern State College	gsanders@fsw.edu
N, O	22, 23	Michelle Ivey	Marion Military Institute	mivey@marionmilitary.edu
D, P	4, 13, 24	Sue Sinclair	Illinois Central College	ssinclair@icc.edu

- C. Poll calls will take place on Tuesdays prior to each poll release; except Martin Luther King Day and President's Day, which will take place on Wednesday of that week.

- D. 2017-18 Poll Dates: December 5, 12, 19 – January 9, 17*, 23, 30 – February 6, 13, 21*, 27.

**Poll is conducted on Wednesday due to a federal holiday.*

- E. Poll voting criteria throughout the season:

- 1. Overall Body of Work
 - a. Record against Division I opponents for season
 - b. Record against Division I Top 25 teams for the season
 - c. Overall record vs. Division II, Division III, JV Teams and Club Teams for season
- 2. Overall Record
 - a. On the road
 - b. At a neutral site
 - c. At home
- 3. Strength of Conference
 - a. Overall conference record

Section 9. Tournament Seeding

- A. The seeding committee will consist of the NJCAA Division I Women's Basketball Committee members. The NJCAA Women's Basketball Coaches Association President or Division I Representative will participate in the seeding conference call for informational purposes only as a non-voting member and will be excused from the call prior to the actual seeding process. If the Coaches Association Representative's team qualifies for the tournament, the highest ranked Coaches Association officer with a Division I basketball institution will be substituted.

- B. All teams will be seeded and at-large teams will be chosen by the following criteria:

- 1. Final Poll Results (regular season body of work).
- 2. Results of Region/District Playoffs.
- 3. Strength of Schedule.
- 4. Quality wins/losses (against teams in poll/teams in national tournament).
- 5. Historical results of the district in national championships over the last five years.

- C. Teams will be seeded 1-24 with no restrictions. The top eight teams will receive an opening round bye in the tournament. The Seeding Committee will seed all tournament qualifiers on Monday, March 12, 2018.

Section 10. A team picture and roster must be sent electronically to the tournament director of the Women's Division I National Tournament.

Section 11. All-American Nomination Guidelines

See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.

Section 12. Substance Abuse

The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 13. Open Wound Policy

Current NCAA basketball rules and procedure with regard to open wounds and bleeding shall be adhered to.

Section 14. Tournament Lodging

Should the Tournament Host/NJCAA National Office chose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 15. Decorum Policy

Game attire for all bench personnel, other than uniformed players, must wear business casual attire. This does not include: jeans, shorts, sweats, t-shirts, or hats. All players must be in uniform and/or team warm-ups. Semi-formal dress is requested for banquet unless otherwise indicated by host. Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.

Section 16. Code of Conduct

All coaches, athletes and support personnel, are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

Section 17. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the National Tournament site is/are discussed.

BASKETBALL - WOMEN'S - DIVISION II

H. BASKETBALL – WOMEN'S – DIVISION II

Section 1. Tournament Site Selections

- A. Colleges or organizations wishing to host the NJCAA Championship Basketball Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates

The NJCAA Women's Championship Basketball Tournament will be conducted:
March 20-24, 2018 at North Arkansas Community College; Harrison, AR
March 19-23, 2019 at North Arkansas Community College; Harrison, AR
March 17-21, 2020 at TBD
March 16-20, 2021 at TBD

Section 3. Tournament Host Pre-Tournament Responsibilities

- A. The Tournament Host will notify the qualifying teams of the time schedules and other pertinent tournament information.
- B. The Tournament Host shall be responsible for the promotion, advertising and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of spectators.
- C. No entry fee will be required.

Section 4. Qualification of Teams for Tournament Play

- A. 1. 16 district winners will participate in the tournament.
 2. All 16 teams will be seeded (see Tournament Seeding).
- B. Each District shall determine its entry.
- C. District winners must be determined one week prior to the start of the tournament: **Monday, March 12, 2018.**
- D. Upon qualification for the national tournament, each team will be required to upload a complete game film in one file for their last game played, including postseason, to the NJCAA Official Film Exchange per instructions provided by the NJCAA National Office. Teams must upload their game film no later than 48 hours following the release of the fully seeded bracket. Game films must be from a half-court view and must be of good quality where player numbers are visible. Penalties for non-compliance will include, but are not limited to: the offending institution will not have access to the uploaded games, a Letter of Reprimand to the offending college president and the head coach will be suspended from coaching the first national tournament game.

Section 5. Rules and Procedures

- A. NCAA Rules shall be used with the exception of uniform NCAA authenticating mark that requires pre-approval prior to production.
- B. The official tournament ball will be the Spalding TF1000 LEGACY 28.5 (74-8209).
- C. Teams are limited to the number of players which corresponds to the number of letters of intent as listed in the basketball sport procedures. Once the roster is entered in the official scorebook, no substitutions may be made.
- D. The National Tournament Bracket with placement and game numbers are as follows:

#3 seed vs #14 seed	#1 seed vs #16 seed
#6 seed vs #11 seed	#8 seed vs #9 seed
#7 seed vs #10 seed	#5 seed vs #12 seed
#2 seed vs #15 seed	#4 seed vs #13 seed

1. The host region will get the feature game on the first date of the tournament. If this changes the order of games, the associated game within the bracket will also be changed so that the pairings are kept together. If a college acting as the host of the championship qualifies, their first contest/game can be moved into primetime evening slot to increase attendance. Consultation with the NJCAA Sport Chair and NJCAA National Office is required to ensure integrity of bracket/schedule for the championship.

2017-18 DISTRICTS					
DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)
A	1 (18)	G	12W	M	24
B	(5), 6, (14), 23	H	12E	N, O	15, 19, 21
C	3	I	12S	P	2, 16
D	4A	J	(7), (8), 10, (17), (22)		
E	11	K	20		
F	9, 13	L	4B		

2. Regions listed in parenthesis do not have teams currently participating within this division.
- E. See Article XII Team Sport District Qualification for National Tournaments Sections 1 and 2.
 - F. If a district winner declines to participate, the district runner-up shall be the representative. Should a district winner or runner-up decline to enter the NJCAA Tournament, the order of substitutions listed in the handbook shall be used to determine teams for the NJCAA Tournament. When a team accepts or declines the opportunity to compete in the NJCAA Tournament through the substitution procedure, the district drops to the end of the substitution order.

DISTRICT DIRECTORS

District A.....Jerry Smith
 District B.....Carl Heinrich
 District F.....Jean Musgjerd
 District J.....Nick Schroeder
 District N,O.....Julie Mulvey

To view district contracts submitted to the NJCAA National Office, use the following URL: mvp.njcaa.org/DistrictContract.

If you do not find the information you are looking for please contact the NJCAA National Office.

- G. The substitution order is as follows: G, E, D, B, A, F, M, O, P, I, K, C, H, J, N, L.
- H. Games will be played on Tuesday, Wednesday, Thursday, Friday and Saturday with each team playing a minimum of two games.

TUESDAY

Game 1
Game 2
Game 3
Game 4
Game 5
Game 6

WEDNESDAY

Game 7
Game 8
Game 9
Game 10
Game 11

THURSDAY

Game 12
Game 13
Game 14
Game 15
Game 16
Game 17

FRIDAY

Game 18
Game 19
Game 20
Game 21
Game 22

SATURDAY

Game 23
Game 24
Game 25
Game 26

NOTE: The Division II Basketball Committee reserves the right to adjust the district qualification procedures using current declaration numbers. The adjustments must be published no later than **November 15th**, annually. Specific district playoff procedures are the responsibility of the respective Regional Directors and must be published by **December 15th**, annually.

~~I. The Tournament Host acting with the NJCAA Representative may allot the host district the feature game in their first round of play. Bracket times would be adjusted for all first round games when the host district game time is changed, so that teams playing the late games one evening will not have to play the early games the following morning.~~

J. All postseason play will follow NJCAA rules.

K. All filming must be handled through the Tournament Director.

L. Member colleges shall be limited to 30 games plus NJCAA postseason play. **Note:** Postseason play is defined as Regional Tournaments. Each college may play one foreign game during the current college year without this game counting against the 30 game limit.

M. Crowd Control: The responsibility for crowd control rests with the director of the tournament. Refer to rule 10-4 Section 5 in the NCAA Basketball Rulebook regarding artificial noisemakers. Bands, or any component thereof, are not allowed to play while the competition is in progress. This rule applies to all NJCAA Basketball Tournament games.

N. No building of cheerleader pyramids will be allowed during the National Basketball Tournament.

O. All cheerleaders must be in college issued uniforms.

P. No dunking in pre-game and halftime warmups. No music will be played at any dead ball situation in both regular and postseason play.

Q. For each game of the tournament, the team with higher seed (lower number) in each game will be the HOME TEAM and wear light colored jerseys/uniform. The lower seed (higher number) will be the VISITOR TEAM and wear dark colored jerseys/uniform.

R. National Tournament Timeout Information (this applies to National Tournament only):

1. Media Timeouts (Taken from Rule 5, Section 14, Article 10 of the NCAA Women's Basketball Rulebook):

a. Three 30-second timeouts for each team per regulation game.

b. One full timeout for each team per regulation game that may be used anytime during the game.

i. Each team may carry three timeouts into the second half.

ii. A team that uses no timeout in the first half will lose one 30-second timeout.

c. Electronic media timeouts shall occur at or below the 5-minute mark in each period when the game clock is stopped when there has been no team called timeout that proceeds this dead ball.

d. The first timeout requested by either team in the second half shall become the length of a timeout called for by the electronic media agreement:

i. In any extra period the first timeout granted to either team may become an electronic media timeout.

e. When a timeout is granted before the media marks or creates the first dead ball at or below the 5-minute mark in a period, that timeout will become the electronic media timeout for that period. (Exception: Rule 5-14.10.d.)

f. Each team shall be entitled to one additional 30-second timeout during each extra period in addition to any timeouts not used previously.

g. The extra timeout shall not be granted until after the ball becomes live to begin the extra period.

S. District Timeout Information:

1. For district play involving two or more regions, the media timeout policy listed above (Section Q. 1.) is to be used.

T. Each team will have 20 minutes to warm up between games at the National Tournament.

Section 6. Officials

The Tournament Director shall select the officials in conjunction with the NJCAA Division II Basketball Committee.

Section 7. Awards

A. Awards shall be given to the first, second and third place teams.

B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 16 medals.

C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be 16 medals.

D. Lorene M. Ramsey Coach of the Tournament Award.

E. A Most Valuable Player Award shall be presented.

F. B.J. Graber Sportsmanship Award.

G. A Division II Women's Basketball All-Tournament Team of 12 players will be selected and awarded medals.

Section 8. Seeding Procedure

A. All sixteen teams will be seeded by the sectional directors in conjunction with the NJCAA National Office.

B. The seeding will take place a week prior to the start of the tournament.

C. Seeding will be on the basis of, in no particular order:

a. Regional placement in the National Tournament the previous year.

b. Strength of Region/District.

c. National Poll.

d. Overall JUCO Record.

D. Should a member of the seeding committee be a coach of a team that participates in the tournament, that individual shall be excluded from the seeding process.

E. The seeding meeting will be held no later than **Monday, March 12, 2018**.

Section 9. National Basketball Poll

A. The national poll shall begin on **December 5, 2017** and consist of the top 20 teams. The poll will include overall and Division II records.

B. Teams or a Region Representative must fill out and electronically submit the NJCAA Poll Nomination form each Monday by 12 p.m. (Mountain) in order to be eligible for ranking in the national poll. The

NJCAA National Office will compile data from the Poll Nomination forms and deliver it to national poll voters for their use in formulating the rankings each week. The NJCAA National Office will disseminate the report to all member colleges and Region Representatives prior to the start of the season. A Region Representative may still submit a suggested ranking of their teams to the NJCAA National Office.

C. Sectional Directors will participate in a conference call each week of the poll. For the last poll, all nominations should still be turned in as normal - the poll selection will only consider regular season games for the last poll.

- D. 2017-18 Poll Dates: December 5, 12, 19 – January 9, 17*, 23, 30 – February 6, 13, 21*, 27.

**Poll is released Wednesday due to a federal holiday.*

E. Division II Sectional Directors:

Region(s)	Director	College	Email
1, (5), (18)	Samantha Ezell	Phoenix College	samantha.ezell@phoenix.edu
9, 11, 13	Dan Mason	North Iowa Area Community College	masondan@niacc.edu
3, 12, 15, (7)	Scott Barlow	Lakeland Community College, Ohio	sbarlow@lakelandcc.edu
10, 15, 19, 20, 21, (8), (17)	Nick Schroeder	Catawba Valley Community College	nschroeder@cvcc.edu
4, 24	Berdy Kuiken	Region 4 Women's Director	mkbk27@aol.com
2, 6, 16, (22), (23), (14)	Carl Heinrich	Region 6 Women's Director	carl.heinrich@kjccc.net

- F. The poll will take into consideration: strength of the region, strength of schedule, game scores, national tournament finish, overall and Division II records.

Section 10. Substance Abuse

The use of all tobacco products by any coach, player, official, or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 11. Open Wound Policy

Current NCAA basketball rules and procedures with regard to open wounds and bleeding shall be adhered to.

Section 12. Tournament Lodging

Should the Tournament Host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 13. Decorum Policy

Game attire for **all** bench personnel, other than uniformed players, must wear business casual attire. This does not include: jeans, shorts, sweat suits, t-shirts, or hats. All players must be in uniform and/or team warm-ups. **Anyone in the team travel party must be in team suits or business casual attire when at the arena or any official tournament function.** Semi-formal dress is requested for the banquet unless otherwise indicated by the host. Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.

Section 14. Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

Section 15. All-American Nomination Guidelines

See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.

Section 16. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

BASKETBALL - WOMEN'S - DIVISION III

I. BASKETBALL – WOMEN'S – DIVISION III

Section 1. Tournament Site Selections

- Colleges or organizations wishing to host the NJCAA Championship Basketball Tournament must submit a written request or bid to the NJCAA National Office by October 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates

March 15-17, 2018 at Rock Valley College; Rockford, IL
March 14-16, 2019 at Mohawk Valley Community College; Utica, NY
March 12-14, 2020 at Rock Valley College; Rockford, IL
March 11-13, 2021 at TBD

Tournament game times: 12:00 pm, 2:00 pm, 5:00 pm and 7:00 pm.

Section 3. Tournament Host Pre-Tournament Responsibilities

- The Tournament Host will notify the qualifying teams of the time schedules and other pertinent tournament information.
- The Tournament Host shall be responsible for the promotion, advertising and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of spectators.
- No entry fee will be required.

Section 4. Qualification of Teams for Tournament Play

A. Vote is to be taken on the Monday before the tournament

- Eight district winners will participate in the 2018 Tournament.
- The 2018 tournament will consist of an eight team bracket, with all teams being seeded. The seeding will be done by a vote of the sectional directors in conjunction with the NJCAA National Office. All District Representatives must be determined by **Tuesday, March 6, 2018**. Game Film Exchange – Upon qualification for the national tournament, each team will be required to upload a complete game film in one file for their last game played, including postseason, to the NJCAA Official Film Exchange per instructions provided by the NJCAA National Office. Teams must upload their game film no later than 48 hours following the release of the fully seeded bracket. Game films must be from a half-court view and must be of good quality where player numbers are visible. Penalties for non-compliance will include but are not limited to: the offending institution will not have access to the uploaded games on the NJCAA Official Film Exchange, a Letter of Reprimand to offending college president and the head coach will be suspended from coaching the first national tournament game.
- Seeding will be on the basis of, in no particular order:
 - Regional placement in national tournament the previous year.
 - Strength of Region/District.
 - National Poll.
 - Overall & JUCO Record.

B. Each district shall determine its entry.

C. All teams must qualify in compliance with Article XII of the NJCAA bylaws.

Section 5. Rules and Procedures

- NCAA Rules shall be used. With the exception of uniform NCAA authenticating mark that requires pre-approval prior to production.
- The official tournament ball for 2017-2018 will be an eight-panel ball, the Spalding TF1000 LEGACY 28.5 (74-8209).
- Teams are limited to the number of players which corresponds to the number of letters of intent as listed in the basketball sport procedures. Once the roster is entered in the official score book, no substitutions may be made. Bench personnel shall not exceed 19 people.
- The following is the 2018 National Tournament bracket with placements and game numbers and the District/Region Assignments:

#1 Seed	#3 Seed		
Game 1	Game 3		
#8 Seed	#6 Seed		
#4 Seed	#2 Seed		
Game 2	Game 4		
#5 Seed	#7 Seed		

District	Region(s)	District	Region(s)
A	3	E	19
B	4, 12	F	21
C	13A (South) @	G	2, 10, 17, 20
D	15	H	13B (North) *

@ 13A South - Anoka-Ramsey, Minneapolis, Minnesota State, Minnesota West, Ridgewater, Riverland, Rochester and Western Technical

* 13B North - Central Lakes, Hibbing, Itasca, Mesabi, Northland, Rainy River, Vermilion and Fond du Lac

To view district contracts submitted to the NJCAA National Office, use the following URL: mvp.njcaa.org/DistrictContract.

If you do not find the information you are looking for please contact the NJCAA National Office.

- When a regional winner and/or designated regional representative declines to enter the tournament, the following substitution order shall be used to certify a team(s) for the NJCAA Tournament. When a team accepts or declines the opportunity to compete in the NJCAA Tournament through the substitution procedure, that region drops to the end of the substitution order and the next region moves up accordingly.
- The substitution order is as follows: 13A, 21, 4, 3, (10, 20, 7, 2), 17, 19, 15, 13B.
- Games will be played on Thursday, Friday and Saturday respectively; 12:00 p.m., 2:00 p.m., 5:00 p.m., and 7:00 p.m. with each team playing three games throughout the tournament.

NOTE:

The Division III Basketball Committee reserves the right to adjust the district qualification procedures using current declaration numbers. The adjustments must be published no later than November 15th, annually. Specific district playoff procedures are the responsibility of the respective regional directors and must be published by December 15th, annually.

- The Tournament Host acting with the NJCAA Representative, may allot the host district the feature game in their first round of play. If a college acting as the host of the championship qualifies, their first contest/game can be moved into primetime evening slot to increase attendance. Consultation with the NJCAA Sport Chair and NJCAA National Office is required to ensure integrity of

bracket/schedule for the championship. The tournament bracket alignment then would be modified for the first round of play, so that all four teams in their respective bracket will be playing either in the afternoon or evening time slots.

- I. All practices will be closed. Only team members can participate.
- J. All postseason play will follow NJCAA rules.
- K. All filming must be handled through the Tournament Director.
- L. No dunking in pre-game and halftime warmups. No music will be played at any dead ball situation in both regular and postseason play.
- M. For each game of the tournament, the team with higher seed (lower number) in each game will be the HOME TEAM and wear light colored jerseys/uniform. The lower seed (higher number) will be the VISITOR TEAM and wear dark colored jerseys/uniform.
- N. National Tournament Timeout Information (this applies to National Tournament only):
 - 1. Media Timeouts (Taken from Rule 5, Section 14, Article 10 of the NCAA Women's Basketball Rulebook):
 - a. Three 30-second timeouts for each team per regulation game.
 - b. One full timeout for each team per regulation game that may be used anytime during the game.
 - i. Each team may carry three timeouts into the second half.
 - ii. A team that uses no timeout in the first half will lose one 30-second timeout.
 - c. Electronic media timeouts shall occur at or below the 5-minute mark in each period when the game clock is stopped when there has been no team called timeout that proceeds this dead ball.
 - d. The first timeout requested by either team in the second half shall become the length of a timeout called for by the electronic-media agreement:
 - i. In any extra period the first timeout granted to either team may become an electronic-media timeout.
 - e. When a timeout is granted before the media marks or creates the first dead ball at or below the 5-minute mark in a period, that timeout will become the electronic-media timeout for that period. (Exception: Rule 5-14.10.d.)
 - f. Each team shall be entitled to one additional 30-second timeout during each extra period in addition to any timeouts not used previously.
 - g. The extra timeout shall not be granted until after the ball becomes live to begin the extra period.
 - O. District Timeout Information:
 - 1. For district play involving two or more regions, the media timeout policy listed above (Section M. 1.) is to be used.
 - P. Member colleges shall be limited to 30 games plus NJCAA postseason play. **Note:** Postseason play is defined as Regional Tournaments. Each college may play one foreign game during the current academic year without this game counting against the 30 game limit.
 - Q. Crowd Control: The responsibility for crowd control rests with the director of the tournament. Refer to Rule 10 - Section 5, Article 1 in the NCAA Basketball Rulebook regarding artificial noisemakers. Bands, or any component thereof, are not allowed to play while the competition is in progress. This rule applies to all NJCAA Basketball Tournament games.
 - R. No building of cheerleader pyramids will be allowed in the National Basketball Tournament.

Section 6.

Officials

Tournament Director shall select the officials in conjunction with the NJCAA Division III Basketball Committee.

Section 7.

Awards

- A. Awards shall be given to the first, second and third place teams.
- B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 16 medals.
- C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be 16 medals.
- D. A Coach of the Tournament Award shall be presented.
- E. A Most Valuable Player Award shall be presented.
- F. Selection of a Division III Women's Basketball All-Tournament Team will be made and awarded medals. Eight players shall be selected.

Section 8.

Finances

- A. Each college shall pay their own expenses.
- B. ~~The entry fee shall be \$500 and shall be paid by the eight qualifying teams. (Deleted August 1, 2017)~~

Section 9.

National Basketball Poll

- A. Teams or a Region Representative must also fill out and electronically submit the NJCAA Poll Nomination form each Monday by 12 p.m. (Mountain) in order to be eligible for ranking in the national poll. The NJCAA National Office will compile data from the NJCAA Poll Nomination forms and deliver it to national poll voters for their use in formulating the rankings each week. The NJCAA National Office will disseminate the report to all member colleges and Region Representatives prior to the start of the season. A Region Representative may still submit a suggested ranking of their teams to the National Office.
- B. Division III Sectional Directors:

District(s)	Region(s)	Director	College	E-Mail
A	3	Robert Lowden	Finger Lakes Community College	Robert.Lowden@ficc.edu
D	15	Kerri-Ann McTiernan	Nassau Community College	kerriann.mctiernan@ncc.edu
E, G	17, 19, 20	Tammy Smith	Union County College	tsmith@ucc.edu
F	10, 21	Julie Mulvey	Massasoit Community College	jmulvey@massasoit.mass.edu
B, C, H	4, 12, 13A, 13B	Berdyne Kuiken	Region 4 Women's Director	mkbk27@aol.com

- C. 2017-18 Poll Dates: December 5, 12, 19 – January 9, 17*, 23, 30 – February 6, 13, 21*, 27.
**Poll is released Wednesday due to a federal holiday.*
- D. The poll will include overall and divisional JUCO records.
- E. The basketball poll will take into consideration strength of the region, strength of the schedule, scores, national tournament finish and JUCO divisional and overall records.
- F. Team and individual statistics will be submitted by the college to the NJCAA Stats System.

Section 10.

All-American Nomination Guidelines

See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.

Section 11.

Substance Abuse

The use of all tobacco products by any coach, player, official, or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 12

Open Wound Policy

Current NCAA basketball rules and procedures with regard to open wounds and bleeding shall be adhered to.

Section 13. Tournament Lodging

Should the Tournament Host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 14. Decorum Policy

Game attire for **all** bench personnel, other than uniformed players, must wear business casual attire. This does not include: jeans, shorts, sweats, t-shirts, or hats. All players must be in uniform and/or team warm-ups. Semi-formal dress is requested for the banquet unless otherwise indicated by the host. Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.

Section 15. Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

Section 16. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

CROSS COUNTRY - MEN'S & WOMEN'S - DIVISION I

J. CROSS COUNTRY – MEN'S & WOMEN'S – DIVISION I

Section 1. Meet/Championship Selection

- A. Colleges or organizations wishing to host the NJCAA Cross Country Championship must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Meet/Championship Dates

The date of the NJCAA Cross Country Championship shall be the second Saturday in November.

November 11, 2017 at Iowa Central Community College; Fort Dodge, IA
November 10, 2018 at Garden City Community College; Garden City, KS
November 9, 2019 at UNM North Golf Course; Albuquerque, NM
November 14, 2020 at Iowa Central Community College; Fort Dodge, IA
November 13, 2021 at TBD

Section 3. Tournament Host Pre-Meet Responsibilities

The NJCAA Championship course must meet the course standards of the NCAA. The NJCAA Cross Country Chairperson or his/her designee will make a final inspection of the course one day prior to the NJCAA Cross Country Championship. NCAA Cross Country Rulebook and any exceptions must be cleared through the NJCAA Representative/Designee.

Section 4. Qualification of Teams for Competition

- A. All teams will qualify by open invitation, provided they participated in their region championship.
- B. No contestants shall be permitted to enter an NJCAA Championship Cross Country Meet unless accompanied by:
 1. A coach or faculty member of the sending institution, or
 2. A designated supervisory coach or faculty member from an NJCAA member college.
 - a. A designation of a supervisory person in (2) above must be in writing. It shall bear the seal of the college and the signatures of the Athletic Director and President or Dean of the sending institution. It shall be sent by certified mail to the Meet Director. All contestants must remain under the supervision of their coach or the designated supervisory person throughout the meet and until departure from the site.
- C.
 1. Pre-meet rosters must be sent to the Tournament Host by all colleges three weeks prior to the national meet.
 2. All entries (up to 10 runners) must be made by each college by the second Tuesday before the national competition. Final entries must be made and fees paid by Friday before the national meet. Final declarations must be made by each college one hour before the first competition held at the national meet.

Section 5. Cross Country Poll

- A. The Poll Committee should be composed of the Poll Coordinator and volunteers from the various regions.
- B. Colleges must submit meet results electronically by Sunday, 12:00 midnight CST following each meet to their Regional Poll Representatives to be included in the bi-weekly release and rankings.
- C. The Poll Coordinator will submit bi-weekly meet results to Poll Committee members by Monday, 12:00 noon CST. Committee members will cast votes for the top 20 teams (20 points for 1st place, 19 points for 2nd place, 18 points for 3rd place, etc.) to the Poll Coordinator by Tuesday, 10:00 a.m. CST. The Poll Coordinator will compile the results and submit the top 20 rankings to the designated website by 12:00 noon CST.
- D. Member colleges must submit times weekly to their Regional Poll Representatives to be eligible for national rankings.

Section 6. Meet/Championship Course

- A. The men's course for the NJCAA Cross Country Championship shall be 8,000 meters. The women's course shall be 5,000 meters. It should be planned with due consideration for the safety and welfare of the contestants. It should not include tricky turns, one that could be followed with minimum orientation. It should be far enough and cover enough varied terrain to challenge competitors. The course shall be measured by approved surveyor's methods.
- B. Chute length must be equal to three feet per entry. Chute may be in as many sections as the meet manager deems desirable. Where multiple chutes are used, they must be separated by a 3' by 5' corridor to facilitate supervision.
- C. The course must be available for practice on Thursday and Friday prior to the meet on Saturday.

Section 7. Rules and Officials

- A. NCAA Cross Country Rules shall be followed with whatever changes or modifications deemed necessary by the NJCAA Committee on Cross Country.
- B. The Meet Host will be responsible for securing the services of all necessary officials, judges, etc. to satisfactorily conduct the meet as determined by the NJCAA Committee on Cross Country. These officials shall not be drawn from coaches who have teams participating in the meet.
- C. There shall be 30 minutes between the men's race and the women's race.
- D. In the event of cold or inclement weather, meet participants may wear cold weather gear (i.e.: running tights, team sweats, rain suits) with the approval of the Meet Director and the NJCAA Representative. If runners choose to wear cold weather gear, it must be of like color (black) and/or matching team colors.
- E. Meet results shall be made public as soon as results can be tabulated and printed. One hour after the last race results have been posted, the results become official and final and no protest can be filed.
- F. Jury of Appeals: Members are the NJCAA Representative/Designee, the Championship Director and a person appointed by the other two members, not to be a coach in the meet.
- G. Men and women will alternate starting times/positions with women running first on even numbered years and men running first on odd numbered years.

Section 8. Squad Size

Participating teams are defined as and limited to a maximum of seven runners with a minimum of five runners in uniform. There should be no delay of a contest to allow a competing institution to conform to this policy. Any violations shall automatically result in the disqualification of the institution(s) in violation. No member institution may run athletes as individuals if they have also entered as a team.

Section 9. Awards

- A. Men
 1. Awards shall be given to the first, second and third place teams.
 2. Gold, silver and bronze medals will be awarded the first, second and third place finishers respectively.
 3. Each individual runner on the first place team shall receive an NJCAA gold medal. There shall be seven medals.
 4. Each individual runner on the second place team shall receive an NJCAA silver medal. There shall be seven medals.
 5. A Coach of the Champion plaque shall be presented.
 6. A Champion Runner (1st place) plaque shall be presented.

7. Men finishing 4th through 15th will be awarded medals in recognition of their finish. The top fifteen runners will be designated as the All-Meet Team.
- B. Women
 1. Awards shall be given to the first, second and third place teams.
 2. Gold, silver and bronze medals will be awarded the first, second and third place finishers respectively.
 3. Each individual runner on the first place team shall receive an NJCAA gold medal. There shall be seven medals.
 4. Each individual runner on the second place team shall receive an NJCAA silver medal. There shall be seven medals.
 5. A Coach of the Champion plaque shall be presented.
 6. A Champion Runner (1st place) plaque shall be presented.
 7. Women finishing 4th through 15th will be awarded medals in recognition of their finish. The top fifteen runners will be designated as the All-Meet Team.

Section 10. Finances

- A. Each college shall pay its own team expenses.
- B. There shall be a maximum entry fee of \$200 per team and a maximum entry fee of \$30 per individual.
- C. Entry fee must be paid at registration. Participation will not be allowed until entry fee is paid.
- D. Schools that wish to register or withdraw after the meet deadline may be subject to a fee of \$100 per team (per gender) and/or an additional \$30.00 per individual entry.

Section 11. Athletes shall not be permitted to participate in and receive USA Track & Field money if he/she has remaining eligibility at an NJCAA institution.

Section 12. Substance Abuse

The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 13. Open Wound Policy

Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

Section 14. Meet/Championship Lodging

Should the Meet Host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 15. Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

Section 16. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national meet/championship site is/are discussed.

Section 17. All-American Guidelines

The following guidelines must be adhered to for consideration of All-American status:

- A. Race statistics for all student-athletes that qualify for All-American status must be up-to-date on the designated website prior to the start of the National Championship race.
- B. See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.

CROSS COUNTRY - MEN'S & WOMEN'S - DIVISION III

K. CROSS COUNTRY – MEN'S & WOMEN'S – DIVISION III

Section 1. Tournament Site Selection

- A. Colleges or organizations wishing to host the NJCAA Championship Cross Country Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Meet/Championship Dates

- A. The date of the NJCAA Championship Cross Country Meet shall be the second Saturday in November.
November 4, 2017 at Stanley Park; Westfield, MA
November 10, 2018 at Finger Lakes Community College; Canandaigua, NY
November 9, 2019 at Stanley Park; Westfield, MA
November 14, 2020 at TBD
November 13, 2021 at TBD

Section 3. Tournament Host Pre-Meet Responsibilities

- A. The national meet course must meet the course standards of the NCAA.
- B. The NJCAA Cross Country Chairperson or his/her designee will make a final inspection of the course one day prior to the national meet. NCAA Cross Country Rulebook and any exceptions must be cleared through the NJCAA Representative/Designee.

Section 4. Qualification of Teams for Competition

- A. All teams will qualify by open invitation, provided they participated in their region championship.
- B. No contestants shall be permitted to enter an NJCAA Championship Cross Country Meet unless accompanied by (1) coach or faculty member of the sending institution, or (2) a designated supervisory coach or faculty member from an NJCAA member college. Designation of a supervisory person in (2) above must be in writing. It shall bear the seal of the college and the signatures of the Athletic Director and President or Dean of the sending institution. It shall be sent by certified mail to the Championship/Meet Director. All contestants must remain under the supervision of their coach or the designated supervisory person throughout the meet and until departure from the site.
- C. Entries/Rosters
 1. Pre-meet rosters must be sent to the Tournament Host by all colleges three weeks prior to the NJCAA National Championship Meet.
 2. All entries (up to 10 runners) must be made by each college by the second Tuesday before the national competition. Final entries must be made and fees paid by Friday before the national meet. A college's final declaration will be made when the competitors (no more than 7 per school) report to the clerk of the course within 15 minutes of the published start time of the race.

Section 5. Meet/Championship Course

- A. The men's course for the NJCAA Championship Cross Country Meet shall be 8,000 meters. The women's course shall be 5,000 meters. It should be planned with due consideration for the safety and welfare of the contestants. It should not include tricky turns, one that could be followed with minimum orientation. It should be far enough and cover enough varied terrain to challenge competitors. The course shall be measured by approved surveyor's methods.
- B. Chute length must be equal to three feet per entry. Chute may be in as many sections as the meet manager deems desirable. Where multiple chutes are used, they must be separated by a 3' by 5' corridor to facilitate supervision.
- C. The course must be available for practice on Thursday and Friday prior to the meet on Saturday.
- D. The NJCAA Championship Cross Country Meet shall start no earlier than 10:00 a.m.

Section 6. Rules and Officials

- A. NCAA Cross Country Rules shall be followed with whatever changes or modifications deemed necessary by the NJCAA Committee on Cross Country.
- B. The Meet Host will be responsible for securing the services of all necessary officials, judges, etc., to satisfactorily conduct the meet as determined by the NJCAA Committee on Cross Country. These officials shall not be drawn from coaches who have teams participating in the meet.
- C. The second race shall start 45 minutes after the first race ends.
- D. In the event of cold or inclement weather, meet participants may wear cold weather gear (i.e.: running tights, team sweats, rain suits) with the approval of the Meet Director and the NJCAA Representative. If runners choose to wear cold weather gear, it must be of like color (black) and/or matching team colors.
- E. Meet results shall be made public as soon as results can be tabulated and printed. One hour after last race results have been posted, the results become official and final and no protest can be filed.
- F. Jury of Appeals: Members are the NJCAA Representative/Designee, the Meet Director and a person appointed by the other two members, not to be a coach in the meet.

Section 7. Squad Size

Participating teams are defined as and limited to a maximum of seven runners with a minimum of five runners in uniform. There should be no delay of a contest to allow a competing institution to conform to this policy. Any violations shall automatically result in the disqualification of the institution(s) in violation. No member institution may run athletes as individuals if they have also entered as a team.

Section 8. Awards

- A. Men
 1. Awards shall be given to the first, second and third place teams.
 2. Gold, silver and bronze medals will be awarded the first, second and third place finishers respectively.
 3. Each individual runner on the first place team shall receive an NJCAA gold medal. There shall be seven medals.
 4. Each individual runner on the second place team shall receive an NJCAA silver medal. There shall be seven medals.
 5. A Coach of the Champion Award shall be presented.
 6. A Champion Award shall be presented.
 7. Men finishing 4th through 15th will be awarded medals in recognition of their finish. The top 15 runners will be designated as the All-Meet Team.
- B. Women
 1. Awards shall be given to the first, second and third place teams.
 2. Gold, silver and bronze medals will be awarded the first, second and third place finishers respectively.
 3. Each individual runner on the first place team shall receive an NJCAA gold medal. There shall be seven medals.
 4. Each individual runner on the second place team shall receive an NJCAA silver medal. There shall be seven medals.

5. A Coach of the Champion Award shall be presented.
6. A Champion Award shall be presented.
7. Women finishing 4th through 15th will be awarded medals in recognition of their finish. The top 15 runners will be designated as the All-Meet Team.

Section 9. Finances

- A. Each college shall pay its own team expenses.
- B. There shall be a maximum entry fee of \$200 per team and a maximum entry fee of \$30 per individual.
- C. Entry fee must be paid at registration. Participation will not be allowed until entry fee is paid.
- D. Schools that wish to register or withdraw after the meet deadline may be subject to a fee of \$100 per team (per gender) and/or an additional \$30.00 per individual entry.

Section 10. Athletes shall not be permitted to participate in and receive USA Track & Field money if he/she has remaining eligibility at an NJCAA institution.

Section 11. Substance Abuse

The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 12. Open Wound Policy

Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

Section 13. Meet/Championship Lodging

Should the meet host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 14. Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

Section 15. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national meet/championship site is/are discussed.

Section 16. National Poll

- A. The Poll Committee should be composed of the Poll Coordinator and volunteers from the various regions.
- B. Colleges must submit meet results electronically by Sunday, 12:00 midnight CST following each meet to their Regional Poll Representatives to be included in the bi-weekly release and rankings.
- C. The Poll Coordinator will submit bi-weekly meet results to Poll Committee members by Monday, 12:00 noon CST. Committee members will cast votes for the top 20 teams (20 points for 1st place, 19 points for 2nd place, 18 points for 3rd place, etc.) to the Poll Coordinator by Tuesday, 10:00 a.m. CST. The Poll Coordinator will compile the results and submit the top 20 rankings to the designated website by 12:00 noon CST.
- D. Member colleges must submit times weekly to their Regional Poll Representatives to be eligible for national rankings.

Section 17. All-American Guidelines

The following guidelines must be adhered to for consideration of All-American status:

1. Race statistics for all student-athletes that qualify for All-American status must be up-to-date on the designated website prior to the start of the National Championship race.
2. See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.

FOOTBALL

L. FOOTBALL

Section 1. Important Dates for 2017

August 14	NJCAA Bowl Host Form
August 21	First Game Date
September 5	Weekly Poll release begins
November 12	All regular season games must be completed by the Sunday following the second Saturday in November
November 13	Final Season Poll released
November 14	12:00 pm CST. - Date for selection of teams for postseason
November 27	All American Nominations due for NJCAA
December 4	Following completion of all Bowl Games - Championship Poll will be released

Week of December 11 All-American selections released

Important Dates for 2018

February 1	Signing date for Football
August 22	First Game Date
November 11	All regular season games must be completed
November 12	Final Season Poll released

Section 2. **Official Game Ball**

- A. Spalding ALPHA Football (Item# 72-6888) is the official football of the NJCAA and will be used exclusively at all sanctioned bowl games.
- B. It is recommended that all NJCAA colleges playing football adopt the Spalding ALPHA Football (Item# 72-6888) as their official football.

Section 3. **National Championship Game**

- A. Contact the NJCAA National Office for the policies and procedures involved in conducting such a game.
- B. All inquiries should be sent to the attention of the Executive Director of the NJCAA.
- C. The NJCAA Football Championship Game will be held at Pittsburg State University in Pittsburg, KS for the 2018, 2019 and 2020 seasons. Exact dates and times will be announced by the host.
- D. Beginning with the 2018 season, the No. 1 ranked team and the No. 2 ranked team in the final poll of the regular season will advance to the NJCAA Football Championship Game. Should the No. 1 or No. 2 ranked team decline to participate the next highest ranked team(s) will be invited to participate.

Section 4. **Postseason Bowl Games**

- A. All Bowl Game Hosts must fill out the *NJCAA Bowl Host form* and send a Certificate of Insurance that would meet the NJCAA insurance policy requirements prior to August 15th of each year. Requirements for the Certificate of Insurance are as follows:
 1. Name of Bowl Host shall be responsible for procuring and maintaining comprehensive general public liability insurance covering the NJCAA and the Name of Bowl or Host, against claims for bodily injury and property damage with a minimum of \$1,000,000.00 LSL. The policy shall name the NJCAA as an additional insured. Host further agrees to indemnify and hold harmless the NJCAA from and against all claims of liability to third parties for injury to or death of persons or loss or damage to property arising out of or in connection with the performance of this contract and Bowl Game.
 2. All Bowl Game Hosts must identify and submit direct contact information for its organized bowl committee and head event director to the NJCAA prior to August 15th of each year.
- B. The earliest date for the selection of teams for postseason games and classics shall be **12 Noon CST, November 14, 2017**. Bowl games scheduled prior to Thanksgiving shall select teams for participation no earlier than November 1, 2017 at 12:01 pm. Inquiries and contacts may be made to interested colleges by bowl game representatives prior to November 1st or November 14th; however, any attempt to negotiate and or finalize agreements prior to these dates shall not be allowed. Violations of this rule will result in a sanction of the offending bowl game for the following year.
- C. All dates for postseason bowl games must be finalized no later than June 1st of the year in which the game is to be played. Any request for date changes after June 1st shall be directed to the NJCAA National Office with appropriate rationale.
- D. Selection procedures and criteria for determining bowl game participants, financial arrangements and all special requirements for participating colleges must be on file with the NJCAA National Office by May 31st of each year.
- E. It is recommended that Bowl Committees make an effort to select At-Large Teams from among the top 20 teams listed in the final regular season poll.
- F. A team may play in only one postseason bowl game.
- G. A **Sanction Fee of \$250** is assessed the host of any postseason football game (beginning August 1, 2010) and for any All-Star Football Game not sponsored by the NJCAA. ~~Bowl games established prior to August 1, 2010 will be grandfathered in at the rate of \$250.~~ Fees are payable to the NJCAA National Office no later than 20 days prior to the date of the contests.

Section 5. **Football Poll**

- A. In order to be ranked in the weekly ratings, the college must have filed a Certification of Eligibility of its squad members with the Office of Eligibility and the Regional Director.
- B. The football voting panel will consist of the seven identified panel directors and two at-large representatives from two different conferences each year. The four-year at-large voter rotation is: 2017: MCAC & KJCCC; 2018: Independent & ICCAC; 2019: MACJC & NFL; 2020: SWJCFC & WSFL. Each conference will identify to NJCAA National Office, prior to the start of the football season, the individual responsible in their respective conference that will serve on the voting panel.
- C. Rating is accomplished as follows: Each member of the voting panel casts one ballot for the top 20 teams in the country each poll week. Points are awarded for the 20 picks on the basis of 20, 19, 18, 17, 16, 15, 14, 13, 12, 11, 10, 9, 8, 7, 6, 5, 4, 3, 2 and 1. The tabulation of these ballots constitutes the 'Top 20' in the weekly NJCAA Football Poll. This portion of the NJCAA Football Poll will make up 67% of the rankings. Each week the highest and lowest vote (two total, no vote considered a low vote) for each team will be omitted.
- D. The NJCAA Football Computer Ranking (FCR) will make up 33% of the poll based on each team's overall record, strength of opponents' record and strength of opponents-opponents' record.
- E. In the event of a tie for the No. 1 position in the poll, the number of overall first place votes from all nine members of the voting panel will be used to break the tie. If a tie should still exist, all football panel members shall be immediately polled again by NJCAA Headquarters and asked to rank only the teams that were tied.
- F. Football coaches are to input their scores and stats to the NJCAA Stats System website and submit their scores to their District Director on Sundays. The voting panel will then submit their vote of the Top 20 teams in the country to the NJCAA National Office by Monday afternoons.

- G. NJCAA National Office will begin weekly football poll releases on September 5, 2017. The first four rankings will be done exclusively by the voting panel. Beginning October 1st the FCR component will be included.
- H. All regular season games must be completed by November 12, 2017, and the Final Season Poll will be released on November 13, 2017. The Championship Poll and All-Americans shall be released after the final postseason bowl games.
- I. Panel Directors: The Regional Directors in multiple regions shall determine each year during the NJCAA Annual Meeting which Regional Directors will become Panel Directors. The seven Panel Directors will do the voting for selection of the top football teams and the weekly poll will be compiled from their votes. The regions for the purpose of football ratings shall be grouped as listed:

2017-18 DISTRICTS							
DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)
1	3, 15, 19, 21	3	4, 11, 12, 24	5	6, 16	7	1, 18
2	17, 22, 23	4	13	6	12, 5, 14		

- J. In a year when there is not a sponsored NJCAA National Championship Football Bowl Game, the team ranked No. 1 in the final football poll shall be declared the National Champion. This final poll shall be on Monday following the last postseason bowl game.

- K. Team and individual statistics will be submitted by the college to the NJCAA Stats System.

Section 6. All-American Nomination Guidelines

- A. See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.

Section 7. General Rules

- A. All practice and play shall be conducted according to the NCAA Rules of Football with exceptions only as noted in this section. **NOTE: This is inclusive of the elimination of football two-a-day practices during the preseason.**
- B. All teams must have a minimum of 10 practice days prior to a game or scrimmage with another team. The first three days of these 10 shall be non-contact. These three days are to be a conditioning period with no contact between players and the players will be allowed to wear only t-shirts/jersey, shorts, shoes, helmets and shoulder pads. During this three day period, only one three hour practice may be held.
- Subsequent to the three day period, institutions may practice in full pads.
 - Student-athletes shall not engage in more than three hours of on-field practice activities.
 - On-field walk-throughs are not considered an on-field activity provided protective equipment (e.g., helmets, shoulder pads) is not worn and equipment related to football (e.g., footballs, blocking sleds) is not used and conditioning activities do not occur.
- C. It is recommended that colleges cease all football activity for a minimum of one day per week.
- D. All physical exams shall have been completed prior to the first practice of the individual.
- E. The visually enhanced football shall be an accepted ball.
- F. Games played on high school fields will be allowed to use the wider high school goal posts.
- G. Use of the 25-second field clock will be required for all football games during the season and for the National Championship Game if such game is played.
- H. Football jersey must be full-length and tucked into the pants as stated in the current NCAA Football Rules and Interpretations.
- I. Adhere and follow the NCAA Fight Rule (Rule 2 and 9) and the following addition for players leaving their designated bench area:
- No player may leave their designated bench area to participate in any on or off the field altercations and/or fights. If such player or players are involved in this altercation, they will be disqualified for the remainder of the game and will serve a two game suspension to be served during the next two regularly scheduled or postseason contests. Suspension at the end of a season of play shall carry over to the following season. If a player is disqualified for fighting a second time during that season, he shall be disqualified for that game and suspended for the remainder of the season.**
 - The home team is required to film/video the entire game and the post-game until all players and coaches have left the playing area in order to obtain the specific jersey number(s) of the player or players involved.**

Section 8. Football Signing Date – Recruiting Dead Period

The *signing date* for football each year will be 8:00 a.m. (local time) on the *first Wednesday in February*. The dead period begins Monday 12:01 am (local time) prior to the first Wednesday in February and ends Friday 12:01 am (local time) following the national signing day. The dead period is that period of time when it is not permissible to make in person recruiting contacts or evaluations on or off the member institution's campus or to permit official or unofficial visits by prospects to the institution's campus. The provision of complimentary admissions to a prospect during such a dead period is prohibited. During the dead period, a coaching staff member may not serve as a speaker at or attend a meeting or banquet at which prospects are in attendance and may not visit the prospects' educational institutions. It remains permissible, however, for an institutional staff member to write or telephone prospects during such a dead period.

Section 9. Substance Abuse

The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sanctioned or sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 10. Open Wound Policy

Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

- Health care attendants, known to be infected with the HIV virus, cannot administer to bleeding athletes.
- Anytime an athlete bleeds during a game, the game officials shall immediately stop the game and a substitute player must enter the game for the bleeding athlete.
- A bleeding athlete cannot compete further until the bleeding has been stopped.
- The home game administration shall be responsible to notify all game officials of their responsibilities in enforcing this policy.

Section 11. Championship Lodging

Should the Championship Host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 12. NJCAA Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

Section 13. Dress Decorum

During the games, coaches will wear business casual attire and all other representatives of the college will wear logo shirts and casual pants or college logo sweat suits.

At pre-game banquets, all college representatives will dress in casual business or better. At less formal events, logo shirts and casual pants or college logo sweat suits may be appropriate.

Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.

Section 14. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

GOLF - MEN (DIVISION I, II, III) & WOMEN

M. GOLF - MEN (DIVISION I, II, III) & WOMEN

Section 1. Tournament Site Selection - Men (Division I, II, III) & Women

- A. Colleges or organizations wishing to host the NJCAA Championship Golf Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates (Competition Rounds) - Men (Division I)

- A. The NJCAA Division I Championship Golf Tournament shall conclude prior to the first full week of June.
May 15-18, 2018 at Rawls Course; Lubbock, TX
***May 14-17, 2019 at TBD**
***May 12-15, 2020 at TBD**
***May 11-14, 2021 at TBD**
**Tentative Dates*
- B. All District qualifying will be completed by May 1st.
- C. It is the responsibility of the District Directors to send entries to the NJCAA National Office by email and the NJCAA Tournament Director by email, express mail, or certified mail (return receipt requested), no later than May 1st.
- D. The NJCAA Tournament Director shall send entry blanks to the District Directors and general information on the tournament to all NJCAA golf colleges by April 1st.

Tournament Dates (Competition Rounds) - Men (Division II)

- A. The NJCAA Division II Championship Golf Tournament shall conclude prior to the first full week of June.
May 21-24, 2018 at Glenlakes Golf Club; Foley, AL
***May 21-24, 2019 at TBD**
***May 19-22, 2020 at TBD**
***May 18-21, 2021 at TBD**
**Tentative Dates*
- B. All regional qualifying must be completed by Wednesday of the **second full week in May**.
 It is the responsibility of the District Directors to send entries to the NJCAA National Office by email and the NJCAA Tournament Director by email, express mail or certified mail (return receipt requested), no later than one week prior to the start of the National Tournament.
- C. The NJCAA Tournament Director shall send entry blanks to the Regional Directors and general information on the tournament to all NJCAA golf colleges by April 1st.

Tournament Dates (Competition Rounds) - Men (Division III)

- A. The NJCAA Division III Championship Golf Tournament shall conclude prior to the second full week of June.
June 5-8, 2018 at Chautauqua Golf Course; Chautauqua, N.Y.
June 4-7, 2019 at Chautauqua Golf Course; Chautauqua, N.Y.
June 2-5, 2020 at Chautauqua Golf Course; Chautauqua, N.Y.
June 7-11, 2021 at TBD
Note: Sunday prior to tournament may be used as an optional practice round.
- B. All regional qualifying must be completed by the conclusion of the **third full week in May**.
 It is the responsibility of the District Directors to send entries to the NJCAA National Office by email and the NJCAA Tournament Director by email, express mail or certified mail (return receipt requested), no later than one week prior to the start of the National Tournament.
- C. The NJCAA Tournament Director shall send entry blanks to the Regional Directors and general information on the tournament to all NJCAA golf colleges by April 1st.

Tournament Dates (Competition Rounds) - Women

- A. The Women's National Championship Golf Tournament shall be held:
May 14-17, 2018 at Longbow Golf Club; Mesa Ariz.
May 13-16, 2019 at LPGA International; Daytona Beach, Fla.
***May 12-15, 2020 at TBD**
***May 11-14, 2021 at TBD**
**Tentative Date*
 All entries must be received by the Tournament Director 10 days prior to the tournament.
- B. It is the responsibility of the District Directors to send entries to the NJCAA National Office by email and the NJCAA Tournament Director by email, express mail or certified mail (return receipt requested), no later than May 3rd.
- C. The NJCAA Tournament Director shall send entry blanks to the Regional Directors and general information on the tournament to all NJCAA golf colleges by April 1st.

Section 3. Tournament Host Pre-Tournament Responsibilities - Men (Division I, II, III) & Women

- A. The Director of the Tournament shall send entry blanks to those colleges that have filed eligibility with the National Office and shall notify these teams of the time schedules and program details pertinent to the tournament. The Director of the Tournament shall also advise colleges entering that they should file a Certificate of Responsibility listing the person responsible for the team while at the tournament. Students may not assume this responsibility.
- B. No contestant shall be permitted to enter the NJCAA Championship Golf Tournament unless accompanied by:
 1. A coach or faculty member of the sending institution **or**
 2. A designated supervisor, coach or faculty member from an NJCAA member college.
 - a. Designation of a supervisory person in (2) above must be in writing. Written notification shall bear the seal of the college and the signature of the Athletic Director and the President or Dean of the sending institution. Notification shall be sent by certified mail to the Tournament Director. All contestants must remain under the supervision of their coach or designated supervisor throughout the tournament and until departure from the site.

Section 4. Qualification of Teams and Individuals for Competition - Men (Division I)

- A. NJCAA will be divided into four Districts
- B. Each District will qualify half of the number of teams filing eligibility for the spring semester, plus any of the top 10 individuals whose team does not qualify. Odd number of teams will round up.

C. Districts:

2017-18 DISTRICTS			
DISTRICT	REGION(S)	DISTRICT	REGION(S)
1	1, 9, 18	3	6, 11, 12, 16
2	5, 14	4	8, 10, 17, 20, 22, 23, 24

To view district contracts submitted to the NJCAA National Office, use the following URL: mvp.njcaa.org/DistrictContract.

If you do not find the information you are looking for please contact the NJCAA National Office.

- D. Each district will be required to determine their national qualifiers.
- E. After district qualifying is completed, if the number of qualifying teams is less than 21 teams, at-large teams will be added to complete the field of 21 teams. At-large teams will be selected on May 2nd and will be identified by the highest ranking teams in the final NJCAA poll not already qualified. Teams must participate in the district qualifying tournament in order to be considered for at-large berths to the NJCAA National Tournament.
- F. If there is a host team/teams (not to exceed two by bid) they will receive an automatic bid if such teams fail to qualify.

Qualifications of Team and Individuals for Competition – Men (Division II)

- A. Each district will qualify the following number of teams and individuals using a 33% rule. (33% rule is multiplied by the total number of players participating in district play). This formula will determine the number of teams and individuals that qualify for the National Tournament. The total number of teams is determined by the NJCAA commitments by division.
- B. Individual participants for each district will not be able to exceed eight players, but required to qualify at least one team.
- C. Regions/Districts will have the option to create guidelines and procedures and determine fewer teams/individuals offered by this Districting Proposal, but may not be able to go over the maximum number of players representing their Region/District.
- D. Region 4 and Region 13 are the only two Regions that qualify for Nationals in the fall, so both Regions were matched up to qualify their teams for the National Tournament in District C.
- E. If the medalist in a District Tournament is not part of the winning team, he will automatically qualify for the National Tournament.
- F. Districts include:

Dist. A: Regions 1 & 5: 5 teams x 5 players = 25 total players x 33% = 8 district qualifying players (1 team/3 individuals)
 Dist. B: Region 9: 3 teams x 5 players = 15 players x 33% = 5 district qualifying players (1 team)
 Dist. C: Regions 4 & 13: 12 teams x 5 players = 60 players x 33% = 20 district qualifying players (3 teams/5 individuals)
 Dist. D: Region 23: 10 teams x 5 players = 50 players x 33% = 17 district qualifying players (3 teams/2 individuals)
 Dist. E: Region 12: 13 teams x 5 players = 65 players x 33% = 21 district qualifying players (3 teams/6 individuals)
 Dist. F: Regions 2, 6 & 14: 7 teams x 5 players = 35 players x 33% = 12 district qualifying players (2 teams/2 individuals)
 Dist. G: Region 11: 10 teams x 5 players = 50 players x 33% = 17 district qualifying players (3 teams/2 individuals)
 Dist. H: Regions 3, 19 & 20: 7 teams x 5 players = 35 players x 33% = 12 district qualifying players (2 teams/2 individuals)
 Dist. I: Regions 16 & 24: 9 teams x 5 players = 45 players x 33% = 15 district qualifying players (2 teams/5 individuals)
 Dist. J: Regions 7, 10 & 17: 7 teams x 5 players = 35 players x 33% = 12 district qualifying players (2 teams/2 individuals)

Qualification of Teams and Individuals for Competition - Men (Division III)

- A. Each region is allowed a maximum of one team in the NJCAA Golf Championships when golf eligibility filed with the National Office is five colleges or less.
- B. Each region is allowed a maximum of ten participants in the NJCAA Golf Championships when golf eligibility filed with the National Office is six to ten colleges. No more than five individual participants may qualify.
- C. Each region is allowed a maximum of 15 participants in the NJCAA Golf Championships when golf eligibility filed with the National Office is 11 to 15 colleges. No less than two teams may qualify, additional qualifiers may be individuals.
- D. Each region is allowed a maximum of 20 participants in the NJCAA Golf Championships when golf eligibility filed with the National Office is 16 or more colleges that region will be allowed the number of participants equal to the number of colleges filing eligibility. No less than two teams may qualify, additional qualifiers may be individuals.
- E. Each region is allowed to qualify the division medalist if he/she fails to qualify by other means.
- F. Should the host team fail to qualify for the National Tournament, they will be given an automatic entry.
- G. When a member college qualifies four or more individuals, the college may also compete as a team. The players qualified as individuals; therefore, the tournament may treat them as individuals for seeding and tee times. However, the tournament will score them as individuals and as a team. No additional members may be added.

Qualifications of Teams and Individuals for Competition - Women

- A. Each region is allowed a maximum of 10 participants in the NJCAA Golf Championships when golf eligibility filed with the National Office is five colleges or less.
- B. Each region is allowed a maximum of 15 participants in the NJCAA Golf Championships when golf eligibility filed with the National Office is six or seven colleges.
- C. Each region is allowed a maximum of 20 participants in the NJCAA Golf Championships when golf eligibility filed with the National Office is eight or nine colleges.
- D. Each region is allowed a maximum of 25 participants in the NJCAA Golf Championships when golf eligibility filed with the National Office is ten or more colleges.
- E. Each region is allowed to qualify the division medalist if she fails to qualify by other means.
- F. An individual who received All-American status (including Honorable Mention) in the prior year may also qualify if she fails to qualify by other means.
- G. Should the host team fail to qualify for the National Tournament, they will be given an automatic entry.
- H. In the unusual situation when a second player's scores are lower than the lowest scores of a member of the championship team in regional tournament play, she would also qualify for the National Tournament.

Section 5.

Tournament Rules and Procedures - Men (Division I, II, III) & Women

- A. It is the Tournament Director's sole responsibility to run the National Tournament by the policies of the NJCAA and USGA.
- B. The Tournament shall be scheduled on a course, which will permit any eligible participant to compete.
- C. The NJCAA Championship Golf Tournament shall be a 72-hole medal play event.
- D. Teams shall consist of a minimum of four players and a maximum of five. No more than five players may compete for a college (Men).
- E. The team scores for the day shall consist of the total of the four lowest players on the team. The team with the lowest four-day total shall be the champion.
- F. In the event of a team tie for the championship or for third place, the team tie breaking procedure as outlined in the NCAA Rules of Golf shall be used.
- G. The Tournament shall be decided by the last completed round in the event of inclement weather.
- H. Every attempt should be made to complete 72 holes by playing 36 holes in one day or completing the unfinished round the next morning, with the tournament ending on the fourth day.

- I. Players may be penalized for failure to observe the rules of etiquette of golf.
- J. Improper behavior by tournament participants, as determined by the NJCAA Code of Conduct may result in disqualification. Appropriate attire will be required as defined by the host course. This applies for everyone representing a college at all official tournament functions.
- K. At the discretion of the Tournament Director and the Golf Chairperson/Designee, when tournament course conditions permit, the tournament shall be conducted as a 72-hole "no cut" tournament. If the tournament format or course cannot accommodate a "no cut" format, the following format shall be in effect: After 36 holes, the field will be cut to the top 15 teams and any team within 15 strokes of the leading team, and the top 24 individuals and any player who is within 15 strokes of the individual leader.
- L. In the event of a tie for first place with respect to individual competition, there shall be a sudden death playoff. All other ties in the top 18 shall be decided by the USGA tie-breaking recommendation: compare last nine holes on the scorecard, last six holes, last three holes or last one hole. If a tie still exists: The same formula will be applied to the Front Nine.
- M. No team will be permitted to play on the tournament course two days prior to the first official day of practice.
- N. No players will be permitted back on the tournament course after completing a round except during playoffs. The penalty for breaking this rule is two strokes added to the score posted that day by that player. There is no penalty for congregating in the immediate vicinity of the 18th green.
- O. For initial pairings, individuals will be paired together and have first tee times. Teams will be paired together and follow the individuals. On the second day, the pairings shall remain the same with the tee times reversed. On the third and following days, pairings will be based on team standings and teams paired together according to tournament scores. Individuals who make the cut will be paired on the basis of scores in the tournament and paired between teams of equal score (i.e. the number one players, based on tournament scores, from the top three teams will be paired together, and the number two players from those three teams will be paired together, etc.). Pairings will be made in threesomes for all tournament rounds. (**Division I** – The last coach's poll of the season will be used as a guideline to pair teams for the first two rounds of the NJCAA Championship. Teams would be paired with the 1, 2, 3 place teams together, etc.).
Note: The Tournament Director will decide the tournament format for the first two rounds.
- P. In the event of a missed tee time, USGA rules will be followed.
- Q. Scorecard procedures should follow USGA stroke play rules.
- R. (Men I, II, III) There will be no advice exchanged between competitors, or among teammates during their round. Two designated coaches may provide advice. These coaches must be designated prior to the beginning of the event. The penalty for breaking this rule will be a two stroke penalty added to the score for the day. (Women) Two coaches per team may be designated to give advice.
- S. No substitution is allowed for a player after that player puts the ball in play for tournament scoring.
- T. Players shall not use electronic devices, except range finders (elevation and/or wind device is illegal), on the course during NJCAA Tournament play. Violation will be disqualification for that round.
- U. Use of a medical electronic/battery operated device may be used with medical documentation from a doctor prior to play of that day. Documentation must be presented to Tournament Chair and/or NJCAA National Office.

Section 6. Officials - Men (Division I, II, III) & Women

The Tournament Host and the Chair of the NJCAA Golf Committee will be responsible for securing the services of all necessary officials and committee members to satisfactorily conduct the tournament, as determined by the NJCAA Committee on Golf. This includes the use of local citizens and coaches of participants. (Men I, II, III) It will be required for the host site to provide a minimum of two on site USGA trained rules officials. (Women) It is highly recommended that the host site provide a minimum of two USGA trained rules officials.

Section 7. Awards - Men (Division I, II, III)

- A. Awards shall be given to the first, second and third place teams.
- B. Silver and bronze medals will be awarded the second and third place finishers respectively.
- C. A Medalist Award (plaque) shall be presented.
- D. Each individual golfer on the first place team shall receive an NJCAA gold medal. There shall be four medals (except for Division II). Division II will be awarding nine gold medals.
- E. Each individual golfer on the second place team shall receive an NJCAA silver medal. There shall be five medals (except for Division II). Division II will be awarding 10 silver medals.
- F. A Coach of the Tournament Award shall be presented (Division II and III Men's Championship only).
- G. The top 18 medalists will be presented medals and site hole flags in recognition of their finish. These golfers will be designated as the All-Tournament Team. The USGA collegiate tie-breaking procedure will be used to break all ties within the top 18 finishers.

Section 8. Awards - Women

- A. Awards shall be given to the first, second and third place teams.
- B. Gold, silver and bronze medals will be awarded the first, second and third place finishers respectively.
- C. Each individual golfer on the first place team shall receive an NJCAA gold medal. There shall be five medals.
- D. Each individual golfer on the second place team shall receive an NJCAA silver medal. There shall be five medals.
- E. A Medalist Award shall be presented.
- F. A Coach of the Tournament Award shall be presented.
- G. The top 18 medalists will be presented medals and site hole flags in recognition of their finish. These golfers will be designated as the All-Tournament Team. The USGA collegiate tie-breaking procedure will be used to break all ties within the top 18 finishers.

Section 9. Finances - Men (Division I, II, III) & Women

- A. Each college shall pay its own team expenses.
- B. The entry fee shall not exceed \$600 (Deleted August 1, 2017) \$800 per team or \$120 per individual. (This entry fee is for all championship and practice rounds).
- C. Any additional fees will be optional fees and must be included in the tournament bid.

Section 10. All students who meet eligibility criteria are eligible to participate in NJCAA golf events.

Section 11. Motorized Assistance - Men (Division I, II, III) & Women

- A. Non-motorized pull carts will be allowed in the NJCAA Golf Championships without medical documentation.
- B. A player may not use a motorized cart during a tournament round because of an injury. Use of a motorized cart would be permitted only if a player meets the definition of a disability as described in the Americans with Disabilities Act and has presented medical documentation upon filing eligibility.

Section 12. Substance Abuse - Men (Division I, II, III) & Women

The use of all tobacco products by any coach, player, official or other individual involved in the administration of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 13. Open Wound Policy - Men (Division I, II, III) & Women

Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

- Section 14. Hall of Fame - Men (Division I, II, III) & Women**
The Association seeks to recognize the accomplishments of its veteran coaches, outstanding golfers and contributors by establishing an NJCAA Golf Coaches Hall of Fame. Coaches shall be eligible for consideration upon completion of ten years of community college service and will be considered by the Awards Committee upon completion of the Hall of Fame application. Golfers nominated by coaches on a similar form to be submitted to the Awards Committee. Contributors to community college golf may also be nominated. Applicants who are not selected upon their first nomination will remain on the ballot each year following.
- Section 15. Code of Conduct Procedure - Men (Division I, II, III) & Women**
A. Participants shall recognize the responsibility for proper conduct at any tournament, contest, or event sponsored by the NJCAA or its member colleges.
B. Coaches shall recognize and resume responsibility for actions of themselves and their team members. Each coach who has participants competing in the event shall be responsible for informing each member of the Code of Conduct (Article XX of the NJCAA bylaws).
- Section 16. National Poll Procedures - Men (Division I Golf Coaches Association)**
A. The National Poll will be conducted three times in the fall and three times in the spring. The final poll of the year will be conducted after all regional competition has been completed.
B. Voting will be for the top 15 teams in the country as voted upon by a panel of five coaches representing the districts that play Division I Golf. Points will be awarded on the basis of 15, 14, 13, 12, 11, 10, 9, 8, 7, 6, 5, 4, 3, 2, 1.
C. The chairperson of the panel will poll the other members by phone or email and then tabulate the votes and release the results to the National Office and to the colleges that play Division I Golf.
D. The panel will also recognize the top 10 players in the country as selected by the five coaches on the panel.
E. Member colleges must enter statistics weekly on the Golf Stats website to be eligible for national rankings in that sport.
F. The National Poll shall honor the submitted rankings within regions.
National Poll Procedures – Men (Division II Golf Coaches Association)
A. The National Poll will be conducted three times in the fall and three times in the spring. The final poll of the year will be conducted after all regional competition has been completed.
B. The National Poll shall honor the submitted rankings within regions.
National Poll Procedures - Men (Division III Golf Coaches Association)
A. The association seeks to recognize the accomplishments of individuals and teams through the NJCAA coach's poll. This poll will be conducted by the Golf Coaches Association and distributed to the member colleges through the NJCAA National Office. Poll dates will be the second Monday in April, the fourth Monday in April and the third Monday in May.
B. The National Poll shall honor the submitted rankings within regions.
National Poll Procedures – Women
A. The association seeks to recognize the accomplishments of individuals and teams through the NJCAA coach's poll. This poll will be conducted by the Golf Coaches Association and distributed to the member colleges through the NJCAA National Office. Poll dates will be the second Monday in April, the fourth Monday in April and the third Monday in May.
B. The National Poll shall honor the submitted rankings within regions.
- Section 17. Tournament Lodging - Men (Division I, II, III) & Women**
Should the Tournament Host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.
- Section 18. Championship Site Bids - Men (Division I, II, III) & Women**
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

SOCCER - MEN'S - DIVISION I

N. SOCCER – MEN'S – DIVISION I

Section 1. Tournament Site Selection

- A. Colleges or organizations wishing to host the NJCAA Championship Soccer Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates and Sites

The Tournament Host shall set the exact dates of the tournament in keeping with the recommendations of the NJCAA Committee on Soccer.

November 13-18, 2017 at Yavapai College; Prescott, AZ
November 12-17, 2018 at Daytona State College, Daytona, FL
November 18-23, 2019 at Tyler Junior College, Tyler TX
November 16-21, 2020 at Yavapai College; Prescott, AZ
November 15-20, 2021 at TBD

Section 3. Host Pre-Tournament Responsibilities

- A. The Tournament Host or organization shall be responsible for sending entry blanks to qualifying teams and shall notify them of the time schedule and other information pertinent to the tournament by **October 1st**, annually.
- B. The Tournament Host shall have jurisdiction over promotions, advertising and ticket sales. The host shall secure the playing sites and make all necessary arrangements for the proper management of spectators.
- C. Practice sessions may be arranged for two days preceding the tournament.
- D. The Tournament Host shall be responsible for securing the services of all necessary officials, judges, etc. to satisfactorily conduct the tournament as determined by the NJCAA Committee on Soccer.
- E. The Tournament Director ~~has the right to change game times~~ (Deleted August 1, 2017) will set game times. If a college acting as the host of the championship qualifies, their first contest/game can be moved into primetime evening slot to increase attendance. Consultation with the NJCAA Sport Chair and NJCAA National Office is required to ensure integrity of bracket/schedule for the championship.

Section 4. Qualification of Teams for Competition (12 Teams)

- A. District and District Chairs
 1. Highlighted region is the District Host.

2017-18 DISTRICTS							
DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)
Northeast	3, 15, 19, 21	Great Lakes	4, 11, 13	Plains	2, 5, 6	South	14, 23
Central	16, 24	North Central	12, 20	Southeast	8, 10, 17, 22	West	1, 9, 18

To view district contracts submitted to the NJCAA National Office, use the following URL: mvp.njcaa.org/DistrictContract.

If you do not find the information you are looking for please contact the NJCAA National Office.

- B. The NJCAA Soccer Committee will have the authority to make substitutions for last minute withdrawals from the tournament.
- C. Representatives must be determined NO LATER THAN the second Sunday prior to the National Tournament. In 2017, District Representatives must be determined on/by November 5th. Regions that are involved in District Tournaments must have their Regional Tournaments completed on/by October 29th. All regions that wish to enter a respective District Tournament must notify their director by **October 15th**, annually. Failure to comply shall result in forfeiture of the right to compete in a district playoff. Any college, who filed an intent to compete in a District Tournament and then withdraws after **October 15th**, will be responsible for any expenses incurred by the District Tournament Director.
- D. All colleges must qualify in compliance with Article XII of the NJCAA bylaws.
- E. Colleges whose players receive red cards during postseason play must notify the NJCAA Soccer Chair prior to the next tournament contest.
- F. District Playoff Policies and Procedures
 1. All Region and District Playoff games must be played on a natural or artificial turf that measures at least 110 yards by 70 yards, with a visible clock. Artificial turf fields must be a rubber infill surface, consistent with current FIFA approved fields.
 2. The Tournament Director, or his/her designee, must arrange for officials, three game balls, one official timer, one official scorekeeper and four ball persons.
 3. District playoff sites may be rotated among participating regions according to a schedule developed by the director.
 4. Districts that choose to rotate the sites must submit a plan to the National Office by **April 15th**, annually.
 5. Districts may agree to play at a central site chosen by the District Director.
 6. District Champions and/or Representatives must send all card accumulations, signed by the Regional Director to the National Soccer Chair, by the Sunday prior to the National Tournament. They must be sent on the official NJCAA Game Roster form.
- G. District Playoffs
 1. In alternating years, 2 teams from each of 4 districts will qualify for the National Tournament.
 2. The four districts which qualify two teams each shall be determined in a two year block, at the NJCAA national meetings, prior to the first year of the block.
 3. Each district shall determine its own method for qualification of team(s).
 4. When the tournament site rotates, the district which hosts that National Tournament shall qualify two teams in the host year.
 5. Districts that qualify two teams:

2017	Central, Great Lakes, Northeast, Southeast	National Tournament Host - Yavapai College; Prescott, AZ
2018	North Central, Plains, South, West	National Tournament Host - Daytona State College; Daytona, FL
- H. Seeding – The soccer committee will seed the 12 teams that qualify for the tournament, using the following procedure:
 1. The committee will use the most recent poll, as well as game-by-game results, utilizing the NJCAA school site (www.njcaa.org/schools), which will be a requirement for a team to be seeded.
 2. A ranking form will be sent to all committee members, who will rank teams 1-12, utilizing a 14, 11, 10, 9, 8, 7, 6, 5, 4, 3, 2, 1 ranking system. A district champion must be ranked higher than the 2nd team from that district.
 3. The soccer chair will use composite point totals to rank the 12 teams.
 4. In case of a tie, the team with the highest number of higher ranked points, will be given the higher seed.

Section 5. Rules and Procedures

- A. All regular season, regional, district and national tournament games will be played under the current NCAA Soccer rules with the following exceptions:

1. Unlimited substitutions apply with a stoppage of the game clock during substitutions from the leading team “at anytime” in the last five minutes of the game.
2. Any player receiving a yellow card (caution) must leave the game for a substitute, including the goalkeeper. Game includes regulation play, overtime periods and penalty kicks. They may return to the game at the next legal substitution point.
NOTE: The next legal substitution point is defined as follows:
Shooters – after 10 penalty kicks have been taken by the offending team
Goalkeepers – after one penalty kick has been taken against the offending team
3. All National Tournament games will follow NCAA overtime rules for postseason (90 minutes regulation time followed by two sudden victory overtime periods of 10 minutes, followed by penalty kicks).
4. The Select “Super” or “Brilliant Super” ball shall be the official regular season game ball of the NJCAA beginning fall 2015. The Select “Super” ball shall be used at NJCAA Championships.
 - a. Penalty for non-compliance of using the NJCAA Official Ball: “(Exception to NCAA Rule 2 “The Ball”) - Four official game balls must be provided by the host team in order to begin play. In the event that this stipulation is not met, the game shall be played with the offending head coach receiving a yellow card and the host Region being responsible to handle the infraction which includes sending the athletic director of the offending school a letter of reprimand.”
Note: Regional Directors shall collect and report any violations and submit them to the NJCAA National Office at the conclusion of the season.
- B. Teams participating in the NJCAA Soccer Championship are limited to 25 players. These players must be identified in the score book before the start of the first game. These players must be identified on an approved roster, which will contain the name, numbers and accumulated cautions of all squad members. This roster must be submitted to the NJCAA Soccer Chair, or his/her designee, prior to the first game of the tournament. No deletions or additions may be made after this time. A player who is part of his team’s roster of 25, whose name is not listed in the score book, will be removed from the game at the point the omission is discovered.
- C. Roster numbers and jerseys must be checked and verified prior to the start of the tournament. Players found wearing incorrect numbers will be removed from the game until the problem is corrected. Players not listed on the roster, found to be participating in the game, will be removed at that point and will not be allowed to participate in any subsequent games.
- D. In the event of darkness, inclement weather or other circumstances beyond the control of the Tournament Director that prevent games from being completed on a given day, the suspended games will be resumed from the point of suspension on the following day and the game and time schedule will adjust accordingly. If for any reason, a team must play more than 90 minutes after a suspended game is resumed, they will not be required to play again that day.
- E. For each game of the tournament, the team with higher seed (lower number) in each game will be the HOME TEAM and wear light colored uniforms and have choice of bench. The lower seed (higher number) will be the VISITOR TEAM and wear dark colored uniforms.
- F. NJCAA rules govern all Regional, District and National competition.
- G. Tights and undergarments that extend below game pants must be the same color as game pants.
- H. TOURNAMENT FORMAT / STRUCTURE

POOL PLAY – Days 1, 2, 3 | REST DAY – Day 4 | SEMIFINALS – Day 5 | FINALS – Day 6

	<u>POOL A</u>	<u>POOL B</u>	<u>POOL C</u>	<u>POOL D</u>
Seeds	1, 8, 12	2, 7, 11	3, 6, 10	4, 5, 9

POOL PLAY GAME SCHEDULE (section 3E above may apply)

DAY 1	DAY 2	DAY 3
1 v 12	8 v 12	1 v 8
2 v 11	7 v 11	2 v 7
3 v 10	6 v 10	3 v 6
4 v 9	5 v 9	4 v 5

POOL PLAY STANDINGS

Team points will be awarded in each game in pool play in the following manner;

3 Points – Victory

0 Points – Loss

After pool play, the team in each pool with the most points will advance to the Semifinals.

POOL PLAY STANDINGS TEAM TIEBREAKING PROCEDURES

If after pool play, teams are tied for the most points in any pool, the following will apply, in order;

3 TEAM TIES

Goal differential in all pool play games in regulation and OT periods.

Goals scored in all pool play games in regulation and OT periods.

Goals against in all pool play games in regulation and OT periods.

****If at any point in applying the above criteria:**

A single team gains an advantage over the other two teams, it advances

A single team is eliminated and two teams remain tied, then immediately revert to head to head competition in pool play between the two tied teams. The team that earned three points in pool play advances.

UNBREAKABLE TIES (3 team)

If all three teams remain tied after the above criteria are applied, two “tiebreaking games” will be held on day four of the tournament. Immediately after conclusion of play in any pool, all tied teams will flip coins to determine which team receives the bye to the second “tiebreaking game.” The odd coin receives the bye. The other two teams will play a “tiebreaking game” beginning at the start of overtime per NCAA rules. (Two 10 minute sudden death overtime periods, followed by PK’s). Following a 20 minute break, the winning team advances to the 2nd “tiebreaking game” to play the team that received the bye. Any such tiebreaking games are a continuation of pool play and are considered individual games. Any card(s) issued will carry the same penalty(ies) as in any other tournament game.

SEMIFINALS

- Game 13 - highest remaining seed vs lowest remaining seed
- Game 14 - 2nd highest remaining seed vs 2nd lowest remaining seed
- *losers of both semifinal games finish T-3rd

FINALS

Game 15 – semifinals winners

Section 6. Officials

- A. Only NISOA approved officials may be used in the tournament.
- B. The Tournament Director shall be responsible for securing the field officials. The NJCAA Soccer Committee Chair/designee will communicate with all officials assigned to the tournament explaining the differences between NCAA Rules and NJCAA playing regulations.
- C. Once the game has begun, it is in the hand of the field officials.
- D. The three-person system of refereeing shall be used in all postseason tournament play.
- E. No referee may officiate a contest in which his/her own region is participating at the national level.

Section 7. Awards

- A. Awards shall be given to the first and second place teams. Two third place (tie) awards will be presented.
- B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 25 medals.
- C. Each individual on the second place team shall receive an NJCAA silver medal. There shall be 25 medals.
- D. A Coach of the Tournament Award shall be presented.
- E. The Bob Zifchak Most Valuable Player Award shall be presented (Division I).
- F. An All-Tournament Team consisting of 12 players will be presented an appropriate award.
- G. Awards given by Coaches Association must reflect the places earned.

Section 8. Finances

- A. Each college shall pay its own team expenses.

Section 9. 2017 NJCAA Men's Division I Coaches' Poll

2017 NJCAA MEN'S DIVISION I SOCCER AREA CHAIRMEN			
National Chairman Michael Pantalone (21st yr. as chair) Yavapai College Work: 928-776-2242 Fax: 928-776-2243 Email: philly@yc.edu Report Area: Regions 1, 9, 18	Jordan Carver (2nd year) Iowa Western Community College Work: 801-592-5949 Fax: 712-388-6803 Email: jcarver@iawcc.edu Report Area: Regions 4, 11, 13, 24	Dave Sexton (3rd year) Georgia Military College Work: 478-387-4708 Fax: 478-445-0841 Email: dsexton@gmc.cc.ga.us Report Area: Regions 8, 10, 17, 22	Rick Larson (7th year) Schoolcraft College Work: 734-462-4804 Fax: 734-462-4476 Email: rlarson@schoolcraft.com Report Area: Regions 12, 20
Fatai Ayoade (14th year) Johnson County CC Work: 913-469-8500 x 4624 Fax: 913-469-4473 Email: fayoad@jccc.edu Report Area: Regions 2, 5, 6, 16	Steve Clements (21st year) Tyler Junior College Work: 903-510-2687 Fax: 903-510-3092 Email: scle@tjc.edu Report Area: Regions 14, 23	Nelson Cupello (21st year) Monroe Community College Work: 585-292-2847 Fax: 585-292-3845 Email: ncupello@monroecc.edu Report Area: Regions 3, 15, 19, 21	

2017 Reporting Dates		Key Factors in the Selection Process	Deadlines to Report
August 1 (Preseason Poll) September 5 September 11 September 18 September 25 October 2 October 9	October 16 October 23 October 30 November 6 (Final Poll) November 20 (Post-Tournament Poll)	* Win/Loss Record * Head-to-Head Competition * Results Against Common Opponents * Results Against Teams Outside of the Region * Results Against Teams Already in the Top 20	Coaches to Area Chairman Sundays 5 p.m. local time or after the last game of the week Area Chairmen to National Chairman Sundays 7 p.m. local time

Section 10. Substance Abuse Policy

The use of tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sanctioned or sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 11. Open Wound Policy

Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from the contest by the official and cannot return until the bleeding has been stopped. Once ready to return the player may do so at the next stoppage of play.

Section 12. Tournament Lodging

Should the Tournament Host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 13. Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

Section 14. Dress Decorum

- A. Game attire for all bench personnel, other than uniformed players, must be a college issued warm-up suit, or business casual apparel. In the case of inclement weather, appropriate attire may include non-college apparel. Jeans and non-college issued hats and sweats are prohibited. Teams at the event, but not participating, must be in appropriate attire. This may include college issued warm-ups suits, shorts, t-shirts and athletic footwear.
- B. All teams attending the banquet must be in business casual attire, unless other attire is designated appropriate (informal banquet, theme banquet).
- C. Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.

Section 15. All-American Nomination Guidelines

See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.

Section 16. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

SOCCER - MEN'S - DIVISION III

O. SOCCER – MEN'S – DIVISION III

Section 1. Tournament Site Selection

- A. Colleges or organizations wishing to host the NJCAA Championship Soccer Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates

- A. The dates for the NJCAA Division III Men's Soccer Tournament will commence on the 2nd Thursday in November.
- B. The dates for the NJCAA Division III Men's Soccer Tournament are as follows:
November 9-12, 2017 at Herkimer County Community College; Herkimer, NY
November 8-11, 2018 at Herkimer County Community College; Herkimer, NY
November 14-17, 2019 at TBD
November 12-15, 2020 at TBD
November 11-14, 2021 at TBD

Section 3. Tournament Host Pre-Tournament Responsibilities

- A. The Tournament Host shall be responsible for sending entry blanks to qualifying teams and shall notify them of the time schedule and other information pertinent to the tournament, by **October 1st**, annually.
- B. The Tournament Host shall have jurisdiction over all promotions, advertising, tickets, schedules, etc. The host shall secure the playing sites and make all necessary arrangements for the proper management of spectators.
- C. Practice sessions may be arranged for two days preceding the tournament.
- D. The Tournament Host shall be responsible for securing the services of all necessary officials, judges, etc., to satisfactorily conduct the tournament as determined by the NJCAA Committee on Soccer.
- E. The Tournament Director ~~has the right to change game times~~ (Deleted August 1, 2017) will set game times. If a college acting as the host of the championship qualifies, their first contest/game can be moved into primetime evening slot to increase attendance. Consultation with the NJCAA Sport Chair and NJCAA National Office is required to ensure integrity of bracket/schedule for the championship.

Section 4. Qualification of Teams for Competition

- A. Eight teams participate in the National Tournament.
- B. The NJCAA Committee on Soccer will have the authority to make substitutions for last minute withdrawals from the tournament.
- C. Division III District Champions must be decided by **November 2, 2017**, seven days prior to the beginning of the NJCAA Championship.
- D. Districts and District Chairs

2017-18 DISTRICTS

DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)
A	3A	C	2, 4, 5, 13	E	19A	G	21
B	3B	D	15	F	17, 20	H	19B

To view district contracts submitted to the NJCAA National Office, use the following URL: mvp.njcaa.org/DistrictContract.

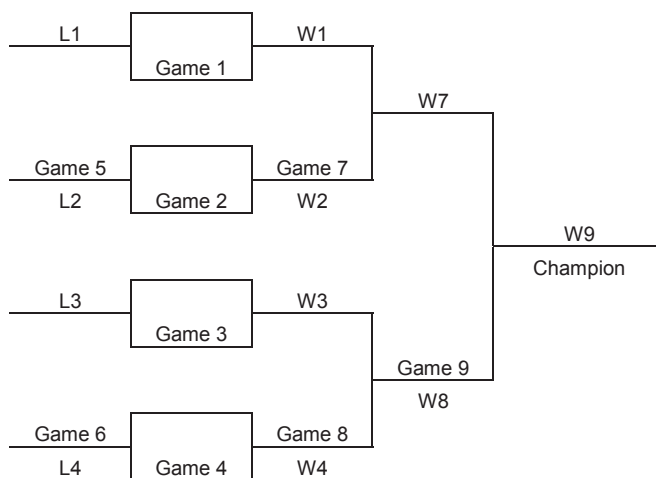
If you do not find the information you are looking for please contact the NJCAA National Office.

- Note 1:** All regions that wish to enter a respective District Tournament must notify their director by October 15th, annually. Failure to comply shall result in forfeiture of the right to compete in a district playoff. Any college, who filed an intent to compete in a District Tournament and then withdraws after October 15th, will be responsible for any expenses incurred by the District Tournament Director.
- Note 2:** All colleges must qualify in compliance with Article XII of the NJCAA bylaws.
- Note 3:** Colleges whose players receive red cards during postseason play must notify the NJCAA Soccer Chair prior to the next tournament contest.
 1. All District and National Tournament games must be played on a natural or artificial turf field that measures at least 110-yards by 70-yards. Artificial turf fields must be a rubber infill surface, consistent with current FIFA approved fields. This field must also have a visible clock.
 2. The director must arrange for officials, three game balls, one official timer, one official scorekeeper and four ball persons.
 3. District playoff sites may be rotated among participating regions according to a schedule developed by the director.
 4. Districts that choose to rotate the sites must submit a plan to the National Office by April 15th, annually.
 5. Districts may agree to play at a central site chosen by the District Director.
 6. Region Champions must certify their yellow card accumulations with the District and/or National Tournament Director, using the official NJCAA Game Roster form.
 7. All-Region Tournament games must have visible game clocks at fields.

Section 5. Rules and Procedures

- A. All regular season, regional, district and national tournament games shall be played under current NCAA Soccer Rules with the following exceptions:
 1. Unlimited substitutions apply with a stoppage of game clock during substitutions made by the leading team **"at any time"** in the last five minutes of the game.
 2. No stoppage of game clock in the last five minutes of a game.
 3. Any player receiving a yellow card (caution) must leave the game for a substitute, including the goalkeeper. Game includes regulation play, overtime period and penalty kicks. They may return to the game at the next legal substitution point.
NOTE: The next legal substitution point is defined as follows:
Shooters – after 10 penalty kicks have been taken by the offending team
Goalkeepers – after one penalty kick has been taken against the offending team
- B. Teams participating in the NJCAA Soccer Championship are limited to not more than 25 players. These players must be identified in the scorebook before the start of the first game. These players must be identified on an approved roster which will contain the name, number and accumulated cautions of all squad members. This roster must be submitted to the NJCAA Soccer Chair or his designee prior to the team's first game. No deletions or additions may be made after this time. A player who is part of his team's roster of 25, whose name is not listed in the scorebook, will be removed from the game at the point the omission is discovered.
- C. Roster numbers and game jerseys must be checked and verified prior to the start of the tournament. Players found wearing incorrect numbers will be removed from the game until the problem is corrected. Players not listed on the roster, found to be participating in the game, will be removed at that point and will not be allowed to participate in any subsequent games.

- D. In the event of darkness, inclement weather or other circumstances beyond the control of the Tournament Director that prevent games from being completed on a given day, the suspended games will be resumed from the point of suspension on the following day and the game and time schedule will be adjusted accordingly. If for any reason, a team must play more than 90 minutes after a suspended game is resumed, they shall not be required to play again that day.
- E. For each game of the tournament, the team with higher seed (lower number) in each game will be the HOME TEAM and wear light colored uniforms and have choice of bench. The lower seed (higher number) will be the VISITOR TEAM and wear dark colored uniforms.
- F. NJCAA rules govern all Regional, District and National competition.
- G. The NJCAA Soccer Committee Chair shall appoint a committee to assist the NJCAA Representative with the operation of the championship.
- H. The Tournament Director shall designate team bench and assign home/away uniform color prior to each game.
- I. **Tournament Format**
 - 1. Seeding Process
 - a. The eight teams in the tournament will be seeded.
 - b. Each committee member will fill out a ranking form with their top eight teams.
 - c. Final seeding will be conducted through a conference call.
 - d. Matchups: #1 vs. #8 - #2 vs. #7 - #3 vs. #6 - #4 vs. #5
 - 2. Seeding Criteria
 - a. Most recent rankings.
 - b. Game-by-game results that must be entered into the NJCAA Stats System.
 - c. Strength of District – defined as placement in the national tournament in the past three years.
 - 3. Tournament Schedule
 - a. Games 1-4 will take place on Thursday. Games 5-8 on Friday. Game 9 on Sunday.



Suggested Day 1 Schedule

Game 1 (11 AM) - #8 Seed vs. #1 Seed
 Game 2 (1:30 PM) - #5 seed vs. #4 Seed
 Game 3 (4 PM) - #7 Seed vs. #2 Seed
 Game 4 (6:30 PM) - #6 Seed vs. #3 Seed

- 4. Assign point system to determine places 3-8 as follows:
 - a. 3 points for a win, 1 point for a tie
 - b. Tie Breaker
 - 1. Shut Outs
 - 2. Goals Against
 - 3. Goals For
- J. No overtime in consolation or 3rd place games. Winner will be decided by penalty kicks immediately following end of regulation.
- K. The Select "Super" or "Brilliant Super" ball shall be the official regular season game ball of the NJCAA. The Select "Super" ball shall be used at NJCAA Championships.
 - a. Penalty for non-compliance of using the NJCAA Official Ball: "(Exception to NCAA Rule 2 "The Ball") - Four official game balls must be provided by the host team in order to begin play. In the event that this stipulation is not met, the game shall be played with the offending head coach receiving a yellow card and the host Region being responsible to handle the infraction which includes sending the athletic director of the offending school a letter of reprimand."
Note: Region Directors shall collect and report any violations and submit them to the NJCAA National Office at the conclusion of the season.

Section 6. Officials

- A. Only NISOA approved officials may be used in the tournament.
- B. The Tournament Director shall be responsible for securing the field officials. The NJCAA Soccer Committee Chair/designee will communicate with all officials assigned to the tournament explaining the differences between NCAA Rules and NJCAA playing regulations.
- C. A game once begun is in the hands of the field officials.
- D. The three person system of officiating shall be used during postseason play.
- E. No referee may officiate a contest in which his/her own region is participating.

Section 7. Awards

- A. Awards shall be given to the first, second and third place teams.

- B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 25 medals.
- C. Each individual on the second place team shall receive an NJCAA silver medal. There shall be 25 medals.
- D. A Coach of the Tournament Award shall be presented.
- E. A Most Valuable Player Award shall be presented.
- F. An All-Tournament Team consisting of 12 players will be presented medals.
- G. Awards given by coaches associations must reflect the places earned.

Section 8. Finances

- A. Each college shall pay its own team expenses.
- B. The entry fee shall be \$350 and shall be paid by the eight teams involved in national play.

Section 9. Procedure for Division III National Soccer Poll

A. National Chairman:

Andrew Davis
Tompkins Cortland Community College
Work: 607-844-8222 x 4491
Cell: 607-423-4143
Email: davisa@tc3.edu
Region 3

B. Area Chairmen:

District 1

Pepe Aragon, Jr.
Herkimer County Community College
Work: 315-866-0300 x 8388
Email: pepe.aragon@herkimer.edu
Region 3

District 2

Sean Worley
Richland College
Work: 972-238-6243
Email: sworley@dcccd.edu
Regions 4, 5, 12, 13

District 3

Frank Vertullo
Suffolk County Community College
Work: 631-275-1000
Email: vertullof@yahoo.com
Regions 15, 21

District 4

Alex Louis
Union County College
Work: 903-709-7015
Email: alexjlouis@hotmail.com
Regions 17, 19, 20

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- C. Coaches who would like their teams considered for ranking each week must contact their area chair before 10 a.m. EST Monday morning.
- D. The 2017 reporting dates are as follows:
Aug. 14 (Preseason Poll), 28 - Sept. 5, 11, 18, 25 - Oct. 2, 9, 16, 23, 30 (Final Poll) - Nov. 13 (Post Tournament Poll).
- E. Deadlines to Report
 - 1. Coaches to Area Chairmen: Monday by 10:00 a.m. EST
 - 2. Area Chairmen to National Chairman: Monday by 12:00 Noon EST
- F. Key Factors in the Selection Process:
 - 1. Head-to-Head Competition vs. Ranked Opponents (in or out of region)
 - 2. Head-to-Head Competition vs. Best Opponents/League/Region
 - 3. Win/Loss Record
- G. The national poll shall honor the submitted rankings within regions.

Section 10. Substance Abuse Policy

The use of tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sanctioned or sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 11. Open Wound Policy

Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped. Once ready to return the player may do so at the next stoppage of play.

Section 12. Tournament Lodging

Should the Tournament Host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 13. Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

Section 14. Dress Decorum

- A. Game attire for all bench personnel, other than uniformed players, must be a college issued warm-up suit, or business casual apparel. In the case of inclement weather, appropriate attire may include non-college apparel. Jeans and non-college issued hats and sweats are prohibited. Teams at the event, but not participating, must be in appropriate attire. This may include college issued warm-up suits, shorts, t-shirts and athletic footwear.
- B. All teams attending the banquet must be in business casual attire, unless other attire is designated appropriate (informal banquet, theme banquet).
- C. Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.

Section 15. All-American Nomination Guidelines

See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.

Section 16. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

SOCCER - WOMEN'S - DIVISION I

P. SOCCER – WOMEN'S – DIVISION I

Section 1. Tournament Site Selection

- A. Colleges or organizations wishing to host the NJCAA Championship Soccer Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates and Sites

The Tournament Host shall set the exact dates of the tournament in keeping with the recommendations of the NJCAA Committee on Soccer.
November 13-18, 2017 at Eastern Florida State College; Melbourne, Fla.
November 12-17, 2018 at Foley Sports Complex; Foley, Ala.
November 18-23, 2019 at Eastern Florida State College; Melbourne, Fla.
November 16-21, 2020 at TBD
November 15-20, 2021 at TBD

Section 3. Host Pre-Tournament Responsibilities

- A. The Tournament Host or organization shall be responsible for sending entry blanks to qualifying teams and shall notify them of the time schedule and other information pertinent to the tournament by **October 1st**, annually.
- B. The Tournament Host shall have jurisdiction over promotions, advertising and ticket sales. The host shall secure the playing sites and make all necessary arrangements for the proper management of spectators.
- C. Practice sessions may be arranged for two days preceding the tournament.
- D. The Tournament Host shall be responsible for securing the services of all necessary officials, judges, etc. to satisfactorily conduct the tournament as determined by the NJCAA Committee on Soccer.
- E. The Tournament Director ~~has the right to change game times~~ (Deleted August 1, 2017) will set game times. If a college acting as the host of the championship qualifies, their first contest/game can be moved into primetime evening slot to increase attendance. Consultation with the NJCAA Sport Chair and NJCAA National Office is required to ensure integrity of bracket/schedule for the championship.

Section 4. Qualification of Teams for Competition (12 Teams)

- A. Districts:

2017-18 DISTRICTS							
DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)
A	1	D	16, 24	G	12	J	17, 22
B	6	E	3, 15, 19, 21	H	7, 8, 23	K	11, 13
C	9, 18	F	4	I	2, 5, 14	L	10, 20

To view district contracts submitted to the NJCAA National Office, use the following URL: mvp.njcaa.org/DistrictContract.

If you do not find the information you are looking for please contact the NJCAA National Office.

- B. In the event that there is a last minute withdrawal from the tournament, the Women's Soccer Committee shall fill the opening using the following criteria:
 1. District runner-up of the district whose champion is unable to attend.
 2. National Tournament Host College.
 3. Highest ranked team that does not qualify.
- C. Representatives must be determined NO LATER THAN the second Sunday prior to the National Tournament. In 2017, District Representatives must be determined on/by November 5, 2017. Regions that are involved in District Tournaments must have their Regional Tournaments completed on/by October 29, 2017.
- D. All regions that wish to enter a respective District Tournament must notify their director by **October 15th**, annually. Failure to comply shall result in forfeiture of the right to compete in a district playoff. Any college, who filed an intent to compete in a district tournament and then withdraws after **October 15th**, will be responsible for any expenses incurred by the District Tournament Director.
- E. All colleges must qualify in compliance with Article XII of the NJCAA bylaws.
- F. Colleges whose players receive red cards during postseason play must notify the NJCAA Soccer Chair prior to the next tournament contest.
- G. District Playoff Policies and Procedures
 1. All Region and District Playoff games must be played on a natural or artificial turf that measures at least 110 yards by 70 yards, with a visible clock. Artificial turf fields must be a rubber infill surface, consistent with current FIFA approved fields.
 2. The director, or his/her designee, must arrange for officials, three game balls, one official timer, one official scorekeeper and four ball persons.
 3. District playoff sites may be rotated among participating regions according to a schedule developed by the director.
 4. Districts that choose to rotate the sites must submit a plan to the National Office by **April 15th**, annually.
 5. Districts may agree to play at a central site chosen by the District Director.
- H. District Champions and/or Representatives must send all card accumulations, signed by the Regional Director, to the National Soccer Chair, by the Sunday prior to the National Tournament. They must be sent on the official NJCAA Game Roster form.
 1. Each district shall determine its own method for qualification of team(s).
- I. Seeding – The soccer committee will seed the 12 teams that qualify for the tournament, using the following procedure:
 1. The committee will use the most recent poll, as well as game-by-game results, utilizing the NJCAA school site, which will be a requirement for a team to be seeded.
 2. A ranking form will be sent to all committee members who will rank the team's 1-12 utilizing a 14, 11, 10, 9, 8, 7, 6, 5, 3, 2 ranking system. A district champion must be ranked higher than the third team from that district.
 3. The Soccer Chair will use composite point totals to rank the 12 teams.
 4. In case of a tie, the team with the highest number of higher ranked points will be given the higher seed.

Section 5. Rules and Procedures

- A. All regular season, regional, district and national tournament games will be played under the current NCAA Soccer rules with the following exceptions:
 1. Unlimited substitutions apply with a stoppage of game clock during substitutions from the leading team **"at anytime"** in the last five minutes of the game.

2. Any player receiving a yellow card (caution) must leave the game for a substitute, including the goalkeeper. Game includes regulation play, overtime period and penalty-kicks. They may return to the game at the next legal substitution point.
NOTE: The next legal substitution point is defined as follows; for kickers - after 10 penalty kicks have been taken by the offending team, for a goalkeeper - after one penalty kick has been taken against the offending team.
3. National Tournament Pool Play Games only
 - a. All National Tournament games will follow NCAA overtime rules for postseason (90 minutes regulation time followed by two sudden victory overtime periods of 10 minutes, followed by penalty kicks).
4. National Tournament Semifinals and Finals are single elimination.
- B. Teams participating in the NJCAA Soccer Championship are limited to 25 players. These players must be identified in the score book before the start of the first game. These players must be identified on an approved roster, which will contain the name, numbers and accumulated cautions of all squad members. This roster must be submitted to the NJCAA Soccer Chair or his/her designee prior to the first game of the tournament. No deletions or additions may be made after this time. A player who is part of her team's roster of 25, whose name is not listed in the score book, will be removed from the game at the point the omission is discovered.
- C. Roster numbers and jerseys must be checked and verified prior to the start of the tournament. Players found wearing incorrect numbers will be removed from the game until the problem is corrected. Players not listed on the roster, found to be participating in the game, will be removed at that point and will not be allowed to participate in any subsequent games.
- D. In the event of darkness, inclement weather or other circumstances beyond the control of the Tournament Director that prevent games from being completed on a given day, the suspended games will be resumed from the point of suspension on the following day and the game and time schedule will adjust accordingly. If for any reason, a team must play more than 90 minutes after a suspended game is resumed, they will not be required to play again that day.
- E. For each game of the tournament, the team with higher seed (lower number) in each game will be the HOME TEAM and wear light colored uniforms and have choice of bench. The lower seed (higher number) will be the VISITOR TEAM and wear dark colored uniforms.
- F. NJCAA rules govern all Regional, District and National competition.
- G. Each participating institution must bring a memento to exchange prior to the first game of the tournament.
- H. Tights and undergarments that extend below game pants must be the same color as game pants.
- I. Tournament Format/Structure

Pool Play – Day 1, 2, 3

Semifinals – Day 5

Finals – Day 6

	POOL A	POOL B	POOL C	POOL D
Seeds	1, 8, 12	2, 7, 11	3, 6, 10	4, 5, 9

POOL PLAY GAME SCHEDULE (Section 3E above may apply)

DAY 1	DAY 2	DAY 3
1 vs. 12	8 vs. 12	1 vs. 8
2 vs. 11	7 vs. 11	2 vs. 7
3 vs. 10	6 vs. 10	3 vs. 6
4 vs. 9	5 vs. 9	4 vs. 5

POOL PLAY STANDINGS

Team points will be awarded in each game in pool play in the following manner:

3 Points – Victory in regulation time, in an OT period or by advancing after PK's

0 Points – Loss

After pool play, the team in each pool with the most points will advance to the Semifinals.

POOL PLAY STANDINGS - TEAM TIEBREAKING PROCEDURES

If after pool play, teams are tied for the most points in any pool, the following will apply, in order:

3 TEAM TIES

1. Goal differential in all pool play games in regulation and OT periods.

2. Goals scored in all pool play games in regulation and OT periods.

3. Goals against in all pool play games in regulation and OT periods.

****If at any point in applying the above criteria:**

A single team gains an advantage over the other two teams, it advances.

A single team is eliminated and two teams remain tied, then immediately revert to head-to-head competition in pool play between the two tied teams. The team that earned three points in pool play advances.

UNBREAKABLE TIES (3 team)

If all three teams remain tied after the above criteria are applied, two "tiebreaking games" will be held on day four of the tournament. Immediately after conclusion of play in any pool, all tied teams will flip coins to determine which team receives the bye to the second "tiebreaking game." The odd coin receives the bye. The other two teams will play a "tiebreaking game" beginning at the start of overtime per NCAA Rules (two 10 minute sudden death overtime periods, followed by PK's). Following a 20 minute break, the winning team advances to the 2nd "tie breaking game" to play the team that received the bye. Any such tiebreaking games are a continuation of pool play and are considered individual games. Any cards issued will carry the same penalty(ies) as in any other tournament game.

SEMIFINALS

Game 13 - highest remaining seed vs. lowest remaining seed

Game 14 - 2nd highest remaining seed vs. 2nd lowest remaining seed

*losers of both semifinal games finish T-3rd

FINALS

Game 15 – semifinal winners

- J. The official tournament ball for 2015-2019 will be the Select Super NJCAA match ball. The Select "Super" or "Brilliant Super" ball shall be the official regular season game ball of the NJCAA beginning fall 2015.

- a. Penalty for non-compliance of using the NJCAA Official Ball: "(Exception to NCAA Rule 2 "The Ball") - Four official game balls must be provided by the host team in order to begin play. In the event that this stipulation is not met, the game shall be played with the offending head coach receiving a yellow card and the host Region being responsible to handle the infraction which includes sending the athletic director of the offending school a letter of reprimand."

Note: Region Directors shall collect and report any violations and submit them to the NJCAA National Office at the conclusion of the season.

Section 6. Officials

- A. Only NISOA approved officials may be used in the tournament.
- B. The Tournament Director shall be responsible for securing the field officials. The NJCAA Soccer Committee Chair/designee will communicate with all officials assigned to the tournament explaining the differences between NCAA Rules and NJCAA playing regulations.
- C. Once the game has begun, it is in the hand of the field officials.
- D. The three person system of refereeing shall be used in all postseason tournament play.
- E. No referee may officiate a contest in which his/her own region is participating at the national level.

Section 7. Awards

- A. Awards shall be given to the first, second and third place (2) teams.
- B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 25 medals.
- C. Each individual on the second place team shall receive an NJCAA silver medal. There shall be 25 medals.
- D. A Coach of the Tournament Award shall be presented.
- E. The Most Valuable Player Award shall be presented.
- F. An All-Tournament Team consisting of 12 players will be presented an appropriate award.
- G. Awards given by the Coaches Association must reflect the places earned.

Section 8. Finances

- A. Each college shall pay its own team expenses.

Section 9. Procedures for National Poll

- A. Teams must also fill out and electronically submit the NJCAA Poll Nomination form each Monday by 2:00 pm (ET) in order to be eligible for ranking in that week's poll. The NJCAA National Office will compile data from the Poll Nomination forms and deliver to national poll voters for their use in formulating the rankings each week. The NJCAA National Office will disseminate the report to all member colleges prior to the start of the season.
- B. Sectional Leaders and a representative from the NJCAA Women's Soccer Coaches Association will form the poll on Tuesday by conference call. The NJCAA National Office will release the poll on Wednesdays.
- C. Team and individual statistics for member colleges must be up-to-date on the NJCAA Stats System each week to be eligible for ranking in the national poll.
- D. Poll voting criteria throughout the season:
 1. Overall Body of Work
 - a. Record against Division I opponents for the season
 - b. Record against Division I top 20 teams for the season
 - c. Overall record vs. NJCAA teams
 2. Strength of Schedule
 - a. Number of games against ranked opponents
 3. Strength of Conference/Region
 - a. Previous national tournament finish

Name	Regions	College	Email	Phone
Jerry Smith	1, 9, 18	Arizona Western College	jerry.smith@azewestern.edu	928-344-7535
Carl Heinrich	6, 16	Region 6 Women's Director	carl.heinrich@kjccc.net	785-594-2500
Tim Drain	2, 5, 14	Tyler Junior College	tdra@tjc.edu	903-510-2320
Dan Mason	4, 11, 13, 24	North Iowa Area Community College	masondan@niacc.edu	641-422-4281
Jo Ann Rogers	3, 12, 15, 19, 20, 21	Prince George's Community College	jo.rogers@pgcc.edu	301-546-0513
Dolores Deasley	8, 10, 17, 23	Jones County Junior College	dolores.deasley@jcjc.edu	601-477-5417

2017 Poll Dates

(Preseason Poll)	October 3	November 7 (Final Poll)
September 12	October 10	
September 19	October 17	
September 26	October 24	
	October 31	

Section 10. Substance Abuse Policy

The use of tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sanctioned or sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 11. Open Wound Policy

Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from the contest by the official and cannot return until the bleeding has been stopped. Once ready to return, the player may do so at the next stoppage of play.

Section 12. Tournament Lodging

Should the Tournament Host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 13. Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

Section 14. Dress Decorum

- A. Game attire for all bench personnel, other than uniformed players, must be a college issued warm-up suit or business casual apparel. In the case of inclement weather, appropriate attire may include non-college apparel. Jeans and non-college issued hats and sweats are prohibited. Teams at the event, but not participating, must be in appropriate attire. This may include college issued warm-up suits, shorts, t-shirts and athletic footwear.
- B. All teams attending the banquet must be in business casual attire, unless other attire is designated appropriate (informal banquet, theme banquet).
- C. Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.

Section 15. All-American Nomination Guidelines

See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.

Section 16. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

SOCCER - WOMEN'S - DIVISION III

Section 1. Tournament Site Selection

- A. Colleges or organizations wishing to host the NJCAA Championship Soccer Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates

November 9-12, 2017 at Tompkins Cortland Community College; Dryden, NY
November 8-11, 2018 at Rock Valley College; Rockford, IL
November 7-10, 2019 at Tompkins Cortland Community College; Dryden, IL
November 12-15, 2020 at TBD
November 11-14, 2021 at TBD

Section 3. Tournament Host Pre-Tournament Responsibilities

- A. The Tournament Host or organization(s) shall be responsible for sending entry forms to qualifying teams and shall notify them of the time schedule and other information pertinent to the tournament by **October 1st**, annually.
- B. The Tournament Host shall have jurisdiction over all promotions, advertising, tickets, schedules, etc. The Tournament Host shall secure the playing sites and make all necessary arrangements for the proper management of spectators.
- C. Practice sessions may be arranged for one day preceding the tournament.
- D. The Tournament Host shall be responsible for securing the services of all necessary officials, judges, etc. to satisfactorily conduct the tournament as determined by the NJCAA Committee on Soccer.
- E. The Tournament Director ~~has the right to change game times~~ (Deleted August 1, 2017) will set game times. If a college acting as the host of the championship qualifies, their first contest/game can be moved into primetime evening slot to increase attendance. Consultation with the NJCAA Sport Chair and NJCAA National Office is required to ensure integrity of bracket/schedule for the championship.

Section 4. Qualification of Teams for Competition

- A. Eight teams participate in the National Tournament.
- B. The NJCAA Committee on Soccer will have the authority to make substitutions for last minute withdrawals from the tournament.
- C. All District Representatives must be determined on or before Wednesday, **November 1, 2017**.
- D. Districts:

2017-18 DISTRICTS							
DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)
A	3A	C	19A	E	12, 19B	G	15, 21
B	3B	D	4, 13	F	2, 5, 7	H	17, 20

To view district contracts submitted to the NJCAA National Office, use the following URL: mvp.njcaa.org/DistrictContract.

If you do not find the information you are looking for please contact the NJCAA National Office.

Note 1: All regions that wish to enter a respective district tournament must notify their director by October 15th, annually. Failure to comply shall result in forfeiture of the right to compete in a district playoff. Any college, who filed an intent to compete in a district tournament and then withdraws after October 15th, will be responsible for any expenses incurred by the District Tournament Director.

Note 2: Regions which have only one college in the division, and are involved in inter-regional competition, must have compiled a record of .500 10 days prior to the start of district play, in order to be eligible for the District/National Tournament. Any extenuating circumstances, which might suggest an exemption from this rule, will be ruled upon by the Soccer Committee.

Note 3: Colleges whose players receive red cards during postseason play must notify the respective NJCAA Soccer Chair prior to the first tournament contest.

- E. 1. All District & National Tournament games must be played on a natural or artificial turf field that measures at least 110 yards by 70 yards. Artificial turf fields must be a rubber infill surface, consistent with current FIFA approved fields.
2. The director must arrange for officials, three game balls, one official timer, one official scorekeeper and four ball persons.
3. District playoff sites may be rotated among participating regions according to a schedule developed by the director.
4. Districts that choose to rotate the sites must submit a plan to the National Office by April 15th, annually.
5. Districts may agree to play at a central site chosen by the District Director.
6. Region Champions must certify their yellow card accumulations with the District and/or National Tournament Director.

Section 5. Rules and Procedures.

- A. All regional, district and national tournament games shall be played under current NCAA Soccer rules with the following exceptions:
 1. Unlimited substitutions apply with a stoppage of game clock during substitutions from the leading team **"at any time"** in the last five minutes of the game.
 2. Playing squads are limited to 25 players.
 3. Any player receiving a yellow card (caution) must leave the game for a substitute, including the goalkeeper. Game includes regulation play, overtime period and penalty-kicks. They may return to the game at the next legal substitution point.
NOTE: The next legal substitution point is defined as follows; for kickers - after 10 penalty kicks have been taken by the offending team, for a goalkeeper - after one penalty kick has been taken against the offending team.
- B. Teams participating in the NJCAA Soccer Championship are limited to not more than 25 players. These players must be identified in the scorebook before the start of the first game. These players must be identified on an approved roster, which will contain the name, number and accumulated cautions of all squad members. This roster must be submitted to the NJCAA Soccer Chair or his designee prior to the first game of the tournament. No deletions or additions may be made after this time. A player who is part of her team's roster of 25, whose name is not listed in the scorebook, will be removed from the game at the point the omission is discovered.
- C. Roster numbers and game jerseys must be checked and verified prior to the start of the tournament. Players found wearing incorrect numbers will be removed from the game until the problem is corrected. Players not listed on the roster, found to be participating in the game, will be removed at that point and will not be allowed to participate in any subsequent games.
- D. In the event of darkness, inclement weather or other circumstances beyond the control of the Tournament Director that prevent games from being completed on a given day, the suspended games will be resumed from the point of suspension on the following day and the game and time schedule will be adjusted accordingly. If for any reason, a team must play more than 90 minutes after a suspended game is resumed, they shall not be required to play again in that day.
- E. For each game of the tournament, the team with higher seed (lower number) in each game will be the HOME TEAM and wear light colored uniforms and have choice of bench. The lower seed (higher number) will be the VISITOR TEAM and wear dark colored uniforms.

- # BY-LAWS

The diagram illustrates a tournament bracket for a 16-player competition. The bracket is structured as follows:

- Round 1:** 16 players (L1-L8 and W1-W8) are paired into 8 games (Game 1 to Game 8).
 - Game 1: L1 vs W1
 - Game 2: L2 vs W2
 - Game 3: L3 vs W3
 - Game 4: L4 vs W4
 - Game 5: L5 vs W5
 - Game 6: L6 vs W6
 - Game 7: L7 vs W7
 - Game 8: L8 vs W8
- Round 2:** 8 winners (W1-W8) are paired into 4 games (Game 9 to Game 12).
 - Game 9: W1 vs W2
 - Game 10: W3 vs W4
 - Game 11: W5 vs W6
 - Game 12: W7 vs W8
- Round 3:** 4 winners (W9-W12) are paired into 2 games (Game 13 to Game 14).
 - Game 13: W9 vs W10
 - Game 14: W11 vs W12
- Round 4:** 2 winners (W13-W14) are paired into 1 game (Game 15).
 - Game 15: W13 vs W14
- Final:** The winner of Game 15 is W15, who is the Champion.

The diagram also shows the placement of players in the bracket. The 16 players are arranged in a grid, with the 8 winners of the first round (W1-W8) advancing to the second round. The 4 winners of the second round (W9-W12) advance to the third round. The 2 winners of the third round (W13-W14) advance to the fourth round. The final winner is W15, who is the Champion.

1. Seeding Process
 - A. The eight teams in the tournament will be seeded.
 - B. Each committee member will submit the ranking form with their top eight teams.
 - C. Final seeding will be conducted through a conference call.
 - D. Matchups: #1 vs. #8 - #2 vs. #7 - #3 vs. #6 - #4 vs. #5.
2. Seeding Criteria
 - A. Most recent rankings.
 - B. Game-by-game results that must be entered into the NJCAA Stats System.
3. Tournament Schedule
 - Thursday: Games 1-4
 - Friday: Games 5-8
 - Sunday: Games 9-11 (No overtime in games 9 & 10; winner decided by penalty kicks immediately following end of regulation)

K. The Select "Super" or "Brilliant Super" ball shall be the official regular season game ball of the NJCAA. The Select "Super" ball shall be used at NJCAA Championships.

1. Penalty for non-compliance of using the NJCAA Official Ball: "(Exception to NCAA Rule 2 "The Ball") – Four official game balls must be provided by the host team in order to begin play. In the event that this stipulation is not met, to handle the infraction which includes sending the athletic director of the offending school a letter of reprimand." The game shall be played with the offending head coach receiving a yellow card and the host region being responsible.

Note: Region Directors shall collect and report any violations and submit them to the NJCAA National Office at the conclusion of the season.

- A. Only NISOA approved officials may be used in the tournament.
- B. The Tournament Director shall be responsible for securing the field officials. The NJCAA Soccer Committee Chair/designee will communicate with all officials assigned to the tournament explaining the differences between NCAA Rules and NJCAA playing regulations.
- C. A game once begun is in the hands of the field officials.

D. The three-person system of officiating shall be used during postseason play.

Section 7.

Awards

- A. Awards shall be given to the first, second and third place teams.
- B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 25 medals.
- C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be 25 medals.
- D. A Coach of the Tournament Award shall be presented.
- E. A Most Valuable Player Award shall be presented.
- F. An All-Tournament Team consisting of 12 players will be presented medals.
- G. Awards given by the Coaches Association must reflect the places earned.

Section 8.

Finances

- A. Each college shall pay its own team expenses.
- B. The entry fee shall be \$350 and shall be paid by the eight teams involved in the National Tournament.

Section 9.

Procedures for National Poll

- A. Teams must complete and electronically submit the NJCAA Poll Nomination form each Monday by 2:00 p.m. ET in order to be eligible for ranking in that week's poll. The NJCAA National Office will disseminate the report to all member colleges prior to the start of the season and send weekly reminders that include links to the poll form.
- B. Sectional Leaders and a representative from the NJCAA Women's Soccer Coaches Association will form the poll committee on Wednesday's. Regions not reporting to their Sectional Leaders will not be reflected in the poll.
- C. Poll Voting Criteria:
 - 1. Overall Body of Work
 - a. Record against NJCAA DIII Opponents for season
 - b. Record against NJCAA DIII Top 10 ranked opponents for season
 - c. Overall record vs NJCAA teams
 - 2. Strength of Schedule
 - a. Number of games against ranked opponents
 - 3. Strength of Conference/Region
 - a. Previous national tournament finish

Sectional Leaders:

Name	Region(s)	College	Email	Phone
Jean Musgjerd	4, 12, 13	Rochester Community & Technical College	jean.musgjerd@rctc.edu	507-285-7561
Kristen Schuth	2, 3	Genesee Community College	keschuth@genesee.edu	585-343-0055
Kerri-Ann McTiernan	15, 21	Nassau Community College	kerriann.mctiernan@ncc.edu	516-572-7522
Shawn Noel	19	Brookdale Community College	snoel@brookdalecc.edu	732-224-2377

- D. 2017 Poll Dates:
 - August (Preseason Poll)
 - September 12, 19, 26
 - October 3, 1, 17, 24 (Final Poll)

Section 10.

Substance Abuse Policy

The use of tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sanctioned or sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 11.

Open Wound Policy

Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped. Once ready to return the player may do so at the next stoppage of play.

Section 12.

Tournament Housing

Should the Tournament Host/NJCAA National Office assign lodging for this event, all participating colleges must honor assignment or pay for those rooms.

Section 13.

Dress Decorum

Game attire for all bench personnel, other than uniformed players, must be a college issued warm-up suit, or business casual apparel. In the case of inclement weather, appropriate attire may include non-college apparel. Jeans and non-college issued hats and sweats are prohibited. Teams at the event, but not participating, must be in appropriate attire. This may include college issued warm-up suits, shorts, t-shirts and athletic footwear. Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards & Ethics Committee for possible sanctions.

Section 14.

Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

Section 15.

All-American Nomination Guidelines

See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.

Section 16.

Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

SOFTBALL - DIVISION I

R. SOFTBALL – DIVISION I

Section 1. Tournament Site Selection

- A. Colleges or organizations wishing to host the NJCAA Championship Softball Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates

The NJCAA Softball Tournament will finish on the Saturday prior to the Memorial Day weekend.

May 16-19, 2018 at Canyons Complex; St. George, UT

May 15-18, 2019 at Canyons Complex; St. George, UT

May 13-16, 2020 at Canyons Complex; St. George, UT

May 19-22, 2021 at TBD

Section 3. Tournament Host Pre-Tournament Responsibilities

- A. Pre-Tournament information shall be sent out by April 12, 2018 by the Tournament Director to each coach.
- B. All colleges must qualify in compliance with Article XII of the NJCAA bylaws.
- C. The Tournament Host shall notify the participating teams of time schedules, hotel assignments, confirmed room rates, team host information and other pertinent materials including a coaches and officials' pre-tournament meeting.
- D. The Tournament Host shall be responsible for the promotion, advertising and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of the spectators.

Section 4. Qualification of Teams for Competition

- A. ~~The policy of~~ (Deleted August 1, 2017) At least 25% of the overall schedule for Division I teams must be against Division I opponents ~~was upheld~~ (Deleted August 1, 2017).
- B. Districts:

2017-18 DISTRICTS							
DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)
A	1	E	6, 9	I	10, 15, 20, 22B	M	17
B	2, 23	F	7	J	11, 16	N	18
C	5W	G	8A	K	14A	O	22A
D	5N	H	8B	L	14B	P	24

Region 5W	Region 5N
Clarendon College El Paso Community College Frank Phillips College Howard College Midland College Odessa College Western Texas College	Grayson County Junior College Hill College McLennan Community College North Central Texas College Ranger College Temple College Vernon College Cisco Junior College Weatherford College
Region 8A – Region Tournament Champion	Region 8B – Region Tournament Runner-up
Region 14A – Region Tournament Champion	Region 14B – Region Tournament Runner-up
Region 22A – Region Tournament Champion	Region 22B Region Tournament Runner-up to play off at District I playoff

To view district contracts submitted to the NJCAA National Office, use the following URL: mvp.njcaa.org/DistrictContract.

If you do not find the information you are looking for please contact the NJCAA National Office.

- C. Regional Directors/Coaches shall send a roster and formal team photo with players in team uniforms and a visible number either the size of 5x7 or 8x10 to the National Tournament Director by the second (2nd) Monday prior to the start of the National Tournament, May 7, 2018.
- D. District and Region play must be completed on or before **May 12, 2018**, prior to the beginning of the National Tournament.
- E. District Tournaments must be at least double elimination.
- F. District Directors shall be responsible for the following:
 1. Get together with Region Director for all regions involved in the District Playoff to determine:
 - a. Playoff format, dates, sites and financial responsibilities.
 - b. Submit the completed and signed District Playoff Championship Contract to the Division I Softball Chair at the NJCAA Annual Meeting.
 2. Notify National Tournament Director and National Office when district results of that tournament are known.
- G. Substitution Process
 1. In the event there is not a representative from a district, a runner-up from another district will be selected to fill the vacancy using a substitution order. When a team accepts or declines the opportunity to compete in the NJCAA Tournament through the substitution procedure, that district drops to the end of the substitution order and the next district moves up accordingly.
 2. The substitution order is as follows: District I, B, O, E, C, H, N, M, D, G, F, K, P, L, J, A. All postseason tournament play shall follow the NJCAA rules with the exceptions noted in 6A.
- H. The following is the 2018 National Tournament 1st round pairings. The tournament format will be double elimination:

#1 Seed Game 1	#3 Seed Game 5
#16 Seed	#14 Seed
#9 Seed Game 2	#11 Seed Game 6
#8 Seed	#6 Seed

#5 Seed
Game 3
#12 Seed
#13 Seed
Game 4
#4 Seed

#7 Seed
Game 7
#10 Seed
#15 Seed
Game 8
#2 Seed

Section 5. Tournament Seeding

- A. The seeding committee will consist of the section directors. The committee will seed all sixteen teams/directors (Deleted August 1, 2017) on Sunday, May 13, 2018 on a conference call.
- B. All teams will be seeded and (at large if necessary) teams will be chosen by the following criteria:
 1. Final Poll results (regular season).
 2. Results of Region/District playoffs.
 3. Strength of Schedule (to include strength of schedule when teams have traveled outside their Region as well as contests played at Neutral sites).
 4. Quality Wins/Quality Losses (teams in poll/teams in National Tournaments).
 5. Historical results of the district's teams at the previous 5 National Tournaments.
 Should a member of the seeding committee coach a team that participates in the tournament, that individual should be excluded from the seeding process.

Section 6. Rules and Procedures

- A. NCAA rules will be used with the following exceptions:
 1. The halted game rule will be in effect for all national tournament play.
 2. The international tie-breaker will not be used in national tournament play.
 3. The eight-run rule will not be in effect for the national championship game.
- B. The tournament shall be conducted as a double elimination tournament by NJCAA.
- C. The maximum allowable number of individuals an institution can have on the field, including the practice field, bull pen, bench and dugout is 30. Each team is limited to 24 uniform players (excluding redshirts) and a maximum of six combined coaches (includes grad assistant coaches), trainers and managers recognized by their respective institution. The official roster will be signed and turned in at the tournament coaches meeting. No deletions or additions will be allowed after the roster is turned in.
- D. All region/district hosts will use and be furnished the official tournament ball in all postseason play with the exception of regions within a district, which will receive balls only for a district tournament.
- E. The official tournament ball is the Dudley 4N-143 .47 compression ball.
- F. Home team will be the higher seeded team in the first round. The home team for all other rounds will be determined by a flip of the coin 30 minutes prior to the game. The home team will occupy the third base dugout.
- G. For the National Tournament, it is the responsibility of the visiting team to ensure its jersey is of a contrasting color to that selected by the home team. If the jerseys don't contrast enough, the visiting team has to change their jerseys.
- H. Protest Committee will be made up of the National Tournament Director, NJCAA Representative and the Umpire-In-Chief.
- I. Weather/Suspended Game(s)

When a game is underway and it starts to rain/snow, only the umpire can suspend the game. Suspended games are continued from the point of when the play was suspended. The official scorebook should have the point of suspension, outs, etc. recorded. The official NCAA Rules will be followed regarding weather conditions and suspended play. Specific NCAA rule references to be used: Page 195, Rule 15.10.1.2 and Page 204 Appendix G.

In the event of unavoidable delays due to either weather or unforeseen causes, the Tournament Director and NJCAA Representative reserves the right to re-schedule game times or make other arrangements as necessary as long as there is no extension to the length of the tournament dates.
- J. Game Balls

For all Region, District and National Tournaments (starting 2012), last year's NCAA Tournament Game Ball Rule will be used. There will need to be five game balls per game with at least two balls being new.
- K. Opening ceremonies will be part of the banquet the day before or will be eliminated.

Section 7. Officials

The NJCAA Committee on Softball recommends that the host institution secure quality college umpires for the National Tournament.

Section 8. Awards

- A. Awards shall be given to the first, second and third place teams.
- B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 30 medals.
- C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be 30 medals.
- D. Karen L. Sykes Outstanding Coach Award shall be presented.
- E. A Most Valuable Player Award shall be presented.
- F. Selection of a Softball All-Tournament Team of 13 players (4 battery, 4 infielders, 3 outfielders, 1 DP and 1 utility player) shall be made and presented medals.

Section 9. Finances

- A. All tournament expenses shall be paid by the Tournament Host.
- B. Each college shall pay its own expenses.

Section 10. National Poll Procedures

- A. The National Poll shall consist of the top 20 teams.
- B. Teams or a Region Representative must also fill out and electronically submit the NJCAA Poll Nomination form each Monday by 12 p.m. (Mountain) in order to be eligible for ranking in the national poll. A Region Representative may still submit a suggested ranking of their teams to the NJCAA National Office. The NJCAA National Office will compile data from the Poll Nomination forms and deliver it to the national poll voters for their use in formulating the rankings each week. The NJCAA National Office will disseminate the reporting form to all member colleges and Region Representatives prior to the start of the season and each week for poll results to be updated and submitted.

C. For 2017-2018 Sectional Directors will be:

Name	Regions	College	Email	Phone
Tim Drain	2, 14, 23	Tyler Junior College	tdra@tjc.edu	903-510-2320
Dan Lumpkin	7, 10, 15, 20	Cleveland State Community College	dlumpkin@clevelandstatecc.edu	423-614-8721
Laurel Sue Smith	8, 17, 22	Polk State College	laurelsmith@polk.edu	863-297-1067
Darren Pannier	6, 11, 16, 24	State Fair Community College	dpannier@sfcemo.edu	660-596-7232
Joel Bate	1, 5, 9, 18	College of Southern Idaho	jbate@csi.edu	208-732-6836

- D. Sectional Directors will form the poll on Tuesday mornings. The National Office will tally the Sectional Director votes and will release the poll on Wednesday.
- E. Team and individual statistics will be submitted by the college to the NJCAA Stats System.
- F. Only those teams with a minimum of eight games will be considered for ranking on the poll.
- G. 2018 Poll Dates: March 6, 13, 20, 27 - April 3, 10, 17, 24.
- H. Poll voting criteria:
 - 1. Overall Body of Work
 - a. Records against NJCAA Division I opponents for the season
 - b. Records against NJCAA Division I top 20 teams for the season
 - c. Records against ranked NJCAA Division II, NJCAA Division III, NWC and CCAA teams for the season
 - 2. Overall Records
 - a. When on the road
 - b. When traveled outside their Region/District
 - c. At neutral sites
 - d. At home
 - 3. Strength within the conference
 - a. Teams overall conference record for the season
 - 4. If a team becomes ineligible or can't play in postseason play, they should be removed from the poll so it doesn't effect at large selection or seeding for the National Tournament.

Section 11. All-American Nomination Guidelines

See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.

Section 12. Substance Abuse

The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest, and would need to sit out the next scheduled game to comply with the NJCAA Sportsmanship Policy, Article XVIII of the NJCAA bylaws.

Section 13. Open Wound Policy

Current NCAA softball rules and procedures with regard to open wounds and bleeding shall be adhered to.

Section 14. Tournament Lodging

Should the Tournament Host/National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 15. Dress Decorum

At the national tournament venue, anyone on the playing field, in the dugout or warm up area must comply with the dress decorum policy:

- A. Player's attire as addressed in the NCAA Softball Rulebook.
- B. Coaches (including those in the dugout) must wear official institutional matching apparel (color and logo) to include matching polo or crew necked shirts (no t-shirts), shorts and/or slacks (no denim/jeans), and shoes and socks (no sandals, flip-flops). Head gear must be worn in an appropriate manner.
- C. All other team personnel (including trainers, SID's, etc.) must wear appropriate institutional polo or crew necked shirts (no t-shirts), shorts and/or slacks (no denim/jeans), shoes and socks (no sandals, flip-flops). Head gear must be worn in an appropriate manner.
- D. Participating team members and college personnel returning to the tournament venue as spectators shall be appropriately attired.
- E. Banquet attire, unless otherwise designated by the Tournament Host, will be casual business attire (t-shirts, denim pants, hats, shorts, sandals, flip-flops will not be permitted).
- F. Violators of dress decorum will be asked by either the Tournament Director or the NJCAA Representative to change dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards & Ethics Committee for possible sanctions.

Section 16. Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

Section 17. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

SOFTBALL - DIVISION II

S. SOFTBALL – DIVISION II

Section 1. Tournament Site Selection

- A. Colleges or organizations wishing to host the NJCAA Championship Softball Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates

The NJCAA Women's Softball Tournament will be held during the third week in May.

May 16-19, 2018 at Traceway Park; Clinton, MS

May 15-18, 2019 at Traceway Park; Clinton, MS

May 13-16, 2020 at Traceway Park; Clinton, MS

May 19-22, 2021 at TBD

Section 3. Tournament Host Pre-Tournament Responsibilities

- A. Pre-Tournament information shall be sent out by **March 5, 2018** by the Tournament Director.
- B. The Tournament Host shall notify the participating teams of time schedules and other pertinent tournament information, including a coaches and official's pre-tournament meeting.
- C. The Tournament Host shall be responsible for the promotion, advertising and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of the spectators.

Section 4. Qualification of Teams for Competition

- A. Districts:

2017-18 DISTRICTS							
DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)
A	1	E	6B	I	12A	M	23A
B	4A	F	8, 10	J	12B	N	23B
C	4B	G	9, 11A	K	3, 15, 19, 21	O	24A
D	2, 6A	H	11B, 13	L	20	P	16, 24B

To view district contracts submitted to the NJCAA National Office, use the following URL: mvp.njcaa.org/DistrictContract.

If you do not find the information you are looking for please contact the NJCAA National Office.

- B. The coach shall send a roster and team picture to the National Tournament Director by **April 1, 2018**. The picture must have individuals in a team uniform, in a formal pose, with visible numbers.
- C. Teams must notify District Directors by **April 1, 2018** of their intent to participate in a district playoff.
- D. District and Region play must be complete on or before Saturday, **May 12, 2018** prior to the beginning of the National Tournament.
- E. All colleges must qualify in compliance with Article XII of the NJCAA bylaws.
- F. District Tournaments must be double elimination.
- G. District Directors shall be responsible for the following:
 1. Determining date of their respective District Tournaments and notifying the National Tournament Director in writing by **January 1, 2018**.
 2. Determining the playoff format, dates, sites and financial responsibility.
 3. Complete and submit district playoff contract to the Division II Softball Chair at the Annual Meeting:
 4. Notify the NJCAA National Office when the results of that tournament are known.
- H. Substitution Process
 1. In the event there is no representative from a district, a runner-up from another district will be selected to fill the vacancy using a substitution order. When a team accepts or declines the opportunity to compete in the NJCAA through the substitution procedure, that district drops to the end of the substitution order and the next district moves up accordingly.
 2. The substitution order is as follows: I, K, H, E, P, N, M, L, A, D, B, C, F, G, J, O.
- I. The following is the **2018** National Tournament 1st round pairings. The tournament will be double elimination.

#1 Seed	#3 Seed
Game 1	Game 5
#16 Seed	#14 Seed
#8 Seed	#6 Seed
Game 2	Game 6
#9 Seed	#11 Seed
#5 Seed	#7 Seed
Game 3	Game 7
#12 Seed	#10 Seed
#13 Seed	#15 Seed
Game 4	Game 8
#4 Seed	#2 Seed

Section 5. Tournament Seeding

- A. The seeding committee will consist of the Sectional Directors. The seeding committee will seed all 16 teams on Monday, **May 14, 2018**.
- B. Seeding will be on the basis of, in no particular order:
 1. Regional placement in the National Tournament the previous year
 2. Strength of Region/Districts
 3. National Poll

4. Overall and Division II JUCO Record

Should a member of the seeding committee coach a team that participates in the tournament, that individual should be excluded from the seeding process.

Section 6. Rules and Procedures

- A. NCAA rules will be used with the following exceptions:
 - 1. The halted game rule will be in effect for all national tournament play.
 - 2. The international tiebreaker will not be used in national tournament play.
 - 3. The eight-run rule will not be in effect for the national championship game.
- B. The tournament shall be conducted as a double elimination softball tournament by NJCAA.
- C. All region/district hosts will use and be furnished the official tournament ball in all postseason play with the exception of regions within a district, which will receive balls only for a district tournament.
- D. The official tournament ball is the Dudley 4N-143 .47 compression ball.
- E. Home team will be the higher seeded team in the first round. The home team for all other rounds will be determined by a flip of the coin 30 minutes prior to the game. The home team will occupy the third base dugout.
- F. Protest Committee will be made up of the National Tournament Director, NJCAA Representative and the Umpire-In-Chief.
- G. Weather/Suspended Game(s): When a game is underway and it starts to rain/snow, only the umpire can suspend the game. Suspended games are continued from the point of when the play was suspended. The official scorebook should have the point of suspension, outs, etc. recorded. The official NCAA Rules will be followed regarding weather conditions and suspended play.
- H. In the event of unavoidable delays due to either weather or unforeseen causes, the Tournament Director and the NJCAA Representative reserves the right to re-schedule game times or make other arrangements as necessary as long as there is no extension to the length of the tournament dates.

Section 7. Officials

The NJCAA Committee on Softball recommends that if entry fees are mandated, the Tournament Host may secure qualified college rated officials.

Section 8. Awards

- A. Awards shall be given to the first, second and third place teams.
- B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 30 medals.
- C. Each individual on the second place team shall receive an NJCAA silver medal. There shall be 30 medals.
- D. An Outstanding Coach Award shall be presented.
- E. A Most Valuable Player Award shall be presented.
- F. Selection of a Softball All-Tournament Team of 13 players (4 battery, 4 infielders, 3 outfielders, 1 DP and 1 utility) shall be made and presented medals.

Section 9. Finances

- A. All tournament expenses shall be paid by the Tournament Host.
- B. Each college shall pay its own expenses.

Section 10. National Poll Procedures

- A. The National Poll shall consist of the top 20 teams for 2018.
- B. On Mondays, 9 a.m. - 12 p.m. CST, EST, MST, PST, the Regional Directors shall contact their respective Sectional Leaders. For 2018 Sectional Leaders will be:

Name	Regions	College	Email	Phone
Berdy Kuiken	4A, 4B, 11, 12, 13	Region 4 Women's Director	mkbk27@aol.com	708-228-3283
Nick Schroeder	1, 2, 8, 9, 10, 23	Catawba Valley Community College	nschroeder@cvcc.edu	828-327-7000
Darren Pannier	6A, 6B, 16, 24	State Fair Community College	dpannier@sfcmmo.edu	660-596-7232
Sue Brugh	3, 15, 19, 20, 21	Pennsylvania Highlands Community College	sbrugh@pennhighlands.edu	814-262-6463

- C. Sectional Leaders will form the poll on Tuesday mornings. The NJCAA National Office will tally Sectional Leader votes and release the poll on Wednesday.
- D. Team and individual statistics will be submitted by the college to the NJCAA Stats System. Teams or the Region Representative must also fill out and electronically submit the NJCAA Poll Nomination each Monday by 12 P.M. (Mountain Time) to be eligible for ranking in the National Poll. A Region Representative may submit a suggested ranking of teams to the National Office. The NJCAA National Office will compile data from the Poll Nomination forms and deliver it to national poll voters for their use in formulating the rankings each week. The NJCAA National Office will disseminate the report to all member colleges prior to the start of the season.
- E. Only those teams with a minimum of four games will be considered for ranking on the poll.
- F. The National Poll shall commence on March 7, 2018 and run a total of nine weeks.

Section 11. Substance Abuse

The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sanctioned or sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 12. All-American Nomination Guidelines

See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.

Section 13. Open Wound Policy

Current NCAA softball rules and procedures with regard to open wounds and bleeding shall be adhered to.

Section 14. Tournament Lodging

Should the Tournament Host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 15. Dress Decorum

At the National Tournament venue, anyone on the playing field, in the dugout or warm up area must comply with the dress decorum policy:

- A. Player's attire as addressed in the NCAA Softball Rulebook
- B. Coaches must wear official institutional matching apparel (color and logo) to include matching polo or crew neck shirts (no t-shirts), shorts and/or slacks (no denim/jeans), and shoes and socks (no sandals, flip-flops). Head gear must be worn in an appropriate manner.
- C. All other team personnel must wear appropriate institutional polo or crew neck shirts (no t-shirts), shorts and/or slacks (no denim/jeans), shoes and socks (no sandals, flip-flops). Head gear must be worn in an appropriate manner.
- D. Participating team members and college personnel returning to the tournament venue as spectators shall be appropriately attired.

- E. Banquet attire, unless otherwise designated by the Tournament Host, will be casual business attire (t-shirts, denim pants, hats, shorts, sandals and flip-flops will not be permitted).
- F. Violators of dress decorum will be asked by either the Tournament Director or the NJCAA Representative to change dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards & Ethics Committee for possible sanctions.

Section 16. Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

Section 17. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

SOFTBALL - DIVISION III

T. SOFTBALL - DIVISION III

Section 1. Tournament Site Selection

- A. Colleges or organizations wishing to host the NJCAA Championship Softball Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates

The NJCAA Women's Softball Tournament will be held during the **third week in May**.

May 17-19, 2018 at McQuillan Complex; Rochester, MN

May 16-18, 2019 at McQuillan Complex; Rochester, MN

May 14-16, 2020 at McQuillan Complex; Rochester, MN

May 20-22, 2021 at TBD

Section 3. Tournament Host Pre-Tournament Responsibilities

- A. Pre-tournament information shall be sent by **April 1st** by the Tournament Director.
- B. The Tournament Host shall notify the participating teams of time schedules and other pertinent tournament information, including a coaches and officials' pre-tournament meeting.
- C. The Tournament Host shall be responsible for the promotion, advertising and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of the spectators.

Section 4. Qualification of Teams for Competition

- A. District qualification shall take place as follows:

2017-18 DISTRICTS							
DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)
A	3A	C	13A	E	19	G	2, 4, 12
B	3B	D	13B	F	19	H	15, 20, 21

To view district contracts submitted to the NJCAA National Office, use the following URL: mvp.njcaa.org/DistrictContract.

If you do not find the information you are looking for please contact the NJCAA National Office.

^a 3A Champion will be the winner of the #1 seeded bracket tournament 1, 4, 5, 8

^b 3B Champion will be the winner of the #2 seeded bracket tournament 2, 3, 6, 7

^a 13A Champion will be the winner of the double elimination tournament

^b 13B Champion will be the winner of the double elimination tournament

- B. Colleges shall send a roster and team picture to the National Tournament Director by **April 28, 2018**. Team photos must have individual in team uniform in a formal pose with visible numbers.
- C. Teams must notify District Directors by **April 14, 2018** of their intent to participate in a district playoff.
- D. District and region play must be completed five days prior to the beginning of the National Tournament.
- E. District Tournaments must be double elimination tournaments. All colleges must qualify in compliance with Article XII of the NJCAA bylaws.
- F. District Directors shall be responsible for the following:
 1. Determining date of their respective District Tournaments and notifying the National Tournament Director in writing by **January 1st**.
 2. Developing a financial plan for handling the District Tournament subject to approval by Regional Directors involved.
 3. Notify National Tournament Director and NJCAA National Office when district site has been determined and again when the results of that tournament are known.
 4. District playoff procedures MUST be on file in the NJCAA National Office by **January 1st**.
 5. Regions involved in District Tournaments must complete Regional Tournaments by **May 12, 2018**.
- G. Substitution Process
 1. In the event there is not a representative from a district, a runner-up from another district will be selected to fill the vacancy using a substitution order. When a team accepts or declines the opportunity to compete in the NJCAA through the substitution procedure, that district drops to the end of the substitution order and the next district moves up accordingly.
 2. The substitution order is as follows: District G, E, F, A, C, H, B, D.
- H. National Tournament Pairings. The tournament will be a double elimination tournament:
 - Game 1 – #1 Seed vs. #8 Seed
 - Game 2 – #4 Seed vs. #5 Seed
 - Game 3 – #3 Seed vs. #6 Seed
 - Game 4 – #2 Seed vs. #7 Seed

Section 5. A. The seeding committee will consist of the Section Directors. The committee will seed all eight teams by **Monday, May 14, 2018**. Seeding will be on the basis of, in no particular order:

1. Regional placement in the National Tournament the previous year
2. Strength of Region/District
3. National Poll
4. Overall and Division III JUCO Record

Should a member of the seeding committee coach a team that participates in the tournament, that individual should be excluded from the seeding process. (Note: Teams participating in the tournament should fax their schedules in with scores to all Sectional Directors to the seeding conference call.)

Section 6. Rules and Procedures

- A. All postseason tournament play shall follow the NCAA Rules with the following exceptions:
 1. The halted game rule will be in effect for all national tournament play.
 2. The international tie-breaker will not be used in national tournament play.
 3. The eight-run rule will not be in effect for the national championship game.
- B. The tournament shall be conducted as a double elimination Softball Tournament.
- C. All Region/District Hosts will use and be furnished the official tournament ball in all postseason play with the exception of regions within a district, which will receive balls only for a District Tournament.
- D. The official tournament ball is the Dudley Thunder Heat 4N-143.47 compression ball.
- E. Home team will be the higher seeded team in the first round. The home team for all other rounds will be determined by a flip of the

coin 30 minutes prior to the game. The home team will occupy the third base dugout.

- F. Weather/Suspended Game(s): When a game is underway and it starts to rain/snow, only the umpire can suspend the game. Suspended games are continued from the point of when the play was suspended. The official scorebook should have the point of suspension, outs, etc. recorded.
The official NCAA Rules will be followed regarding weather conditions and suspended play.
- G. In the event of unavoidable delays due to either weather or unforeseen causes, the Tournament Director and the NJCAA Representative reserves the right to re-schedule game times or make other arrangements as necessary as long as there is no extension to the length of the tournament dates.

Section 7. Officials

The NJCAA Committee on Softball recommends that the Tournament Host secure qualified college rated officials.

Section 8. Awards

- A. Awards shall be given to the first, second and third place teams.
- B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 30 medals.
- C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be 30 medals.
- D. An Outstanding Coach Award shall be presented.
- E. A Most Valuable Player Award shall be presented.
- F. Selection of a Softball All-Tournament Team of 12 players (4 battery, 4 infielders, 3 outfielders and 1 DP) shall be made and presented medals.

Section 9. Finances

- A. All tournament expenses shall be paid by the Tournament Host.
- B. Each college shall pay its own expenses.

Section 10. National Poll Procedure

The National Poll shall consist of the top 10 teams. Teams or region representatives must also fill out and electronically submit the NJCAA Poll Nomination form each Monday by 12:00 p.m. (Mountain) in order to be eligible for ranking in the national poll. A Region Representative may still submit a suggested ranking of their teams to the NJCAA National Office. The NJCAA National Office will compile data from the Poll Nomination forms and deliver it to national poll voters for their use in formulating the rankings each week. The NJCAA National Office will disseminate the report to all member colleges and Region Representatives prior to the start of the season.

- A. On Tuesdays, 9 a.m. - 12 p.m. CST, EST, MST, PST, the Regional Directors shall call their respective Sectional Leaders.
For 2018 Sectional Leaders will be:

Robert Lowden: Regions 3, 21 Finger Lakes Community College 585-785-1459 Robert.Lowden@flcc.edu	Jo Ann Rogers: Regions 15, 19, 20 Prince George's Community College 301-546-0513 jo.rogers@pgcc.edu	Jean Musgjerd: Regions 4, 12, 13 Rochester Community & Technical College 507-285-7561 jean.musgjerd@rctc.edu
- B. Sectional Leaders will form the poll on Tuesday mornings. The NJCAA National Office will tally Sectional Leader votes and release the poll on Wednesday.
- C. Only those teams with a minimum of four games will be considered for ranking on the poll.
- D. The National Poll shall commence on **April 3rd** and run a total of **five** weeks.

Section 11. Substance Abuse

The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 12. All-American Nomination Guidelines

See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.

Section 13. Open Wound Policy

Current NCAA softball rules and procedures with regard to open wounds and bleeding shall be adhered to.

Section 14. Tournament Lodging

Should the Tournament Host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 15. Dress Decorum

At the National Tournament venue, anyone on the playing field, in the dugout or warm up area must comply with the dress decorum policy:

- A. Player's attire as addressed in the NCAA Softball Rulebook.
- B. Coaches must wear official institutional matching apparel (color and logo) to include matching polo or crew necked shirts (no t-shirts), shorts and/or slacks (no denim/jeans), shoes and socks (no sandals/flip-flops). Head gear must be worn in an appropriate manner.
- C. All other team personnel must wear appropriate institutional polo or crew necked shirts (no t-shirts), shorts and/or slacks (no denim/jeans), shoes and socks (no sandals/flip-flops). Head gear must be worn in an appropriate manner.
- D. Participating team members and college personnel returning to the tournament venue as spectators shall be appropriately attired.
- E. Banquet attire, unless otherwise designated by the Tournament Host, will be casual business attire (t-shirts, denim pants, hats, shorts, sandals/flip-flops will not be permitted).
- F. Violators of dress decorum will be asked by either the Tournament Director or the NJCAA Representative to change dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards & Ethics Committee for possible sanctions.

Section 16. Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

Section 17. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

SWIMMING & DIVING - MEN'S & WOMEN'S

U. SWIMMING AND DIVING – MEN'S & WOMEN'S

Section 1. Tournament Site Selection

- A. Colleges or organizations wishing to host the NJCAA Championship Swimming & Diving Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Meet/Championship Dates

The NJCAA Championship Swimming and Diving Meet shall begin the **first Wednesday in March** and shall be concluded the consecutive Thursday, Friday and Saturday.

March 7-10, 2018 at Indian River State College; Fort Pierce, FL

March 6-9, 2019 at Erie Community College; Buffalo, NY

March 4-7, 2020 at Indian River State College; Fort Pierce, FL

March 3-6, 2021 at TBD

Section 3. Tournament Host Pre-Meet Responsibilities

The Meet Director will send official entry blanks and declaration forms (Scholarship/Non-scholarship) to the interested teams and will notify them by **November 1st** of the events, their order, the time schedules, limitation of competitions, the deadline for entries and other pertinent meet information.

Section 4. Participation Requirements

- A. Colleges are required to submit entries via Team Manager "HyTek" electronic file to the Tournament Host by Tuesday of the week before the NJCAA National Championship Meet.
- B. Colleges will be financially responsible for all entries on their official entry blank.
- C. No contestant shall be permitted to enter an NJCAA Championship Swimming and Diving Meet unless accompanied by (1) a coach or faculty member of the sending institution or (2) a designated supervisory coach or faculty member from an NJCAA member college. Designation of a supervisory person in (2) above must be in writing. It shall bear the seal of the college and signature of the Athletic Director and President or Dean of the sending institution. It shall be sent by certified mail to the Meet Director. All contestants must remain under the supervision of their coach or the designated supervisory person throughout the meet and until departure from the site.
- D. Meet results must be forwarded to the coach's representative. Failure to do so can result in an appropriate fine as per the Coaches Association bylaws.

Section 5. Meet/Championship Events and Standards

- A. All national swimming and diving entries must be registered in the national swimming and diving database.
 1. All meet results must be submitted electronically to the designated database coordinator within seven calendar days upon completion of the final day/session of meet to be official. Results submitted past the seventh calendar day mark will not be accepted or recognized in the national swimming and diving database.
 - a. Coaches are encouraged to verify all meets with a Meet Verification form signed by a meet referee.
 - b. Coaches are encouraged to verify all diving scores with a matching diving sheet signed by a meet referee.
 - c. All meets must be completed and submitted one week prior to national meet entry date to be considered for national meet entry.
 2. Coaches must produce proof from a meet referee verifying the meet and entry time/diving score if asked by the national meet director. If the national entry time/diving score is not provable by meet referee, then the next provable entry time/diving score for that athlete registered in the national database will be used. In the case that a second time is not registered in the national database, the athlete will be removed from that event.

Section 6. Rules Governing NJCAA National Swimming and Diving Championship

- A. The NJCAA Championship shall be conducted in accordance with the current NCAA guidelines in the following sections: pool dimensions & equipment, description of events and procedures, officials and their duties, lanes, seeding and diving competition.
- B. A competitor is permitted to enter in a maximum of eight events, of which no more than four may be individual events.
- C. An unlimited number of individuals may be entered, however, no team shall be allowed more than 18 female competitors and 18 male competitors as described in the following: An entrant who swims and dives shall be counted as **one-fourth** a competitor in the total team limit.
- D. The NJCAA National Championship Order & Schedule of Events is outlined at the end of the Swimming and Diving Sport Section.
 1. **2017-2018 National Meet Qualifying Times**

EVENT	Men's Cut Time	Women's Cut Time	EVENT	Men's Cut Time	Women's Cut Time
50 Freestyle	26.99	30.29	100 Butterfly	1:05.79	1:23.99
100 Freestyle	58.99	1:12.49	200 Butterfly	2:31.79	3:09.39
200 Freestyle	2:11.99	2:47.29	100 IM	200 IM Qualifying Standard	200 IM Qualifying Standard
500 Freestyle	5:56.79	7:17.99	200 IM	2:22.09	3:00.09
1000 Freestyle	1650 Qualifying Standard	1650 Qualifying Standard	400 IM	5:31.09	6:21.49
1650 Freestyle	22:26.99	24:13.99	200 Free Relay	1:58.99	2:14.99
50 Backstroke	100 Backstroke Qualifying Standard	100 Backstroke Qualifying Standard	400 Free Relay	4:10.49	4:46.99
100 Backstroke	1:09.69	1:16.99	800 Free Relay	8:48.99	10:50.19

200 Backstroke	2:31.79	2:57.59	200 Medley Relay	2:07.49	2:19.09
50 Breaststroke	100 Breaststroke Qualifying Standard	100 Breaststroke Qualifying Standard	400 Medley Relay	4:42.99	5:14.19
100 Breaststroke	1:20.99	1:30.79	1-Meter Diving	6 Dives - 185.00 11 Dives - 285.00	6 Dives - 145.00 11 Dives - 245.00
200 Breaststroke	2:51.89	3:35.49	3-Meter Diving	6 Dives - 195.00 11 Dives - 295.00	6 Dives - 155.00 11 Dives - 255.00
50 Butterfly	100 Butterfly Qualifying Standard	100 Butterfly Qualifying Standard			

E. The top 16 places will be scored in the championship meet using the following scoring format:

1. Relays: 40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2
2. Individual Events: 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1

F. In the prelims of the 1650, the heats will be swum fastest to slowest.

G. Diving

1. The diving order of events will be:

Day 1	Wed. Wed. Evening	Men's 3M prelims: All divers will do 6 optional dives followed by their 5 voluntary dives. Men's 3M finals: Top 8 divers from the prelims will do their 6 optional dives.
Day 2	Thurs. Thurs. Evening	Women's 1M prelims: All divers will do 6 optional dives followed by their 5 voluntary dives. Women's 1M finals: Top 8 divers from the prelims will do their 6 optional dives.
Day 3	Fri. Fri. Evening	Men's 1M prelims: All divers will do 6 optional dives followed by their 5 voluntary dives. Men's 1M finals: Top 8 divers from the prelims will do their 6 optional dives.
Day 4	Sat. Sat. Evening	Women's 3M prelims: All divers will do 6 optional dives followed by their 5 voluntary dives. Women's 3M finals: Top 8 divers from the prelims will do their 6 optional dives.

- a. The diving order of events will follow schedule above on odd national championship years. On even national championship years the women will dive on day 1 & 3 and the men on day 2 & 4. For all national championship years the board order will remain the same.

2. Divers will perform their five voluntary dives in prelims, including one in each of the five groups, in any order with a total degree of difficulty not to exceed 9.0 for one meter and 9.5 for three meters. The six optional dives shall consist of one dive from each of the five groups, in any order without limit on degree of difficulty. All divers must perform their list as listed in the NJCAA book. NOTE: The top eight divers in the prelims event will advance to the finals. Scores from prelim voluntary dives will be added to the scores from prelim optional dives to determine the top eight divers. The top eight divers for both men and women will complete their six optional dives in the finals. The finals optional scores will be added to the prelim voluntary scores to determine final top eight placing. The diving order in finals shall be determined by reverse order of the preliminary finish. The diver obtaining the highest score in finals will be declared the winner of the event and only the scores in the finals shall be used to determine the final top eight placing. The divers score in the finals ONLY, will be used for determination of All-American.
3. Sheets may be changed up to one hour before the event. After the allotted hour, all dive changes need to be made on the board during the event.
4. New sheets must be submitted for finals within 30 minutes after prelims have completed. Dives may be changed for finals (from those performed in prelims) provided the minimum degree of difficulty requirement is met.
5. Points for places 9-24 will be determined by the order of finish from the prelim scores.
6. Points for places 1-8 will be determined by the order of finish from the finals score.
7. As to new NJCAA diving records, there will only be individual records established. Existing combination records will still be honored.
8. Diving Score Qualifying

Men's	1 Meter	3 Meter
6 dive score	185	195
11 dive score	285	295
Women's	1 Meter	3 Meter
6 dive score	145	155
11 dive score	245	255

H. **Diving Deadlines**

Preliminaries Wednesday

Sheets due at 11:00 a.m. Dive list will consist of six optional dives, one from each group, followed by five voluntary dives, one from each group not exceeding a degree of difficulty of 9.0 on one meter and 9.5 on three meters. Top eight finishers will advance to the finals on Wednesday evening. SHEETS FOR FINALS ARE DUE 30 MINUTES AFTER PRELIMS HAVE COMPLETED. Any qualifier not turning in a sheet by this deadline will be disqualified and no team points awarded.

Finals Wednesday Evening

Top eight divers return & carry their score from the five voluntary dives into finals and then perform six optional dives. The two scores will be added together to decide finish.

Preliminaries Thursday

Sheets due at 11:00 a.m. Dive list will consist of six optional dives, one from each group, followed by five voluntary dives, one from each group not exceeding a degree of difficulty of 9.0 on one meter and 9.5 on three meters. Top eight finishers will advance to the finals on Thursday evening. SHEETS FOR FINALS ARE DUE 30 MINUTES AFTER PRELIMS HAVE COMPLETED. Any qualifier not turning in a sheet by this deadline will be disqualified and no team points awarded.

Finals Thursday Evening

Top eight divers return & carry their score from the five voluntary dives into finals and then perform six optional dives. The two scores will be added together to decide finish.

Preliminaries Friday

Sheets due at 11:00 a.m. Dive list will consist of six optional dives, one from each group, followed by five voluntary dives, one from each group not exceeding a degree of difficulty of 9.0 on one meter and 9.5 on three meters. Top eight finishers will advance to the finals on Friday evening. SHEETS FOR FINALS ARE DUE 30 MINUTES AFTER PRELIMS HAVE COMPLETED. Any qualifier not turning in a sheet by this deadline will be disqualified and no team points awarded.

Finals Friday Evening

Top eight divers return & carry their score from the five voluntary dives into finals and then perform six optional dives. The two scores will be added together to decide finish.

Preliminaries Saturday

Sheets due at 11:00 a.m. Dive list will consist of six optional dives, one from each group, followed by five voluntary dives, one from each group not exceeding a degree of difficulty of 9.0 on one meter and 9.5 on three meters. Top eight finishers will advance to the finals on Saturday evening. SHEETS FOR FINALS ARE DUE 30 MINUTES AFTER PRELIMS HAVE COMPLETED. Any qualifier not turning in a sheet by this deadline will be disqualified and no team points awarded.

Finals Saturday Evening

Top eight divers return & carry their score from the five voluntary dives into finals and then perform six optional dives. The two scores will be added together to decide finish.

- I. The Tournament Host shall attempt to have professional judges other than NJCAA diving coaches for the diving competition. However, the Diving Referee may not be an NJCAA diving coach.
- J. All athletes and coaches must wear official college purchased warm-ups and shirts during the championship meet.

2018 Swimming & Diving Championship Format

Day 1 - Events	
1-2	50-yard Breaststroke
3-4	1000-yard Freestyle *
5-6	200 Individual Medley
7-8	50-yard Freestyle
9	Women's 1-Meter Diving **
11-12	200 Medley Relay (Timed Final Event)
Day 2 - Events	
13-14	200-yard Freestyle Relay (Timed Final Event)
10	Men's 3-Meter Diving **
15-16	50-yard Backstroke
17-18	400-yard Individual Medley
19-20	100-yard Butterfly
21-22	200-yard Freestyle
10 Minute Intermission	
23-24	400-yard Medley Relay (Timed Final Event)
Day 3 - Events	
25-26	100-yard Individual Medley
27-28	500-yard Freestyle
29-30	100-yard Backstroke
31-32	100-yard Breaststroke
33-34	200-yard Butterfly
35	Women's 3-Meter Diving **
37-38	800-yard Freestyle Relay (Timed Final Event)
Day 4 - Events	
39-40	50-yard Butterfly
41-42	1650-yard Freestyle *
43-44	100-yard Freestyle
45-46	200-yard Backstroke
47-48	200-yard Breaststroke
36	Men's 1 Meter Diving **
49-50	400-yard Freestyle Relay (Timed Final event)
* The 1000-yard & 1650-yard Freestyle is a timed final event. The fastest eight women and the fastest eight men will swim during the evening finals session on the corresponding day of the event. Competitors 9-16 will swim in the prelim session on the corresponding day of the event. Competitors 17 and higher will swim following the conclusion of prelims on corresponding day of the event.	
**The divers will follow this format on even ending years (2018). The odd ending years (2019) it would change and it would be men's 3-Meter on Day 1, Women's 1-Meter on day 2, Men's 1-Meter on Day 3 and Women's 3-Meter on day 4.	

Section 7. Rules governing NJCAA Dual Meet Competition

- A. Follow the current NCAA Swimming and Diving Rules & Regulations.

Section 8. Awards

- A. Individual medals shall be awarded for the first four places in all events, including relays.
- B. A Men's and Women's Swimmer of the Meet Award (scholarship and non-scholarship awards) shall be selected and awarded based on performance using points awarded for place finishes, one point for tying a national record and two points for breaking a national record in all individual events. (If a non-scholarship swimmer wins the Swimmer of the Meet, they get both awards.)

- C. A Men's and Women's Diver of the Meet Award shall be selected/awarded based on performance using points awarded for place finish in 1-Meter and 3-Meter diving only. One point awarded for tying a national record and two points awarded for breaking a national record. A men's and women's Diver of the Meet Award shall be selected/awarded based on performance using points awarded for place finish in 1-meter and 3-meter diving only. One point awarded for tying a national record and two points awarded for breaking a national record. In the case of a point tie, the winner will be determined by adding the cumulative score on the 1-Meter and 3-Meter boards. The diver with the highest cumulative score will be declared the Diver of the Meet.

- Section 9. **Finances**
 - A. Each competing college shall pay its own expenses.
 - B. All championship expenses shall be paid by the Tournament Host.
 - C. The Tournament Host will assess a \$500 entry fee per team with five or more athletes (Men and Women). The Tournament Host will assess a \$100 entry fee per athlete for teams with four or less athletes per team (Men and Women).

- Section 10. **Criteria for National Records**
 - A. Must be set during an NJCAA, USA, Dual, Regional, State or National Meet that appears on the published schedule.
 - B. Must be officiated by a certified NCAA or USS referee (signature must appear on results).
 - C. Must be timed by automatic timing device with backup button and one watch time. Times must be read out to the one-hundredth of a second.
 - D. No conversion times will be accepted.
 - E. Lead-off swims on relays will be accepted provided the coach makes arrangements in advance with the meet referee.
 - F. Must fill out and complete "Application for NJCAA National Record" and submit within two weeks of the date of performance to the Coaches Association Records Chairperson.
 - G. Athletes must be NJCAA eligible and be representing an NJCAA institution.
 - H. Championship meet records will be kept for the NJCAA Swimming & Diving Meet. These records can only be set at the NJCAA Swimming & Diving Meet.

- Section 11. **Substance Abuse**

The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. An individual not in compliance shall be disqualified from further participation in that contest.

- Section 12. **Open Wound Policy**

Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

- Section 13. **Tournament Lodging**

Should the Tournament Host/National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

- Section 14. **Code of Conduct**

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

- Section 15. **Dress Decorum**

During the games, coaches will wear business casual attire and all other representatives of the college will wear logo shirts and casual pants or college logo sweat suits.

At pre-meet banquets, all college representatives will dress in casual business or better (jeans and shorts are not acceptable). At less formal events, logo shirts and casual pants or college logo sweat suits may be appropriate.

Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.

- Section 15. **Championship Site Bids**

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

- Section 16. **All-American Guidelines**

See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.

TENNIS – MEN’S (DI / DIII) & WOMEN’S (DI / DIII)

Section 1. Tournament Site Selection

- A. Colleges or organizations wishing to host the NJCAA Championship Tennis Tournament must submit a written request or bid to the National Office by October 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2.

A. Tournament Dates (Women)

Division III

October 18-20, 2017 at Peachtree City Tennis Center; Peachtree City, GA

October 19-21, 2018 at Peachtree City Tennis Center; Peachtree City, GA

October 18-20, 2019 at Peachtree City Tennis Center; Peachtree City, GA

October 16-18, 2020 at Peachtree City Tennis Center; Peachtree City, GA

Division I

May 6-11, 2018 at Waco Regional Tennis and Fitness Center; Waco, TX

May 5-10, 2019 at Tyler Junior College; Tyler, Texas

May 3-8, 2020 at Reffkin Tennis Center; Tucson, AZ

B. Tournament Dates (Men)

Division III

May 11-13, 2018 at Peachtree City Tennis Center; Peachtree City, GA

May 10-12, 2019 at Peachtree City Tennis Center; Peachtree City, GA

May 8-10, 2020 at Peachtree City Tennis Center; Peachtree City, GA

Division I

May 14-18, 2018 at Collin County Community College; Plano, Texas

May 13-17, 2019 at Reffkin Tennis Center; Tucson, AZ

May 11-15, 2020 at Tyler Junior College; Tyler, Texas

Section 3.

Pre-Tournament Responsibilities

- A. The Tournament Host will send official entry blanks to the qualifying teams and will notify them of the events, their order, the time schedule, the deadline for entries and other pertinent tournament information including records and pictures.
- B. The Tournament Host shall be responsible for the promotion and advertising of tournament play. The Tournament Host will be responsible for securing the services of a computer and software for the tournament draw and scoring procedures.
- C. The Tournament Host shall provide score cards for all tournament matches.
- D. The Tournament Director will conduct a pre-tournament orientation to introduce officials, discuss sportsmanship and anything else pertinent to the operation of the tournament. This will take place the day prior to or on the morning competition begins.
- E. The Tournament Director shall be responsible for securing the services of all necessary officials, judges, etc. to satisfactorily conduct the tournament as determined by the NJCAA Committee on Tennis. There should be a minimum of one official per six courts at the National Tournament. It is recommended that chair umpires be provided for all of the championship round matches at the tournament.

Section 4.

Participation Requirements

- A. No contestant shall be permitted to enter a NJCAA Championship Tennis Tournament unless accompanied by (1) a coach or faculty member of the sending institution or (2) a designated supervisory coach or faculty member from a NJCAA member college. Designation of a supervisory person in (2) above must be in writing. It shall bear the seal of the college and signatures of the Athletic Director and President or Dean of the sending institution. It shall be sent by certified mail to the Tournament Director. All the contestants must remain under the supervision of their coach or the designated supervisory person throughout the tournament and until departure from the site.
- B. The official college tennis uniform or official NJCAA shirt must be worn during the matches.
- C. Appropriate tennis attire must be worn by all team personnel during the tournament at the tournament site. This attire should abide by the dress code of the host facility and/or the NJCAA Tournament.

Section 5.

Declaration of Status

Men's and women's tennis is limited to nine scholarships. A maximum of three full scholarships to include tuition and books, room and board, course related books, transportation costs one time per academic year, to and from the college by direct route, and six partial scholarships limited to tuition, course related books and fees.

Section 6.

Qualification of Teams – Divisions I & III

- A. Regions may send three certified teams per division to the NJCAA National Tournament.
- B. All ties should be resolved at the regional level. Should the first, second, or third place teams be unable to attend the national tournament, the Region may designate a substitute team.
- C. The number one singles champion and runner-up and the number one doubles champion and runner-up from each region qualify regardless of their team's standing.
- D. If a doubles team qualifies for participation in the tournament, the individuals may compete for the #1 and #2 singles flight competition. If a #1 singles player qualifies for participation in the tournament, his or her doubles partner can compete with him or her at the #1 doubles flight and the #2 singles flight.
- E. All regular season and/or region play must be completed one week prior to the start of national play. If a problem exists, such as a rainout, the Tournament Director should be notified.
- F. Lineups from the Regional Tournament to the National Tournament remain the same. All lineups are considered official on the date of the entry for the National Tournament for teams with only one team in their Region. Extenuating circumstances must be presented to the Tournament Committee upon arrival at the tournament.
- G. Subsequent to the completion of regional play, Regional Directors shall phone the National Tournament with the tournament results.
- H. Within a 48-hour period following the Fall/Spring Regional Tournament, Regional Directors shall send to the National Tournament Director and the NJCAA National Office by electronic mail, the teams that have qualified from each region and their rosters by flights. The names of individual winners and finalists at number one singles and number one doubles, whose teams did not qualify, shall also be sent.
- I. If the host college for the NJCAA Tennis Tournament does not qualify through participation in their Regional Tournament, they will automatically be given a berth in the NJCAA Tennis Tournament in addition to the authorized qualifiers.
- J. It is strongly recommended that Regional qualifying competition follow the National Tournament format of three doubles and six singles.
- K. Deadline for participants to enter the NJCAA Tournament will be set by the Tournament Director.

Section 7. Rules and Procedures

- A. The Intercollegiate Tennis Association (ITA) Rules and point penalty system shall be followed in the tournament with the following exception: Coaches are allowed to coach during the tournament.
- B. A three person committee at the NJCAA Tournament, consisting of the NJCAA Representative, the President of the NJCAA Tennis Coaches Association and an appointed member shall handle any unusual circumstances. In case a committee member's own player is involved, the tournament referee would replace that committee member.
- C. **Tournament Seeding and Draw:**
 - a. The host will schedule the seeding meeting on the day prior to the start of the National Tournament for Divisions I & III.
 - b. **Tournament seeding structure.**
 1. Seeding will be on the basis of merit alone. Regional winners will not get an automatic seed in this tournament.
 2. Division I Women: The NJCAA Representative will appoint a group of four coaches to serve as the seeding committee. The NJCAA Representative will vote only in case of a tie.
 3. Division I Men: The draw seeding committee will be comprised of coaches from geographic regions of the country to seed each geographic region. One representative from each geographic region will then meet to seed the tournament. The committee of four will be chosen by the NJCAA Coaches Association President.
 4. Division III: All coaches who have a player in the tournament may participate in seeding discussions. Each head coach may vote in the seeding discussions for any draw in which they have a player participating. The NJCAA Representative will vote only in case of a tie.
 5. USTA seeding rules will be followed.
 6. Coaches or their proxy must be physically present at the seeding meeting to have their players/team considered for seeding and participation in the tournament. In the event of extenuating circumstances a ruling will be made by the NJCAA Tournament Committee.
 - c. At the conclusion of the draw the Tournament Director will assign court sites for each flight.
 - d. The evening before the tournament starts, the Tournament Director will distribute typed draw sheets with the names and colleges of all contestants listed.
 - e. At the conclusion of the tournament, the Tournament Director will send a copy of the complete draw sheet and point total to each participating college.
- D. **Tournament Format:**
 - a. A flighted tournament with a backdraw will be played for singles and doubles.
 - b. The main draw tournament format will consist of two-out-of-three sets. At the discretion of the NJCAA National Tennis Tournament Committee (as outlined in the NJCAA Handbook), the backdraw can be changed to pro sets or amended sets to accommodate the host facility or weather conditions.
 - c. To accommodate the host facility and/or weather conditions the playing format will be determined by the NJCAA Tournament Committee.
 - d. No team will play another from its own region in the first round, regardless of whether or not the respective teams or players have competed against each other.
 - e. No entry shall play more than three two-out-of-three set main draw matches per day (2 singles/1 doubles or 2 doubles/1 singles).
 - f. A strict 15 minute default time will be observed. It is the responsibility of each coach to make sure their players are at the court sites on time.
- E. **Tournament Scoring:**
 - a. The first round of the "main draw" will be worth two points. A bye followed by a win is three points. One point will be awarded for each additional win in the "main draw" in singles and doubles.
 - b. Scoring in the backdraw will be worth one half point for each round. A win following a bye will be awarded one point. Backdraw total points should not exceed the number of points available in the first round of the main draw.
 - c. Regardless of the draw size each flight will have equal total points.
 - d. The Tournament Director or their proxy shall be responsible for the official point totals for the tournament.
- F. **Substitution Policy for National Tournament:**
 - a. In singles play, the coach of a player incapable of participating in the National Tournament after qualifying in the Region Tournament has the option of substituting for that player at the highest position with everyone else remaining in their respective positions or substituting at the bottom of the ladder with everyone else moving up the ladder to fill all open positions. A player "incapable of participating" refers to an eligible student-athlete who due to family, medical, or other extenuating circumstances cannot participate in the National Tournament and does not refer to a student-athlete who is ineligible or who has been ruled ineligible. If the team has no substitute, the coach may forfeit the open position(s) allowing players to remain at the positions in which they qualified.
 - b. In doubles play, the coach of a player incapable of participating in the National Tournament after qualifying in the Region Tournament has the option of substituting for that player at the highest position with everyone else remaining in their respective positions or substituting at the bottom of the ladder with everyone else moving up the ladder to fill all open positions. A player "incapable of participating" refers to an eligible student-athlete who due to family, medical, or other extenuating circumstances cannot participate in the National Tournament and does not refer to a student-athlete who is ineligible or who has been ruled ineligible. If the team has no substitute, the coach may forfeit the open position(s) allowing players to remain at the positions in which they qualified. No player may move down in the doubles lineup due to a substitution.
 - c. In the event of an injury in singles play and prior to the start of doubles play, a lower player in doubles may be substituted prior to their first doubles match.

Section 8. Awards

Awards shall be given to the first, second and third place teams in Division I and for the first and second place teams in Division III. Gold and silver medals will be awarded to the first and second place finishers respectively in each event. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be nine medals. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be nine medals. A Coach of the Tournament Award shall be presented for Division I and Division III. Each flight champion in singles and doubles at the NJCAA National Tournament is First Team All-American and each flight runner-up in singles and doubles is Second Team All-American. Additional awards, per handbook section, for NJCAA Coaches Association Awards.

Section 9. Finances

Each college shall pay its teams expenses. The amount of the entry fee will be set by the tournament and must accompany the official entry form. Women's Division I tournament fees: \$40.00 per player per event
Women's Division III tournament fees: \$60.00 per player per event
Men's Division III tournament fees: \$60.00 per player per event

No tournament fee may exceed \$60.00 per player per event.

Section 10. Substance Abuse

The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 11. Open Wound Policy

Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

Section 12. Tournament Lodging

Should the Tournament Host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 13. Dress Decorum

Appropriate tennis attire must be worn by all team personnel during the tournament. This attire should abide by the dress code of the host facility and/or the NJCAATournament. Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.

Section 14. Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code may be found under Article XX of the NJCAA bylaws.

Section 15. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

Section 16. National Poll

Team and individual statistics will be submitted by the college to the NJCAA Stats System.

Section 17. All-American Nomination Guidelines

Each flight champion in singles and doubles at the NJCAA National Tournament is First Team All-American, and each flight runner-up in singles and doubles is Second Team All-American.

Section 18. Statistics

The NJCAA will use www.itatennis.com for statistical collection. Member colleges should contact the ITA office for their statistical collection tools.

TRACK & FIELD - MEN'S & WOMEN'S - DIVISION I & III

X. TRACK AND FIELD – MEN'S & WOMEN'S – DIVISION I & III

Section 1. Meet/Championship Site Selection

- A. Colleges or organizations wishing to host the NJCAA Championship Track & Field Tournament must submit a written request or bid to the National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates

- A. The Tournament Host shall set the exact date for the meet with the approval of the NJCAA Committee on Track and Field.
- B. The NJCAA Indoor Track and Field season officially ends with the NJCAA Indoor Track and Field Championship Meet. All competition in track and field after that meet will be considered a part of the outdoor season schedule.
- C. The indoor championship will be a two-day event. The outdoor championship will be a three-day event.

- D. **Outdoor Track & Field - DI** May 17-19, 2018 at Butler Community College; El Dorado, KS
May 16-18, 2019 at TBD
May 14-16, 2020 at TBD
May 13-15, 2021 at TBD
- Outdoor Track & Field - DIII** May 10-12, 2018 at Mohawk Valley Community College; Utica, NY
May 9-11, 2019 at TBD
May 7-9, 2020 at TBD
May 6-8, 2021 at TBD
- Indoor Track & Field** March 2-3, 2018 at Texas Tech University; Lubbock, TX
March 1-2, 2019 at Pittsburg State University; Pittsburg, KS
March 6-7, 2020 at TBD
March 5-6, 2021 at TBD

Section 3. Entries, Eligibility

- A. Institutions may enter a team or individuals in a NJCAA Track & Field Championship. Individuals entered in a NJCAA Track & Field Championship Meet must be qualified for entry by:
 1. Meeting the performance standard for all events entered; or,
 2. Be a white card entry for a single event. (Section 5 and Section 9 for details).
- B. All teams and individuals must be entered before the entry deadline and be declared for entry according to the NJCAA Handbook.
- C. Performance standards used for entry to an NJCAA Track & Field Championship must be made at a scheduled legal meet during the current season.
- D. To be entered into the NJCAA National Championship Meet, the athlete and their mark must be entered into TFRRS (www.tfrrs.org).
- E. Region Champion does not automatically qualify for the National Meet.

Section 4. Responsibilities for Meet Organization

- A. Meet Host responsibilities are:
 1. Follow the following schedule unless facility and/or climate is cause for change.
 2. Any changes to the schedule must be approved by the Co-Chairs of the NJCAA Track and Field Committee and the Coaches Association President prior to bid being accepted.
 3. Any accepted changes will need to be sent to all NJCAA track colleges prior to the start of the track season.

NJCAA Division I Outdoor Schedule of Events

Day 1

9:00 a.m. Women's Combined Events (100m hurdles, HJ, SP, 200m)

9:15 a.m. Men's Combined Events (100m, LJ, SP, HJ, 400m)

Field Events

11:00 a.m. Women's Hammer Trial & Final

11:00 a.m. Men's Long Jump Trial & Final

1:00 p.m. Women's Pole Vault Final

2:00 p.m. Men's Hammer Trial & Final

2:00 p.m. Women's Long Jump Trial & Final

5:00 p.m. Men's Pole Vault Final

Running Events

5:00 p.m. Women's 4x800m Relay Final

5:15 p.m. Men's 4x800m Relay Final

5:30 p.m. Women's 4x100m Relay Trials

5:45 p.m. Men's 4x100m Relay Trials

6:00 p.m. Women's 400m Hurdles Preliminary

6:15 p.m. Men's 400m Hurdles Preliminary

6:30 p.m. Women's 400m Dash Preliminary

6:45 p.m. Men's 400m Dash Preliminary

7:00 p.m. Women's 10,000m Final

7:50 p.m. Men's 10,000m Final

See Day 2 and Day 3 on next page

Day 2

9:00 a.m. Men's Combined Events
(110m Hurdles, Discus, Pole Vault, Javelin, 1500m)
9:30 a.m. Women's Combined Events
(Long Jump, Javelin, 800m)

Field Events

11:00 a.m. Men's Shot Put Trials & Final
11:00 a.m. Men's HJ Final
2:00 p.m. Women's Shot Put Trials & Final
2:00 p.m. Women's HJ Final

Running Events

1:00 p.m. Women's 1500m Preliminary
1:15 p.m. Men's 1500m Preliminary
1:40 p.m. Women's 100m Hurdles Preliminary
2:05 p.m. Men's 110m Hurdles Preliminary
2:30 p.m. Women's 100m Preliminary
2:50 p.m. Men's 100m Preliminary
3:10 p.m. Women's 800m Preliminary
3:30 p.m. Men's 800m Preliminary
3:50 p.m. Women's 200m Preliminary
4:05 p.m. Men's 200m Preliminary
4:30 p.m. Women's Steeplechase Final
4:50 p.m. Men's Steeplechase Final
5:10 p.m. Women's 1600m Relay Preliminary
5:25 p.m. Men's 1600m Relay Preliminary

Day 3

Field Events

10:00 a.m. Men's Javelin Trial & Final
10:00 a.m. Women's Discus Trial & Final
11:00 a.m. Women's Triple Jump Trial & Final
1:00 p.m. Women's Javelin Trial & Final
1:00 p.m. Men's Discus Trial & Final
1:30 p.m. Men's Triple Jump Trial & Final

Running Events

(subject to change based on 5000m entrants)

Noon National Anthem/Special Recognitions
2:30 p.m. Women's 400m Relay Final
12:40 p.m. Men's 400m Relay Final
12:50 p.m. Women's 1500m Final
1:00 p.m. Men's 1500m Final
1:10 p.m. Women's 400m Final
1:20 p.m. Men's 400m Final
1:35 p.m. Women's 100m Hurdles Final
1:45 p.m. Men's 110m Hurdles Final
2:00 p.m. Women's 100m Final
2:10 p.m. Men's 100m Final
2:20 p.m. Women's 800m Final
2:30 p.m. Men's 800m Final
2:45 p.m. Women's 400m Hurdles Final
2:55 p.m. Men's 400m Hurdles Final
3:10 p.m. Women's 200m Final
3:15 p.m. Men's 200m Final
3:25 p.m. Women's 500m Final
3:50 p.m. Men's 5000m Final
4:15 p.m. Women's 1600m Relay Final
4:25 p.m. Men's 1600m Relay Final

4. The National Meet order of events, established by the meet host, should be sent to the co-chairs of the NJCAA Track & Field Committee for their approval. After approval from the committee co-chairs, this will be the order of events that will be followed at the National Meet. This order of events will follow the established time schedule and will not roll forward.
 5. Providing entry forms and information to member institutions four weeks prior to competition. Approach distances for all field events and the distance from long jump and triple jump board to pit will be listed.
 6. Mailing to coaches and the NJCAA Track & Field Committee members the meet information, including a form for the coach to sign and return which indicates that the coach has read and understands all conditions which must be satisfied for final entry in the championship.
 7. Providing a list of entrants in each event arranged in descending order by degree of excellence of performance. This list is to be available after the final declaration of entries.
 8. Implementing the mechanics of the meet manual.
 9. Providing heat sheets and meet results at a prearranged location before and after each day of the competition (one copy per institution).
- B. Coaches are Responsible for:
1. Submitting all possible competitors on the alphabetical roster whether they have met the qualifying standards or not, to be received no later than the entry deadline.
 2. Making final declarations in the manner determined by the NJCAA Committee on Track & Field and on the date stipulated. Final declarations must include final corrected performance for each athlete in each event entered. Relay-timed individual efforts will not be accepted. Declared times or distances must be the best effort of the current season by each athlete.
 3. Entering teams and/or individuals. It is the responsibility of the coach to submit correct performances. Submission of incorrect performance standards may be cause for disqualification of athletes. The coach is responsible for being able to verify each entry by showing complete meet results from the hosting institution or by complete results published in a newspaper.
 4. Being present at the meeting at which the heat sheets are provided to the coaches.
- C. Participation Requirements
1. Current NJCAA Eligibility Rules shall apply.
 2. No contestant shall be permitted to enter an NJCAA Championship Track & Field Meet unless accompanied by (1) a coach or faculty member of the sending institution or (2) a designated supervisory coach or faculty member from an NJCAA member college. Designation of a supervisory person in (2) above must be in writing. It shall bear the seal of the college and signatures of the Athletic Director and President or Dean of the sending institution. It shall be sent by certified mail to the Meet Director. All contestants must remain under the supervision of their coach or the designated supervisory person throughout the meet and until departure from the site.

Section 5. Rules and Procedures

- A. Qualifications for Competition
 1. See Section 9.B. for information concerning the multiple events.
 - a. Indoor qualifying marks set at indoor or outdoor events will qualify for Indoor.
 - b. Outdoor qualifying marks set at indoor or outdoor events will qualify for Outdoor.
 2. Division I: Each institution will be permitted **three** events (individual or relay) "white card" entries from each division, male and/or female in the Indoor and/or Outdoor Track and Field Championship. (A white card can't be used for a multi-event participant).
 3. Division III: Each institution will be permitted three events (individual or relay) "white card" entries from each division, male and/or female, in the Indoor and/or Outdoor Track and Field Championship. (A white card may be used for a multi-event participant). **(Division III only).**
 4. Contestants may compete in any event for which they have qualified except that no college may declare more than three contestants in any event other than relays. No college may enter more than one relay team in any relay event. **If a college declares more athletes or relay teams than allowed, then all athletes or relay teams entered from that college, in that event, will be disqualified.**
 5.
 - a. The events contested, their order, and the time schedule shall follow the NCAA National Collegiate Championship Handbook with whatever changes or modifications deemed necessary by the NJCAA Committee on Track and Field.
 - b. A meeting of all coaches of teams and individuals competing in the Championship Meet shall be held to distribute event and heat sheets (Regional Champ & Card entrants marked). The time will be announced by the Meet Director.
 - c. If possible, a visual recording shall be made of the finish of all races and of those portions of races where violations or fouls are most likely to occur.
 - d. A protest concerning entries shall be referred to the Ethics Committee of the Track & Field Coaches Association at the site of the meet.
 - e. Appeals and Protests
 - (1) Only coaches may make protests or appeals.
 - (2) A **\$50.00** sincerity fee will be charged for all appeals and protests. The sincerity fee will be returned to the coach if the appeal or protest is upheld. In the event the appeal or protest is disapproved, the fee will be included in the receipts of the meet.
 - (3) The appeal or protest shall be presented in writing, on an official form, to the Jury of Appeals who will render a final decision. The jury may hear oral comments from the coach and/or meet officials to assist in arriving at its decision.
- B. Performance and Entry Procedures
 1. NJCAA Performance List – Hosted by TFRS
 - a. To be entered into the NJCAA National Championship Meet, the athletes and their marks must be entered into TFRS (www.tfrs.org) and obtain a TRRF registration number.
 - b. All performances that will be used for entry into the NJCAA Indoor and Outdoor National Championships (DI and DIII) must appear on the NJCAA Performance List within 14 calendar days of date of the performance.
 - c. Each listed performance mark with place and date established will be time stamped to verify time of posting.
 2. Championship Declaration Process – Hosted by Direct Athletics: Entry Procedures for all events except Multi Events.
 - a. All entries will enter through www.directathletics.com web site (including any White Card entry)
 - b. Entry page will open a minimum of 10 days prior to the first day of competition. All Coaches are encouraged to check entries for accuracy before the deadline.
 - c. Entire will be due at NOON EST four (4) days prior to the first day of competition.
 - d. Entry Fee will be \$25.00 for each individual including relay members and alternates.
 - e. Meet Director or Direct Athletics will notify each coach through email of all their team by 6 p.m. (EST) on the day the entries are due. (This will occur before any rank order list is made)
 - f. Late entries (any entries that may have been inadvertently left off the original entry deadline list) will be due at Noon EST three (3) days prior to the first day of competition. A late entry fee of \$100 per event will be charged. Individuals will also need to pay the \$25 entry fee unless already entered in the meet.
 - g. After the Late Entry Deadline, the rank order list will be posted.
 3. Entry Procedures for Multi Events
 - a. All entries will enter through www.directathletics.com web site.
 - b. Entry page will open minimum of ten (10) days prior to the first day of competition.
 - c. Entries will be due at Noon EST six (6) days prior to the first day of competition.
 - d. Entry Fee will be \$25.00 for each entry accepted.
 - e. There will be no late entries for the multi events.
 - f. The accepted multi event athlete list will be emailed by Noon EST six (6) days prior to competition.
 4. A team using too many white cards will cause all athletes entered from that team on white cards or blue cards to be disqualified.
- C. **Attending a scheduled meet (two or more teams and ten or more events completed) after the Region Championship is allowed but must count as one of the teams 20 combined events (Indoor/Outdoor).**
- D. **For an athlete to be a Region Champion, a Region or Multi-Region Meet, two or more teams and ten or more events completed must be conducted with the winner of each event declared the Region Champion.**

Section 6. Officials

- A. The Tournament Host shall be responsible for securing the services of all necessary officials, judges, etc. to satisfactorily conduct the meet as determined by the NJCAA Committee on Track & Field.
- B. The NJCAA Committee on Track & Field recommends that all officials assigned to the championship meet be certified by USA Track and Field.
- C. The Tournament Host of the NJCAA National Championship Meet, when both men and women jointly compete, shall provide referees and officials representative of both divisions.
- D. Games Committee

Games Committee for national meet will be the Meet Director, the NJCAA Representative or Representatives, the Coaches Association President and the Coaches Association two Vice-Presidents will meet before the Coaches Association meeting.

 1. Games Committee will perform tasks as per the NCAA Rulebook.
- E. Jury of Appeals: The jury shall be the NJCAA Representative or Designee, the Meet Director and one person appointed by the other two members, not to be a coach in the meet. Any unsportsmanlike behavior directed towards any official, referee, or Jury of Appeals member, shall result in immediate ejection from the meet.

Section 7. Awards

- A. Indoor Championship - Men
 1. Awards shall be given to the first, second and third place teams.
 2. Gold medals shall be awarded to the first place winners in all events including relays.
 3. Silver medals shall be awarded to the second place winners in all events including relays.
 4. Bronze medals shall be awarded to all third, fourth, fifth and sixth place winners including relays.
 5. There shall be a Coach of the Meet Award given.
- B. Indoor Championship - Women
 1. Awards shall be given to the first, second and third place teams.
 2. Gold medals shall be awarded to the first place winners in all events including relays.
 3. Silver medals shall be awarded to the second place winners in all events including relays.
 4. Bronze medals shall be awarded to all third, fourth, fifth and sixth place winners including relays.
 5. There shall be a Coach of the Meet Award given.
- C. Outdoor Championship - Division I - Men
 1. Awards shall be given to the first, second and third place teams.
 2. Gold medals shall be awarded to the first place winners in all events including relays.
 3. Silver medals shall be awarded to the second place winners in all events including relays.
 4. Bronze medals shall be awarded to all third, fourth, fifth and sixth place winners including relays.
 5. There shall be a Coach of the Meet Award given.
- D. Outdoor Championship - Division I - Women
 1. Awards shall be given to the first, second and third place teams.
 2. Gold medals shall be awarded to the first place winners in all events including relays.
 3. Silver medals shall be awarded to the second place winners in all events including relays.
 4. Bronze medals shall be awarded to all third, fourth, fifth and sixth place winners including relays.
 5. There shall be a Coach of the Meet Award given.
- E. Outdoor Championship - Division III - Men
 1. Awards shall be given to the first and second place teams.
 2. Gold medals shall be awarded to the first place winners in all events including relays.
 3. Silver medals shall be awarded to the second place winners in all events including relays.
 4. Bronze medals shall be awarded to all third, fourth, fifth and sixth place winners including relays.
 5. There shall be a Coach of the Meet Award given.
- F. Outdoor Championship - Division III - Women
 1. Awards shall be given to the first and second place teams.
 2. Gold medals shall be awarded to the first place winners in all events including relays.
 3. Silver medals shall be awarded to the second place winners in all events including relays.
 4. Bronze medals shall be awarded to all third, fourth, fifth and sixth place winners including relays.
 5. There shall be a Coach of the Meet Award given.

Section 8. Finances

- A. The maximum entry fee shall be \$25 for each contestant.
- B. Each college shall pay its own team expenses.

Section 9. Qualifying Standards – 2018

- A. The formula for replacing qualifying standards for 2018 is three times the old standard plus the mark of the last scoring place of the previous National Meet divided by four. The NJCAA National Track and Field Committee may stabilize a standard which is felt to be adequate.
- B. Adjustments to performances in specific events, for (a) the type of indoor facility and (b) altitude shall be determined by the NCAA Track and Field Committee and found in NCAA Rule Book. Indoor facility adjustments apply to all oval running events. The standards listed are applicable for performances on Banked/Oversized track; therefore all performances on undersized tracks will be converted to Banked/Oversized to determine whether times achieved on those track types meet the qualifying standards set for the championship meet. This will be done automatically on Direct Athletics and will show on the performance list. Altitude Adjustment will be done automatically on Direct Athletics and will show on the performance list. Altitude adjustments shall not apply to running events used in combined event scoring.
- C. Below are the permissible event conversions for the NCAA indoor track and field. The Standardized Track Event Conversion factors will be used to convert times for the non-championship events listed below to determine what the corresponding times would be for the respective championship events. The conversion will be done automatically through Direct Athletics and will be listed on the performance list. 55 meters to 60 meters; 55m hurdles to 60m hurdles; Mile Relay to 4x400m relay; 500m or 600 yards to 600 meters Distance Medley Relay (DMR) yards to DMR meters; 4x880 Relay yards to 4x800 m Relay
- D. Below are the permissible event conversions for NJCAA Outdoor Track and Field. The conversion will be done automatically by Direct Athletics and will be list on the performance list. Mile to 1500m; 4x110 Relay Yards to 4x100m Relay; 4x880 Relay yards to 4x800m Relay
- E. In order to be considered for entry into the National Championships, all institutions must ensure that the electronic submission of results from any competition in which their student athlete is entered is reported by the meet host to the Track and Field Results Reporting System (TFRRS) through the online provider, Direct Athletics.
- F.. **Indoor Track & Field Standards**
 1. **All Divisions**
 Hand times will be entered as HT into Direct Athletics which will convert to FAT.
 Women DMR not composite - Men DMR not composite
 Pentathlon cannot be contested over the two days (must be a one day competition).
 Standards men and women pole vault progression 15cm for the first 3 heights and 10cm for the remainder
- G.. Entries for the multi events will be entered into the NJCAA National Championship Meet, with the athlete and their mark entered into TFRRS (www.tfrrs.org) and obtain a TFRR registration number. The top 16 will be entered into the championship.

a. Women				b. Men			
Event	Meters	FAT	Metric	Event	Meters	FAT	Metric
60-Meter Dash		7.85		60-Meter Dash		6.88	
				60-Meter Hurdles		8.43	
60-Meter Hurdles				200-Meter Dash		22.00	
		9.17		400-Meter Dash		49.50	
200-Meter Dash		25.55	SH	600-Meter Run		1:22.50	SH
400-Meter Dash		59.12		800-Meter Run		1:58.08	
600-Meter Run		1:40.13		1,000-Meter Run		2:35.70	
800-Meter Run		2:25.79	SH	Mile Run		4:25.40	SH
1,000-Meter Run		3:13.14		3,000-Meter Run		8:54.17	
				5,000-Meter Run		15:36.94	
Mile Run		5:25.61		4x400-Meter Relay		3:21.84	
3,000-Meter Run		11:02.24		4x800-Meter Relay		8:01.07	
5,000-Meter Run		19:20.24		Distance Medley			
4x400-Meter Relay		4:04.57		Relay (DMR)		10:37.77	
4x800-Meter Relay		10:00.00					
Distance Medley							
Relay (DMR)		13:29.17					

Nine contestants will qualify for the finals in each field event.

*=composite times for 800 m relay can be used to compute total time. (no splits, actual timed event)

NOTE: STANDARD MAY BE MET AT INDOOR OR OUTDOOR EVENTS.

The competitive field in the Pentathlon (Women) and Heptathlon (Men) will be fixed at 16 individuals. The top 16 entries listed on Direct Athletics (www.directathletics.com) will be submitted for consideration by the deadline date(Saturday before the meet). Pentathlon scores can be computed from the composite of the individual competition events at a single day event. Should any invited athlete choose not to compete, the next highest entered individual will be invited. This process will continue until the field of 16 is complete.

INDOOR NATIONAL MEET
FORMATION OF HEATS/ASSIGNMENT OF LANES

55 & 60 Meters/55 & 60 Meter Hurdles/200 Meters/400 Meters/600 Meters

Heats and Lanes assignment for incoming performances will be seeded randomly.

This means that the fastest time could be in lane one if the computer picks it that way.

*Top 9 advance to finals (for the 55 & 60 Meters/55 & 60 Meter Hurdles – The number of advancers is based on the number of lanes available (8 for an 8 lane track and 9 for a 9 lane track))

*In the 200/400/600 finals, there will be a fast heat (4 runners) and a slow heat (5 runners). The slow heat will run first and the fast will run immediately after. Note: Lanes 1 and 2 closed for preliminaries

800 Meters

Heats and Lanes are random (See Above)

*Heat Winners Advance plus next fastest times (up to 9 runners). So, if there are 4 heats, there would be 4 heat winners plus the next 5 fastest times.

***Prelims and finals can be run in alleys or a waterfall start. The finals will be run in 1 heat.**

1000 Meters

Heats and Lanes are random (See Above)

*Heat Winners Advance plus next fastest times (up to 9 runners). So, if there are 4 heats, there would be 4 heat winners plus the next 5 fastest times.

***Prelims and finals will be a waterfall start. The finals will be run in 1 heat.**

Mile

This is run as a final only. If there are 15 runners or less, then it will be run as a 1 heat final. If there are more than 15 athletes then it will be run as a 2 heat final (a slow heat first and the fast heat immediately after).

*If there are more than 15 athletes entered into the race, then the fast heat will be a maximum of 12 runners and the slow heat will contain the rest of the field. (Recommended)

- **NCAA Rules as follows: If 12 or fewer competitors report for the Mile, it is recommended that the event is run as a final.**

3K & 5K

This is run as a final only. If there are 18 runners or less, then it will be run as a 1 heat final. If there are more than 18 athletes then it will be run as a 2 heat final (a slow heat first and the fast heat immediately after).

*If there are more than 18 athletes entered into the race, then the fast heat will be a maximum of 14 runners and the slow heat will contain the rest of the field. (Recommended)

- **NCAA Rules as follows: If more than 16 competitors for the 3K, it is recommended that the event be contested as a timed-section final.**

4X400 or Mile Relay

Heats will be decided by incoming performances. The fastest 4 incoming times will be run in the final heat. The next to last heat will have the next 4-6 (no more than 6 in a heat) fastest times and so on. The Lanes within the Heat will be a random draw.

***Places will be determined on time**

4X800 Relay/DMR

Heats will be decided by incoming performances. The fastest 8 incoming times will be run in the final heat. The next to last heat will have the next 8-10 (no more than 10 in a heat) fastest times and so on. The position of the first runner will be a random draw.

Field Events

All Field Events will follow NCAA Rules (See Rule 6 Section 4)

***No flights will have more than 16 competitors and no flight will have less than 5 competitors**

*The final preliminary flight will contain the competitors with the best incoming marks, but they will throw in an order that is a random draw. In the finals, all field events (except high jump and pole vault) will be competed in reverse order.

*When more than 15 athletes compete in the high jump or pole vault, then the official running the event will have the option to do 5 alive (according to Rule 6 Section 4) if they so choose.

Pentathlon & Heptathlon

NCAA rules shall be followed for the combined event. See NCAA Rules (Rule 9)

*In all hurdle races for the combined events, there shall be 1 empty lane on each side of the competitor. For example: On an 8 lane track, there can be a maximum of 4 runners per heat (lanes 1,3,5,7 or 2,4,6,8). On a 6 lane track, there can be a maximum of 3 runners per heat (lanes 1,3,5 or 2,4,6).

2018 NJCAA ALTITUDE ADJUSTMENT POLICY

To more accurately determine the altitude adjustments for the 2018 NJCAA standards for both Indoor and Outdoor Divisions I & III, refer to the NCAA Track & Field Rulebook, Division I. **(Adjustments will be made automatically by Direct Athletics)**

The time allowance for altitude (in seconds) is in parentheses for the selected sites, events, and divisions. Please use the NCAA Rulebook as to the proper use of the allowance when adjusting the 2018 NJCAA Standards. This procedure allows us to use 2018 adjustments provided by the NCAA and to be more accurate.

B. Outdoor Track & Field Standards

Hand times will be entered as HT into Direct Athletics which will convert to FAT.

Division I men and women and division III men and women pole vault progression 15 cm for the first 3 heights and 10 cm for the remainder.

1. Division I - Women				Division I - Men			
Event Meters	FAT	Event	Metric	Event Meters	FAT	Event	Metric
100-Meter Dash	12.10	High Jump	1 .63	100-Meter Dash	10.64	High Jump	2.03
200-Meter Dash	24.58	SH	1.58	200-Meter Dash	21.50	SH	1.98
400-Meter Dash	56.80	Long Jump	5.53	400-Meter Dash	48.40	Long Jump	7.20
800-Meter Run	2:21.77	Triple Jump	11.48	800-Meter Run	1:54.80	Triple Jump	14.58
(nine runners qualify for finals)		Shot Put	12.67	(nine runners qualify for finals)		Shot Put	15.18
1,500-Meter Run	5:00.40	Discus	40.24	1,500-Meter Run	4:02.66	Discus	45.64
3,000 M-Steeplechase	12:30.00	Hammer	42.95	3,000-Meter Steeplechase	10:00.00	Hammer	48.29
5,000-Meter Run	19:00.00	Javelin	36.43	5,000-Meter Run	15:25.35	Javelin	52.00
10,000-Meter Run	41:21.94	Pole Vault	3.20	10,000-Meter Run	33:08.52	Pole Vault	4.45
100-Meter Hurdles	14.81	SH	3.05	110-Meter Hurdles	14.62	SH	4.30
400-Meter Hurdles	1:06.80	Standards men and women		400-Meter Hurdles	55.20	Standards men and women	
4x100-Meter Relay	48.73	pole vault progression 15cm		4x100-Meter Relay	41.92	pole vault progression 15cm	
4x400-Meter Relay	4:02.78	for the first 3 heights and		4x400-Meter Relay	3:18.20	for the first 3 heights and	
*4x800-Meter Relay	10:00.00	10cm for the remainder		*4x800-Meter Relay	7:56.01	10cm for the remainder	

Nine contestants will qualify for the finals in each field event

*=composite times for 800 m and 880 yard relay can be used to compute total time. (no splits, actual timed event)

NOTE: THE 100, 200, 400, 100H, 110H, 400H, and 400 RELAY WILL QUALIFY TO FINALS BY THE EIGHT FASTEST TIMES.

Manually operated electronic time devices which record to the hundredth of a second must be rounded to the next tenth. For example: 41.57 becomes 41.6 and 52.91 becomes 53.0.

The competitive field in the Heptathlon (Women) and Decathlon (Men) will be fixed at 16 individuals. The top 16 entries listed on Direct Athletics (www.directathletics.com) will be submitted for consideration by the deadline date. Should any invited athlete choose not to compete, the next highest entered individual will be invited. This process will continue until the field of 16 is complete.

Division III - Women				Division III - Men			
Event	FAT	Event	Metric	Event	FAT	Event	Metric
100-Meter Dash	13.81	Shot Put	9.40	100-Meter Dash	11.48	Shot Put	12.64
200-Meter Dash	27.78	Discus	27.86	200-Meter Dash	23.52	Discus	38.05
400-Meter Dash	1:07.85	High Jump	1.39	400-Meter Dash	51.51	High Jump	1.83
800-Meter Run	2:42.49	SH	1.34	800-Meter Run	2:04.52	SH	1.78
1,500-Meter Run	5:38.51	Long Jump	4.65	1,500-Meter Run	4:18.89	Long Jump	6.21
3,000-Meter		Triple Jump	9.58	3,000-Meter Steeplechase		Triple Jump	12.80
Steeplechase	15:18.41	Javelin	25.88		11:00.83	Javelin	42.75
5,000-Meter Run	21:44.98	Hammer	27.92	5,000-Meter Run	16:53.71	Hammer	37.98
10,000-Meter Run	50:11.13	Pole Vault	1.86	10,000-Meter Run	37:26.71	Pole Vault	3.58
100-Meter Hurdles	18.91	SH	1.71	110-Meter Hurdles	16.77	SH	3.43
400-Meter Hurdles	1:20.77	Standards men and women pole		400-Meter Hurdles	1:00.51	Standards men and women pole	
4x100-Meter Relay	56.12	vault progression 15cm for the first		4x100-Meter Relay	45.19	progression 15cm for the first 3 heights	
4x400-Meter Relay	4:51.03	3 heights and 10cm for the		4x400-Meter Relay	3:30.84	and 10cm for the remainder	
*4x800-Meter Relay	12:27.09	remainder		*4x800-Meter Relay	8:33.39		

Nine contestants will qualify for the finals in each field event

*=composite times for 800 m relay can be used to compute total time. (no splits, actual timed event)

NOTE: THE 100, 200, 400, 100H, 110H, 400H, and 400 RELAY WILL QUALIFY TO FINALS BY THE EIGHT FASTEST TIMES.

NOTE: An athlete may be entered as a white card entry heptathlon and decathlon with a score of zero providing the list does not exceed 16 total entries. The meet director will notify the head coaches of entries prior to final declaration. If the number of entries exceed 16 then all white card entries will be void.

Manually operated electronic time devices which record to the hundredth of a second must be rounded to the next tenth. For example: 41.57 becomes 41.6 and 52.91 becomes 53.0.

The competitive field in the Heptathlon (Women) and Decathlon (Men) will be fixed at 16 individuals. The top 16 entries listed on Direct Athletics (www.directathletics.com) will be submitted for consideration by the deadline date. Should any invited athlete choose not to compete, the next highest entered individual will be invited. This process will continue until the field of 16 is complete.

2018 NJCAA ALTITUDE ADJUSTMENT POLICY

To more accurately determine the altitude adjustments for the 2018 NJCAA standards for both Indoor and Outdoor Divisions I & III, refer to the NCAA Track & Field Rulebook, Division I. **(Adjustments will be made automatically by Direct Athletics)**

The time allowance for altitude (in seconds) is in parentheses for the selected sites, events and divisions. Please use the NCAA Rulebook as to the proper use of the allowance when adjusting the 2018 NJCAA Standards. This procedure allows us to use 2018 adjustments provided by the NCAA and to be more accurate.

Section 10. Scoring

A. Indoor

1. The indoor championship will be scored to eight places on the basis of 10-8-6-5-4-3-2-1.

B. Outdoor

1. The outdoor championship will be scored to eight places on the basis of 10-8-6-5-4-3-2-1.

Section 11. Eligibility

A student shall not be permitted to participate in and receive USA Track & Field money if he/she has remaining eligibility at an NJCAA institution.

Section 12. Substance Abuse

The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 13. Open Wound Policy

Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

Section 14. Meet/Championship Lodging

Should the tournament host/National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 15. Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code can be found under Article XX of the NJCAA bylaws.

Section 16. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament meet is/are discussed.

Section 17. National Poll

Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools).

Section 18. All-American Guidelines

See procedure listed in the All-American section of the NJCAA Handbook & Casebook.

VOLLEYBALL - DIVISION I

Y. VOLLEYBALL – WOMEN'S - DIVISION I

Section 1. Tournament Site Selection

- A. Colleges or organizations wishing to host the NJCAA Championship Volleyball Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates

November 16-18, 2017 at Hutchinson Sports Arena; Hutchinson, KS
November 15-17, 2018 at Hutchinson Sports Arena; Hutchinson, KS
November 21-23, 2019 at Hutchinson Sports Arena; Hutchinson, KS
November 19-21, 2020 at TBD
November 18-20, 2021 at TBD

Section 3. Tournament Host Pre-Tournament Responsibilities

- A. All entry forms shall be sent from the Tournament Director prior to October 1st.
- B. The Tournament Director will also send a time schedule, deadlines, video-taping procedures and other pertinent information.

Section 4. Team Qualification

- A. The qualifying teams shall come from the following 16 Districts:

2017-18 DISTRICTS			
DISTRICT	REGION(S)	DISTRICT	REGION(S)
A	18	I	14B
B	1, 2	J	4, 11, 12
C	9A	K	16, 24
D	9B	L	22, 23
E	5A	M	8A
F	5B	N	8B
G	6	O	8C
H	14A	P	10, 15, 17, 20

To view district contracts submitted to the NJCAA National Office, use the following URL: mvp.njcaa.org/DistrictContract.

If you do not find the information you are looking for please contact the NJCAA National Office.

- B. In the event that there is an open berth, the standing volleyball committee shall fill the open berth using the following criteria:
 1. District runner-up of the district whose champion is unable to attend.
 2. Host College.
 3. Substitution order: A, N, E, J, C, H, I, K, P, F, B, M, G, L, D, O.
- C. In the event that volleyball is added within a region, or a new region is established, that region would be included in the closest district.
- D. In a district comprised of only two regions where one of those regions has but one single participating college, that college must participate in the other region's Regional Tournament. The winner of this tournament will be declared the district champion. The highest finishing team of each region will be declared that region's champion.
- E. All region winners must submit a complete roster, a formal team picture (formal pose with numbers visible) in college uniform, 5x7 color and entry form to the Tournament Director by **November 4, 2017**.
- F. All regions that wish to enter a respective District Tournament must notify their director by October 15th, annually. Failure to comply shall result in forfeiture of right to compete in a district playoff. Any college, who filed intent to compete in a district playoff, has a .500 record and then withdraws after October 15th, will be responsible for any expenses incurred by the District Tournament Host.
- G. District Playoffs Through-out Tournament Play
 1. District Directors shall file procedures and dates to the National Office by October 1st.
 2. District Directors shall submit a financial plan for handling the District Tournament subject to approval by Regional Directors involved.
 3. All district playoffs shall be completed no later than **November 7, 2017**.
 4. Certified PAVO or USAV rated officials are recommended for all regional and district playoffs.

Section 5. Tournament Rules and Procedures

- A. Crowd Control
 1. The responsibility for crowd control rests with the director of the tournament. The NCAA rule regarding noise makers will be used. Bands, or any component thereof, are not allowed to play while the competition is in progress. This rule applies to all postseason NJCAA Tournament Volleyball matches.
- B. Player Dress Code
 1. Removing or changing into or out of any part of the official team competition uniform while in the area of competition shall lead to a warning, and if repeated, disqualification of the individual(s) for the next match. A warning stays in place for the entire tournament.
 2. For each game of the tournament, the team with higher seed (lower number) in each game will be the HOME TEAM and wear light colored jerseys/uniform. The lower seed (higher number) will be the VISITOR TEAM and wear dark colored jerseys/uniform. Contrasting colors of teams are acceptable and teams will submit the color of their uniform/jerseys with their official roster form.
 3. The official roster must reflect the same number and name for each player regardless of uniform color throughout the tournament.
 4. Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.
- C. NCAA rules will be used with the following exceptions:
 1. The attack line extension may be temporary.
 2. The Challenge Review System will not be utilized.
- D. District and National Tournaments
 1. The official ball must be the Tachikara SV5W 18 panel NJCAA Color Ball.

2. Ball pressure shall range from 4.3 to 4.6 lbs.
3. One visible scoreboard for each court shall be used.
4. The championship shall determine places 1-10 in order of finish.
5. Warm-up times:
 - a. 2 minutes shared stretching & coin toss
 - b. 4 minutes visiting team
 - c. 4 minutes home team
 - d. 5 minutes visiting team
 - e. 5 minutes home team

E. Championship Bracket – The 2017 National Tournament bracket shall be a 16-team consolation – elimination.

1. All matches shall be three-of-five.
2. Match time and court as listed below:

Thursday	Court #1	Court #2
9:00 a.m.	Match 1 (#3 vs. #14)	Match 2 (#6 vs. #11)
11:00 a.m.	Match 3 (#7 vs. #10)	Match 4 (#2 vs. #15)
1:00 p.m.	Match 5 (#1 vs. #16)	Match 6 (#8 vs. #9)
3:00 p.m.	Match 7 (#5 vs. #12)	Match 8 (#4 vs. #13)
5:30 p.m.	Match 9 (W1 vs. W2)	Match 10 (W3 vs. W4)
7:30 p.m.	Match 11 (W5 vs. W6)	Match 12 (W7 vs. W8)
Friday	Court #1	Court #2
10 a.m.	Match 13 (L1 vs. L2)	Match 14 (L3 vs. L4)
12 p.m.	Match 15 (L5 vs. L6)	Match 16 (L7 vs. L8)
2:30 p.m.	Match 17 (L9 vs. L10)	Match 18 (L11 vs. L12)
4:30 p.m.	Match 19 (W13 vs. W14)	Match 20 (W15 vs. W16)
6:30 p.m.	Match 22 (W9 vs. W10)	Match 21 (W11 vs. W12)
Saturday	Center Court	
10:00 a.m.	9 th Place Match 23 (W19 vs. W20)	
12:30 p.m.	7 th Place Match 24 (L17 vs. L18)	
2:30 p.m.	5 th Place Match 25 (W17 vs. W18)	
4:30 p.m.	3 rd Place Match 26 (L21 vs. L22)	
6:30 p.m.	Championship Match 27 (W21 vs. W22)	

3. The Coaches Association Representative from Division I Volleyball will participate in the seeding conference call for informational purposes only as a non-voting member and will be excused from the call prior to the actual seeding process. If the Coaches Association Representative's team qualifies for the National Tournament, the Coaches Association Representative will not participate on the call.
4. Seeding will be on the basis of, in no particular order: National Poll, Overall and JUCO Record and Regional Placement in the National Tournament the previous year. Should a Sectional Director coach a team that participates in the tournament, that individual shall be excused from the seeding.
5. Order of seeding shall be as follows:

#3 Seed	#1 Seed
Match 1	Match 5
#14 Seed	#16 Seed
#6 Seed	#8 Seed
Match 2	Match 6
#11 Seed	#9 Seed
#7 Seed	#5 Seed
Match 3	Match 7
#10 Seed	#12 Seed
#2 Seed	#4 Seed
Match 4	Match 8
#15 Seed	#13 Seed

6. Criteria for NJCAA At Large Selection & Seeding
 - a. If at large selections are an option at the DI Volleyball level:
 1. Final poll results (regular season) in the seeding and at large selection process.
 2. Results of Region/District playoffs.
 3. Strength of schedule (to include strength of schedule when teams traveled outside their region as well as contests played on neutral sites).
 4. Quality wins/quality losses (teams in poll/teams in national tournament).
 5. Historical results of the district's teams at previous national tournaments.

Section 6. Officials

- A. Rated officials as line judges and scorers will be used for the bracket play.

Section 7. Awards

- A. Awards shall be given to the first, second and third place teams.
- B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 14 medals.
- C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be 14 medals.
- D. A Coach of the Tournament Award shall be presented.
- E. The Dorothy L. Brown MVP Award shall be presented.
- F. An All-Tournament Team consisting of 12 players will be presented medals.

Section 8. Finances

- A. All tournament expenses shall be paid by the Tournament Host.
- B. Each college shall pay their own expenses.

Section 9. National Poll

- A. The National Poll shall begin on **September 6, 2017** and consist of the top 20 teams.
- B. 2017-18 Poll Dates: Sept. 6*, 12, 19, 26 – Oct. 3, 10, 17, 24.

**Poll is conducted on Wednesday due to a federal holiday.*

- C. A Region Representative may still submit a suggested ranking of their teams to the National Office. The NJCAA National Office will compile data from the Poll Nomination forms and deliver it to the national poll voters for their use in formulating the rankings each week. The NJCAA National Office will disseminate the report to all member colleges and Region Representatives prior to the start of the season.

Director	Phone	Email
Marci Henry, Northeastern Junior College	970-521-6617	marci.henry@njc.edu
Shawn Silman, San Jacinto College-North	281-459-7673	shawn.silman@sjcd.edu
George Sanders, Florida Southwestern State College	239-433-8026	gsanders@fsw.edu
Dan Mason, North Iowa Area Community College	641-422-4281	masondan@niacc.edu

- D. Sectional Directors will participate on a conference call on Tuesday to select the top 20 teams for the national poll which are released the following day.

Section 10. Substance Abuse

The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 11. Open Wound Policy

Current NCAA volleyball rules and procedures with regard to open wounds and bleeding shall be adhered to.

Section 12. Tournament Lodging

Should the Tournament Host/National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 13. Dress Decorum

Match attire for all bench personnel other than uniformed players is business casual. This does not include: jeans, shorts, cotton or fleece sweats, t-shirts, tank tops, hats and flip-flops. All players must be in uniform and/or team warm-ups. Venue attire as a spectator: The recommendation for participating teams is appropriate attire. Coaches must dress professionally. Unless otherwise specified by the Tournament Host, while attending the banquet or other non-match related functions, all members of the team travel party must dress in business casual attire. T-shirts, jeans, hats, shorts or flip-flops will not be permitted at these functions. Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.

Section 14. Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code can be found under Article XX of the NJCAA bylaws.

Section 15. Regular Season

- A. NCAA Rules will be used. When a two out of three match is played, the 3rd match shall be to 15 points. All two out of three matches will be included in team records and statistical reports.
- B. Matches that are played on a timed basis will not be included in a team's record or statistical reports.
- C. Two out of three set matches will not be considered in national poll consideration and for the seeding for the National Tournament.

Section 16. All-American Nomination Guidelines

See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.

Section 17. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

VOLLEYBALL - DIVISION II

Z. VOLLEYBALL – WOMEN'S – DIVISION II

Section 1. Tournament Site Selection

- A. Colleges or organizations wishing to host the NJCAA Championship Volleyball Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates - Division II:

November 16-18, 2017 at Charleston, WV
 November 15-17, 2018 at Charleston, WV
 November 21-23, 2019 at TBD
 November 19-21, 2020 at TBD
 November 18-20, 2021 at TBD

Section 3. Tournament Host Pre-Tournament Responsibilities

- A. All entry forms shall be sent from the Tournament Director prior to October 1st.
- B. The Tournament Director will also send a time schedule, deadlines, videotaping procedures and other pertinent information.

Section 4. Team Qualification

- A. The qualifying teams shall come from the following 16 districts:

2017-18 DISTRICTS			
DISTRICT	REGION(S)	DISTRICT	REGION(S)
A	4A	I	1
B	4B	J	24A
C	11A	K	24B
D	11B	L	3, 15, 19, 21
E	12A	M	6
F	12B	N	6 Seeds 2, 3, 6, 7 will play a single elimination tournament
G	9, 13	O	2, 16
H	20	P	8, 10, 22

To view district contracts submitted to the NJCAA National Office, use the following URL: mvp.njcaa.org/DistrictContract.

If you do not find the information you are looking for please contact the NJCAA National Office.

- B. In the event that there is an open berth, the standing volleyball committee shall fill the open berth using the following criteria:
 1. District runner-up of the district whose champion is unable to attend.
 2. Host college.
 3. Substitution order: District O, N, M, E, D, B, F, J, C, H, L, I, K, G, P, A
- C. In the event that volleyball is added within a region, or a new region is established, that region would be included in the closest district.
- D. All region winners must submit roster, 5x7 team picture and entry form to the Tournament Director by **November 6, 2017**. Team photos must have individuals in team uniform in a formal pose with numbers visible.
- E. District Playoffs
 1. District Directors shall file procedures and dates to the NJCAA National Office by **September 30, 2017**.
 2. District Directors shall submit a financial plan for handling the District Tournament, subject for approval by Regional Directors involved.
 3. Any region that is involved in district play must have their Region Tournament completed by **October 30, 2017**. All district playoffs shall be completed by **November 10, 2017**.
 4. Certified PAVO or USA Volleyball rated officials are recommended for all regional and district playoffs. It is also recommended to have certified line judges for regular season. Certification is determined by the regions.
 5. All colleges must qualify in compliance with Article XII of the NJCAA bylaws.

Section 5. Tournament Seeding

- A. The seeding committee will consist of the Sectional Directors. The committee will seed all 16 teams in the tournament on **November 7, 2017**.
- B. Seeding will be on the basis of, in no particular order:
 1. Regional placement in the national tournament the previous year.
 2. Strength of region and/or strength of schedule.
 3. National Poll.
 4. Overall and JUCO record. Should a member of the seeding committee coach a team that participates in the tournament, that individual shall be excused from the seeding process.
 5. The Coaches Association Representative from Division II Volleyball will participate in the seeding conference call for informational purposes only, as a non-voting member and will be excused from the call prior to the actual seeding process. If the Coaches Association Representative's team qualifies for the national tournament, the Coaches Association Representative will not participate on the call.
 6. Order of seeding shall be as follows:

	#3 Seed	#1 Seed	
Match 1			Match 5
	#14 Seed	#16 Seed	
	#6 Seed	#8 Seed	
Match 2			Match 6
	#11 Seed	#9 Seed	

	#7 Seed	#5 Seed	
Match 3			Match 7
	#10 Seed	#12 Seed	
	#2 Seed	#4 Seed	
Match 4			Match 8
	#15 Seed	#13 Seed	

Section 6. Rules and Procedures

- A. Player Dress Code
 1. Removing or changing into or out of any part of the official team competition uniform while in the area of competition shall lead to a warning, and if repeated, disqualification of the individual(s) for the next match. A warning stays in place for the entire tournament.
- B. The official roster submitted must reflect the same number and name for each player regardless of uniform color throughout the tournament.
- C. For each game of the tournament, the team with higher seed (lower number) in each game will be the HOME TEAM and wear light colored jerseys/uniform. The lower seed (higher number) will be the VISITOR TEAM and wear dark colored jerseys/uniform. Prior to the beginning of the tournament, team colors of light and dark must be determined.
- D. NCAA rules will be used.

Exceptions:

 1. The attack line extension may be temporary.
 2. The Challenge Review System will not be utilized.
- E. District and National Tournaments.
 1. The official ball must be the Tachikara SV5W 18 panel NJCAA Color Ball.
 2. Ball pressure shall range from 4.3 to 4.6 lbs.
 3. One visible scoreboard for each court shall be used.
 4. The championship shall determine places 1-10 in order of finish.
 5. Warm up times:
 - a. 2 minutes shared stretching & coin toss
 - b. 4 minutes visiting team
 - c. 4 minutes home team
 - d. 5 minutes visiting team
 - e. 5 minutes home team
- F. Championship Bracket – The Division II Volleyball National Tournament bracket shall be a 16 team consolation – elimination.
 1. All matches shall be 3 of 5. Opening ceremonies will take place on Friday evening.
 2. Match time and court:

Thursday	Court #1	Court #2
9:00 a.m.	Match 1 (#3 vs. #14)	Match 2 (#6 vs. #11)
11:00 a.m.	Match 3 (#7 vs. #10)	Match 4 (#2 vs. #15)
1:00 p.m.	Match 5 (#1 vs. #16)	Match 6 (#8 vs. #9)
3:00 p.m.	Match 7 (#5 vs. #12)	Match 8 (#4 vs. #13)
5:30 p.m.	Match 9 (W 1 vs. W2)	Match 10 (W3 vs. W4)
7:30 p.m.	Match 11 (W5 vs. W6)	Match 12 (W7 vs. W8)
Friday	Court #1	Court #2
10 a.m.	Match 13 (L1 vs. L2)	Match 14 (L3 vs. L4)
Noon	Match 15 (L5 vs. L6)	Match 16 (L7 vs. L8)
2:30 p.m.	Match 17 (L9 vs. L10)	Match 18 (L11 vs. L12)
4:30 p.m.	Match 19 (W13 vs. W14)	Match 20 (W15 vs. W16)
6:30 p.m.	Match 22 (W9 vs. W10)	Match 21 (W11 vs. W12)
Saturday	Center Court	
9:00 a.m.	9 th Place Match 23 (W19 vs. W20)	
11:00 a.m.	7 th Place Match 24 (L17 vs. L18)	
1:00 p.m.	5 th Place Match 25 (W17 vs. W18)	
3:00 p.m.	3 rd Place Match 26 (L21 vs. L22)	
5:30 p.m.	Championship Match 27 (W21 vs. W22)	

Section 7. Officials

Rated officials as line judges and scorers will be used for the bracket play.

Section 8. Awards

- A. Awards shall be given to first, second and third place teams.
- B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 14 medals.
- C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be 14 medals.
- D. A Coach of the Tournament Award shall be presented.
- E. A Most Valuable Player Award shall be presented.
- F. An All-Tournament Team consisting of 12 players will be presented medals.

Section 9. Finances

- A. All tournament expenses shall be paid by the Tournament Host.
- B. Each college shall pay their own expenses.

Section 10. National Poll

- A. The National Poll shall begin on September 6, 2017 and consist of the top 20 teams.
- B. 2017-2018 Poll Dates: Sept. 6*, 12, 19, 26 – Oct. 3, 10, 17, 24

*Poll is conducted on Wednesday due to a federal holiday.

- C. Teams or region representatives must also fill out and electronically submit the NJCAA Poll Nomination form each Monday by 12:00 p.m. (Mountain) in order to be eligible for ranking in the national poll. A region representative may still submit a suggested ranking of their teams to the NJCAA National Office. The NJCAA National Office will compile data from the Poll Nomination forms and deliver it to national poll voters for their use in formulating the rankings each week. The NJCAA National Office will disseminate the report to all member colleges and region representatives prior to the start of the season.
- D. Forfeits are not to be included in records.
- E. Team and individual statistics will be submitted by the college to the NJCAA Stats System.

Sectional Directors

Region(s)	Director	College	Email	Phone
3, 15, 19, 20, 21	Julie Mulvey	Massasoit Community College	jmulvey@massasoit.mass.edu	508-588-9100
4, 10, 12	Scott Barlow	Lakeland Community College	sbarlow@lakelandcc.edu	440-525-7350
6, 8, 16	Carl Heinrich	Region 6 Women's Director	carl.heinrich@kjccc.net	785-594-2500
1, 2	Jerry Smith	Arizona Western College	jerry.smith@azwestern.edu	928-344-7535
9, 11	Mary Young	Central Community College-Columbus	myoung@cccneb.edu	402-562-1492
13, 24	Sue Sinclair	Illinois Central College	ssinclair@icc.edu	309-694-5429

Section 11. Substance Abuse

The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 12. Open Wound Policy

Current NCAA volleyball rules and procedures with regard to open wounds and bleeding shall be adhered to.

Section 13. Tournament Lodging

Should the Tournament Host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 14. Dress Decorum

Match attire for all bench personnel other than uniformed players is business casual. This does not include: jeans, shorts, cotton or fleece sweats, t-shirts, tank tops, hats and flip-flops. All players must be in uniform and/or team warm-ups.
 Venue attire as a spectator: The recommendation for participating teams is appropriate attire. Coaches must dress professionally unless otherwise specified by the Tournament Host: While attending the banquet or other non-match related functions, all members of the team travel party must be dressed in business casual attire. T-shirts, jeans, hats, shorts and flip-flops will not be permitted at these functions. Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.

Section 15. Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

Section 16. Regular Season

- A. NCAA rules will be used. When a two out of three match is played, the 3rd match shall be to 15 points. All two out of three matches will be included in team records and statistical reports.
- B. Matches that are played on a timed basis will not be included in a team's record or statistical reports.
- C. Two out of three set matches will not be considered in national poll consideration and for the seeding for the National Tournament.

Section 17. All-American Nomination Guidelines

See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.

Section 18. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

VOLLEYBALL - DIVISION III

AA. VOLLEYBALL – WOMEN’S – DIVISION III

Section 1. Tournament Site Selection

- A. Colleges or organizations wishing to host the NJCAA Championship Volleyball Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates - Division III:

November 10-11, 2017 at UCR Regional Sports Center; Rochester, Minn.

November 9-10, 2018 at UCR Regional Sports Center; Rochester, Minn.

November 15-16, 2019 at TBD

November 13-14, 2020 at TBD

November 12-13, 2021 at TBD

Section 3. Tournament Host Pre-Tournament Responsibilities

- A. All entry forms shall be sent to the Tournament Director prior to **October 1st**.
- B. The Tournament Director will also send a time schedule, deadlines, video recording procedures and other pertinent information.

Section 4. Team Qualification

- A. The qualifying teams shall come from the following eight districts:

2017-18 DISTRICTS							
DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)
A	3	C	5	E	13A	G	12, 20
B	4	D	13B	F	15	H	10, 19, 21

To view district contracts submitted to the NJCAA National Office, use the following URL: mvp.njcaa.org/DistrictContract.

If you do not find the information you are looking for please contact the NJCAA National Office.

<u>13B</u>	<u>13A</u>
Central Lakes College	Anoka-Ramsey Community College
Hibbing Community College	Ridgewater Community College
Itasca Community College	Riverland Community College
Mesabi Range Community College	Rochester Community & Technical College
Northland Community College	Minnesota State Community & Technical College
Rainy River Community College	Minnesota West Community & Technical College
Vermilion Community College	Western Wisconsin Technical College
Fond du Lac Tribal & Community College	St. Cloud Technical College

- B. In the event that there is an open berth, the NJCAA Volleyball Committee shall fill the open berth using the following criteria:
 1. District runner-up of the district whose champion is unable to attend.
 2. Host college.
 3. Substitution order: District D, H, A, F, C, G, E, B.
- C. In the event that volleyball is added within a region or a new region is established, that region would be included in the closest district.
- D. All colleges must qualify in compliance with Article XII of the NJCAA bylaws.
 1. In the event that one or more regions in District H fail to certify more than one team, all four regions will participate in a joint District/Regional Tournament hosted by Region 19 and completed by **November 4th**. The winner will be declared the district champion. The highest finishing team from each region will be declared regional champion.
 2. In the event that a region in District H fails to certify a single team the district playoff will follow the district playoff championship contract.
- E. All region winners must submit roster, 5x7 team picture and entry form to the Tournament Director by **November 1st**. Team photos must have individuals in team uniform in a formal pose with visible number.
 1. The official roster submitted must reflect the same number and name for each player regardless of uniform color throughout tournament play.
- F. District Playoffs
 1. District Directors shall file procedures and dates to the NJCAA National Office by **October 1st**.
 2. District Directors shall submit a financial plan for handling the District Tournament, subject to approval by Regional Directors involved.
 3. All District Playoffs shall be completed by **November 4th**. Regions that are involved in District Tournaments must have their Regional Tournaments completed by **October 28th**.
 4. Certified PAVO or USA Volleyball rated officials are recommended for all regional and district playoffs.
 5. District Formats
 - a. District G – Scott Barlow, Director
 - b. District H – Aaron Denton, Director

Section 5. Tournament Seeding

- A. The Committee will seed the tournament by Monday, **November 6th**. All teams that qualify for the tournament need to EMAIL or FAX their season results to the three Seeding Committee Members/Sectional Directors by 9:00 a.m. ET Monday, **November 6th**. Seeding will be on the basis of, in no particular order:
 1. Regional placement in the national tournament the previous year.
 2. Strength of Region.
 3. National Poll.
 4. Overall and NJCAA Record.
 5. Head-to-Head Competition.
- C. Best two out of three matches will not be considered in team's record for seeding.
NOTE: Should a member of the seeding committee coach a team that participates in the tournament, that individual shall be excused from the seeding process. Matches that end in a tie will not be included in a team's record.

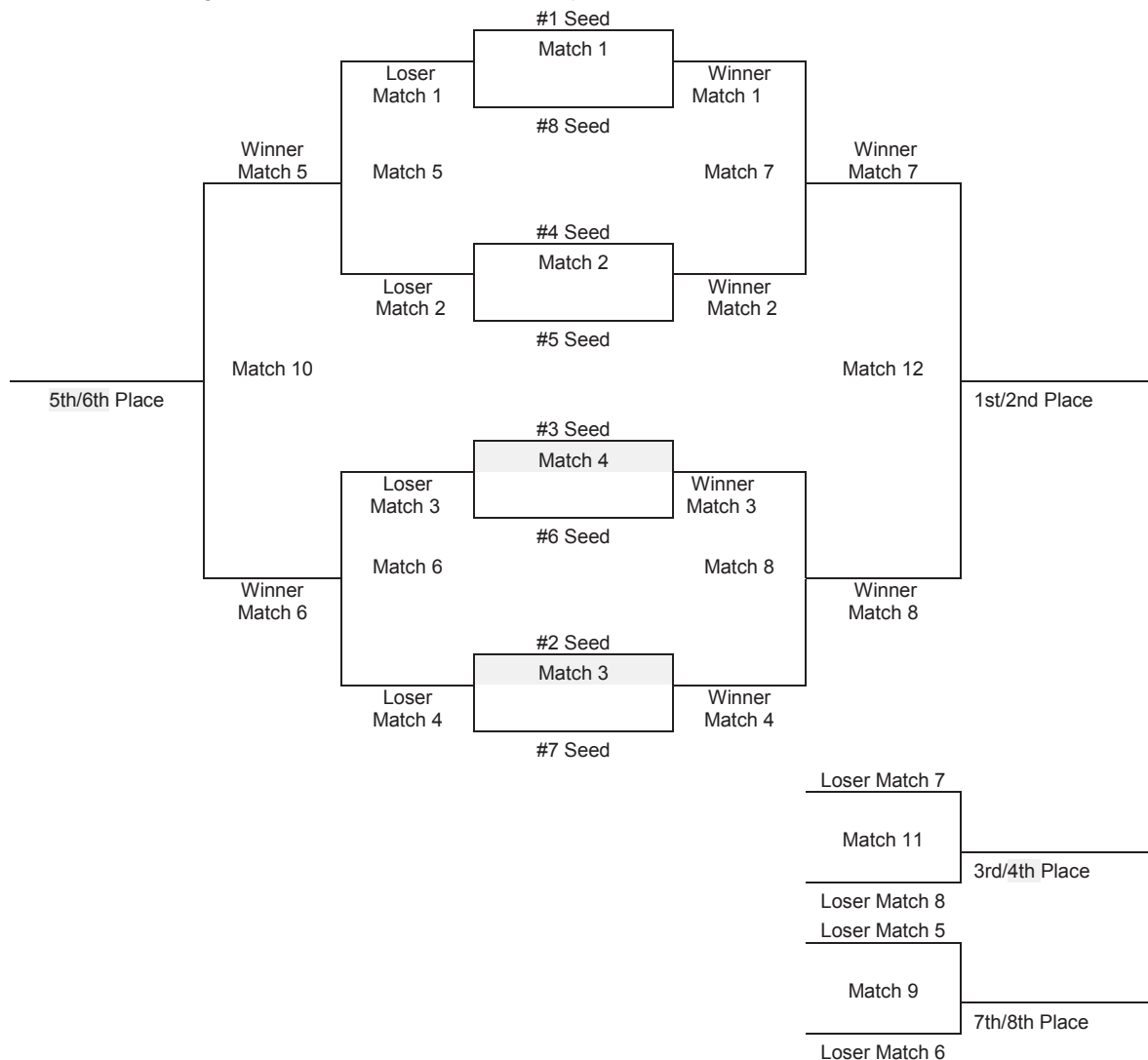
Section 6. Tournament Rules and Procedures

- A. Crowd Control – The responsibility for crowd control rests with the director of the tournament.
- B. Teams in the tournament may only video games in which they are playing.

- C. NCAA rules will be used in the NJCAA Championships.

Exceptions:

1. The attack line extension may be temporary.
 2. During the regular season 2 out of 3 matches will be recognized in a team's record.
 3. The Challenge Review System will not be utilized.
- D. The following is the National Tournament bracket with placements and match numbers.



**B
Y
-
L
A
W
S**

- E. Matches 1-8 will be played on Day 1, matches 9-12 will be played on Day 2.
- F. All matches will be 3 out of 5.
- G. Tournament Ball - District and National Tournaments.
1. The official ball must be the Tachikara SV5W NJCAA 18 panel ball.
 2. Ball pressure shall range from 4.3 to 4.6 lbs.
- H. One visible scoreboard for each court shall be used.
- I. Warm-up procedure:
1. 2 minutes shared stretch and coin toss
 2. 4 minutes visiting team
 3. 4 minutes home team
 4. 5 minutes visiting team
 5. 5 minutes home team
- J. Removing or changing into or out of any part of the official team competition uniform while in the area of competition shall lead to a warning, and if repeated, disqualification of the individual(s) for the next match. A warning stays in place for the entire tournament.

Section 7. Officials

- A. Rated officials as line judges and scorers will be used for the bracket play.
- B. Officials will be allowed to work the National Tournament for a maximum of three consecutive years.

Section 8. Awards

- A. Awards shall be given to first, second and third place teams.
- B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 14 medals.
- C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be 14 medals.
- D. Heidi Hutchinson Coach of the Tournament Award shall be presented.

- E. A Most Valuable Player Award shall be presented.
 - F. An All-Tournament Team consisting of 12 players will be presented medals.
- Section 9. Finances**
- A. All tournament expenses shall be paid by the Tournament Host.
 - B. Each college shall pay their own expenses.
 - C. ~~Entry fee shall be \$500 and shall be paid by the eight teams involved in the National Tournament.~~ (Deleted August 1, 2017)

- Section 10. National Poll**
- A. The National Poll shall begin on **September 6th** and consist of the top **10** teams.
 - B. **2017-18 Poll Dates:** Sept. 6*, 12, 19, 26 – Oct. 3, 10, 17, 24
**Poll is conducted on Wednesday due to a federal holiday.*
 - C. Teams or a region representative must also fill out and electronically submit the NJCAA Poll Nomination form each Monday by 12:00 p.m. (Mountain) in order to be eligible for ranking in the national poll. A region representative may still submit a suggested ranking of their teams to the NJCAA National Office. The NJCAA National Office will compile data from the Poll Nomination forms and deliver it to national poll voters for their use in formulating the rankings each week. The NJCAA National Office will disseminate the report to all member colleges and region representatives prior to the start of the season.
 - D. Best two out of three matches will not be considered in team's record for the national polling report.
 - E. Forfeits are not to be included in records or in compiling statistics.
 - F. Team and individual statistics will be submitted by the college to the NJCAA Stats System.
 - G. Sectional Directors will participate in a conference call on Tuesday mornings and submit their own rankings of teams by 12:00 p.m. (Mountain) to the NJCAA National Office. The NJCAA National Office will tally Sectional Director's votes and release the poll on Wednesday.
- NOTE:** Matches that end in a tie will not be included in a team's record.

Region(s)	Sectional Director	College	Email	Phone
4, 12	Berdy Kuiken	Region 4 Women's Director	mkbk27@aol.com	708-228-3283
3, 7, 10, 15, 19, 20, 21	Robert Lowden	Finger Lakes Community College	robert.lowden@flcc.edu	585-785-1459
5, 13	Jean Musgjerd	Rochester Community & Technical College	jean.musgjerd@rctc.edu	507-285-7561

- Section 11. Substance Abuse**
The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.
- Section 12. Open Wound Policy**
Current NCAA volleyball rules and procedures with regard to open wounds and bleeding shall be adhered to.
- Section 13. Tournament Lodging**
Should the Tournament Host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.
- Section 14. Dress Decorum**
Game attire for all bench personnel other than uniformed players is business casual. This does not include: jeans, shorts, cotton or fleece sweats, t-shirts, tank tops, hats and flip-flops. All players must be in uniform and/or team warm-ups.
Venue attire as a spectator: The recommendation for participating teams is appropriate attire. Coaches must dress professionally unless otherwise specified by the Tournament Host. While attending the banquet or other non-game related functions, all members of the team travel party must be dressed in business casual attire. T-shirts, jeans, hats, shorts or flip-flops will not be permitted at these functions. Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.
- Section 15. Code of Conduct**
All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.
- Section 16. Regular Season**
- A. NCAA Rules will be used.
 Exceptions:
 1. The attack line extension may be temporary.
 2. When a 2 out of 3 set match is played, the 3rd set shall be to 15 points.
 3. All 2 out of 3 set matches may be played but will not count in weekly polling record or seeding for the National Tournament.
 4. Matches that are played on a timed basis or end in a tie will not be included in team records or statistical reports.
- Section 17. All-American Nomination Guidelines**
See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.
- Section 18. Championship Site Bids**
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

WRESTLING

B. WRESTLING

Section 1. Tournament Site Selection

- A. Colleges or organizations wishing to host the NJCAA Championship Wrestling Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates

National Tournament dates shall be determined jointly by the host and the NJCAA.

February 23-24, 2018 at Council Bluffs, Iowa

February 22-23, 2019 at Council Bluffs, Iowa

February 26-27, 2020 at Council Bluffs, Iowa

February 24-25, 2021 at Council Bluffs, Iowa

Section 3. Host Pre-Tournament Responsibilities

- A. The host will send official certifying blanks to the director of each district qualifying for the tournament.
- B. The host will send pre-tournament information to all wrestling colleges by November 30th, annually.

Section 4. Competition in Open Meets

- A. Any open competition in which students enter as representatives of a member college shall be listed on the published schedule of the college and the students must satisfy the NJCAA Rules of Eligibility. These students must have a Weight Certification form on file with the NJCAA National Office.
- B. Students not representing an NJCAA member college may participate unattached in "open" or "exhibition" competition without NJCAA approval. A college shall not furnish any assistance (equipment, transportation, lodging or meals) for athletes to participate in such events. A coach may not be in the mat area during a match to provide any coaching, advice or assistance.
- C. Violation of this section shall result in the offending college being placed on probation for a period of one year. The member college may not participate in any competition sponsored by the NJCAA during the probationary period.

Section 5. Participation Requirements

- A. No contestant shall be permitted to enter the NJCAA Championship Wrestling Tournament unless accompanied by (1) a coach or faculty member of the sending institution or (2) a designated supervisory coach or faculty member from an NJCAA member college. Designation of a supervisory person in (2) above must be in writing. It shall bear the seal of the college and signatures of the Athletic Director and President or Dean of the sending institution. It shall be sent by certified mail to the Tournament Director. All contestants must remain under the supervision of their coach or the designated supervisory person throughout the tournament and until departure from the site.
- B. Ineligible players or recruits may not attend the NJCAA Championship Wrestling Tournament at the expense of the college, tournament hosts, president of the college or athletic director.
- C. Free passes will be made available for the president of the college, athletic director, three coaches, one trainer and qualifying wrestlers. All individuals representing each college must be identified to the Tournament Host 72 hours prior to the check-in deadline. All others must pay tournament fees.

Section 6. Qualification of Teams for Competition

- A. There shall be eight NJCAA Wrestling Districts as established each year by the NJCAA Board of Directors.
- B. The eight districts are as follows:
 1. Eastern I: Regions 3, 15, 21
 2. Eastern II: Regions 8, 10, 17, 19, 20, 22
 3. Central: Region 11
 4. North: Region 13
 5. North Central: Regions 4, 7, 12, 24
 6. West Central: Regions 2, 6, 14, 16, 23
 7. Rocky Mountain: Regions 5, 9
 8. West: Regions 1, 18
- C. District Directors shall:
 1. Where more than one region is included in a Wrestling District one of the District's Regional Directors shall supervise and coordinate the qualification procedure in cooperation with the other Regional Director or Directors.
 2. District Directors Shall:
 - a. Verify that all participants meet current NJCAA eligibility rules through the NJCAA National Office.
 - b. Require that all individual season record forms are brought to the district qualifier by providing an up-to-date printout from trackwrestling.com.
 - c. Verify that all participants have Weight Certification forms on file by providing a current official weigh-in form from trackwrestling.com.
 - d. Send a completed Weight Certification form to the NJCAA Tournament Director as soon as qualifiers are determined.

To view district contracts submitted to the NJCAA National Office, login to the NJCAA - MVP site, under NJCAA Governance click on district contracts. If you do not find the information you are looking for please contact the NJCAA National Office.

- D. Entry to the NJCAA Championship Wrestling Tournament will be by certification of the District Tournament Director.
 1. Weight Certification forms must be submitted to the NJCAA Tournament Director by the District Director within 24 hours after the conclusion of the qualifiers.
 2. Any or all substitutions must be submitted by the District Director to the NJCAA Tournament Director 72 hours prior to the check-in deadline.
- E. Each district shall qualify no greater than 70% of the total participants within that specific district. There can only be a maximum of nine wildcards within any district. All percentages shall be rounded down to the next lower number (ex: 39.9 wildcards = 39). Each district, before the district seeding meeting ends, will determine whether they will be using the traditional qualifying standards or pre-determined qualifying standards which will be final once the seeding meeting ends and no changes can be made after that. The District Director will make a note of this and include this with the national qualifiers submitted from the district.
- F. The host district for the NJCAA Tournament may add one additional wrestler for each weight class above the 70% rule.
- G. In the event one of the district qualifiers cannot wrestle, then the next alternate as determined by the district involved, may be designated as the substitute at the weight class in which the replacement is needed. In no other circumstance can a district qualifier and/or wildcard selection be replaced.
- H. Wrestlers must enter the NJCAA Wrestling Tournament by participation in a single qualifying District Tournament. Each individual must enter at the same weight as he participated at in the qualifying tournament.

Section 7.

Rules and Procedures

- I. The methods by which each district determines how to seed and draw, in addition to awarding or not awarding points after a bye in the championship bracket only, shall be determined by the participating colleges in that district.
- A. The NJCAA mandates that all participating colleges adhere and follow the NCAA Wrestling Rulebook and follow the NCAA Weight Management regulations (NCAA Guidelines – Rule 8) unless stated otherwise in the NJCAA Wrestling bylaws.
- B. Conduct all matches according to the rules in the NCAA Wrestling Rulebook. The consolation bracket will determine a third place finisher and shall include all wrestlers defeated in the first and second rounds, as well as defeated wrestlers from the championship quarter and semifinals.
- C. Official scales shall be available for at least one hour prior to each official weigh-in. Photo I.D.'s are required for weigh-ins, Tournament Host will be responsible for providing a photo I.D.
- D. Official clock, scoreboard and collegiate mats are to be provided by the Tournament Host. In addition, an official riding clock is to be provided for each mat. In accordance with NCAA guidelines, mats shall have a wrestling area between 32 and 42 feet in diameter.
- E. The eight District Champions (per weight class) shall be seeded in each bracket according to the designated seeding committee appointed by the NJCAA Wrestling Coaches Association President (each district ranking representative or designee from each district) and by using the guidelines outlined in Rule 3, Conduct of Meets and Tournaments, of the current NCAA Wrestling Rules. In any and all cases where any returning All Americans from the past two years (who are current District Champions) are NOT separated into different half brackets, the lower of the two seeded wrestlers will claim the nearest seed that will separate him from the other returning AA. In the case of three or more returning All Americans from the past two years (who are District Champions), the same process will be used to separate them in any quarter brackets. Once the returning All Americans (who are District Champions) are seeded properly for separation purposes, the bracket placements of the 8 seeded wrestlers will generate a predetermined separation/placement for the remaining automatic qualifiers using a computer program approved by the NJCAA Wrestling Committee. In any bracket with a pigtail, all wrestlers shall have the opportunity to draw for a bye. The priority for assigning wildcard positions will start with the effort to balance the bracket in terms of the bye positions. The step-by-step approach to the process is as follows:
1. Seed and place eight (8) District Champions according to the NCAA Rulebook and seeding committee.
 2. Adjust seeds for lowest seeded returning AA in order to separate any 2 returning AA's from any half bracket.
 3. Adjust seeds for lowest seeded returning AA's in the case of more than two returning AA's in any quarter bracket.
 4. Generate the automatic placement program of the automatic qualifiers based on the seeding placements of the District Champions.
 5. Randomly draw in the remaining wildcard qualifiers balancing out the bracket as much as possible.
- F. The tournament schedule will be developed by the host and approved by the NJCAA Wrestling Committee. The approved schedule is shown below:
- Wednesday**
Scales and workout site available as determined by the Tournament Director.
3 p.m. – 6 p.m. 1.5 mats will be available
6 p.m. – 10 p.m. 5 mats will be available
- Thursday**
6 a.m. – 10 p.m. 5 mats will be available
10:30 a.m. – 10 p.m. Official scale & workout site available
10:30 a.m. – 3 p.m. Team check-in and entry verification. Failure to appear by the deadline may result in disqualification for the championship (Phone call prior to 3 p.m. if on late flight/transportation)
Noon – 10 p.m. Official scale open and workout site available
5 p.m. Tournament procedures meeting to be followed by NJCAA Coaches Meeting
9 p.m. Coaches/Officials Social
- Friday**
6 a.m. – 7:15 a.m. Official scale and workout site available
7:15 a.m. Skin checks
7:30 a.m. Official weigh-in
9:30 a.m. Preliminaries first round - six or eight mats at the discretion of the Tournament Director
Noon* Preliminaries second round - six or eight mats at the discretion of the Tournament Director
Consolation pigtails
Consolation first round - six or eight mats at the discretion of the Tournament Director
6 p.m. NJCAA Wrestling Coaches Association presentations
6:15 p.m. Championship Quarterfinals - six or eight mats at the discretion of the Tournament Director
Consolation second round
8:30 p.m.* Consolation third round
11 p.m. Workout facilities will close
- Saturday**
8 a.m. – 9:25 a.m. Scales and workout site available
9:30 a.m. Official weigh-in
10:30 a.m. Championship Semifinals - six or eight mats at the discretion of the Tournament Director
Consolation Quarterfinals - six or eight mats at the discretion of the Tournament Director
12:00 p.m.* Consolation Semifinals - six or eight mats at the discretion of the Tournament Director
1:15 p.m. Consolation Finals 3rd & 4th, 5th & 6th, 7th & 8th
6:30 p.m. Opening Ceremonies
6:50 p.m. Parade of All-Americans
7 p.m. Championship Finals
NJCAA Award presentations
- *These times are approximates*
- G. It is recommended that on the second day the third round of consolation matches be held on six mats. Championship semifinals shall begin on two mats. Consolation quarterfinals shall begin on four mats. The consolation semifinals shall begin, and will be followed by the consolation finals for 7th and 8th, 5th and 6th, 3rd and 4th on four mats. Effective 2016, an increase from six to eight mats at the NJCAA Wrestling Championship will be mandated. All mats used in competition must meet NCAA regulations (32" minimum).
- NOTE:** The Tournament Director shall have the authority to close or open mats to allow for the 45 minute rest rule.
- H. Opening ceremonies for championship shall be at 6:30 p.m. on the second day.
- I. The championship round shall be held on a single mat. This round will begin no later than 7 p.m. An appropriate award ceremony will occur during the championship round.

- J. Each coach shall be responsible for his team's total points and shall certify this by signing a score card for his team at the conclusion of the tournament. If he fails to sign the score card, the score stands as recorded by the official scorer.
- K. If a qualifier fails to attend the National Tournament after the 72 hour substitution rule (Section 6. D.2) and has been drawn into the pigtail or first round (round of 32), his opponent shall receive a forfeit and receive advancement and bonus points according to the NCAA Rulebook. If a qualifier fails to attend the tournament and has been drawn into the round of 16, a bracket adjustment shall be made by moving a wrestler from the pigtail or first round into the vacated position. This adjustment shall be done according to the procedure set forth in Section 7.E. If, after the weigh-in for the second day of competition, a qualifier fails to make weight or for any reason does not participate in his scheduled match, it shall be considered a forfeit and his scheduled opponent shall receive appropriate advancement and bonus points.
- L. Protest Procedures
 - 1. Coach should notify the head mat official of his protest immediately:
 - a. Wrestlers and coaches should remain in the mat area. The mat must be closed until the protest is resolved.
 - b. Protest must be submitted within ten minutes of the conclusion of the match.
 - c. Notify head scorer. No match that may be affected by the results of the protest should be wrestled.
 - d. Notify Tournament Protest Committee.
 - e. Notify coaches and contestants that the bout has not been concluded.
 - 2. Each team will be allowed one video challenge per three qualifiers on day one and one video challenge per remaining three qualifiers on day two.
 - 3. If video challenge is unavailable, the coach should notify the head official.
- M. A games committee to handle protests and violations of the NJCAA Code of Conduct and Misconduct Policy (competition rules) shall be composed of a minimum of three of the following, as selected by the official NJCAA Representatives. Any individual participant or coach requesting a protest must pay \$100 in advance. The \$100 is nonrefundable.
 - 1. Head mat official or his alternate.
 - 2. An officer of the Wrestling Coaches Association not involved in the protest.
 - 3. NJCAA Representative.

Section 8. Officials

- A. The official's selection process begins with the participating colleges nominating an official and sending a letter of recommendation and resume of that nominee to their Regional Director. The Regional Director then endorses the nomination and forwards it to the Tournament Director for consideration. The Tournament Director shall hire all tournament officials.
- B. The Tournament Director shall provide material to allow all tournament coaches an opportunity to rate all mat officials for the tournament. The lowest rated official(s) shall not be eligible to return for two years.
- C. The head official shall not participate in officiating any match during the duration of the National Tournament. The assistant head official may officiate during the duration of the tournament, with an assigned designee in case of a video challenge.

Section 9. Awards

- A. NJCAA Team Awards shall be given to the first and second place teams.
 - 1. A Team Award shall also be given to the Non-Scholarship team with the highest point total.
NOTE: In the event that a Non-Scholarship team has the highest or second-highest overall point total, that team would receive both the 1st/2nd Place Trophy as well as the Non-Scholarship Trophy.
- B. NJCAA All-American Medals will be awarded as shown below:
 - 1. Gold medals to be awarded to all 1st place finishers
 - 2. Silver medals to be awarded to all 2nd place finishers
 - 3. Bronze medals to be awarded to all 3rd – 5th place finishers
- C. The "Ernest B. Gould" Award shall be presented to the outstanding wrestler.
- D. The Wrestling Coaches Association is responsible for ordering awards for the Hall of Fame, Man of the Year and the Academic Team of the Year. Confirmation of award orders should be confirmed with the Tournament Host 30 days prior to the start of the tournament.

Section 10. Finances

- A. Each college shall pay its own team expenses.
- B. Each participating college will be assessed a \$15 entry fee per qualifying wrestler.

Section 11. Substance Abuse

The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that tournament. The National Tournament will be in compliance to Article XVIII, Section B in the Sportsmanship Procedures.

Section 12. Open Wound Policy

Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

- A. Health care attendants, known to be infected with the HIV virus, cannot administer to bleeding athletes.
- B. Anytime an athlete bleeds during a bout, the official shall stop the action and the bleeding shall be stopped.
- C. If the bleeding cannot be stopped to the satisfaction of the mat official, the athlete cannot continue to compete.
- D. Timeouts for bleeding shall not be included in injury time.
- E. Home match administration shall be responsible to notify all officials of his responsibilities in enforcing the policy.
- F. Home match administration is responsible for clean-up of mats and proper disposal of contaminated materials.

Section 13. Tournament Lodging

Should the Tournament Host/National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 14. Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

Section 15. Dress Decorum

During the games, coaches will wear business casual attire and all other representatives of the college will wear logo shirts and casual pants or college logo sweat suits. Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.

Section 16. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

Section 17. All-American Guidelines

The following guidelines must be adhered to for consideration of All-American status:

- A. The top five finishers in each weight class will be deemed All-American.
- B. Photos of the All-Americans will be provided by the Tournament Host.
- C. All individual wrestlers of qualifying teams must be updated on the NWCA website. A letter of reprimand will be sent to the president and athletic director of the institution in violation and may be eliminated from the competition at the National Tournament.
- D. See procedure listed in the All-American Award section of the NJCAA Handbook & Casebook.

2017-18 NJCAA OFFICIAL HANDBOOK & CASEBOOK



ARTICLE XIV NJCAA CHAMPIONSHIPS

- ATTENTION -

All gray shaded text in Article XIV is new or edited legislation for the 2017-18 academic year.

Sport	Page #
Bowling	
Men's & Women's	187
Half Marathon	
Men's & Women's	189
Lacrosse	
Men's.....	191
Women's	193

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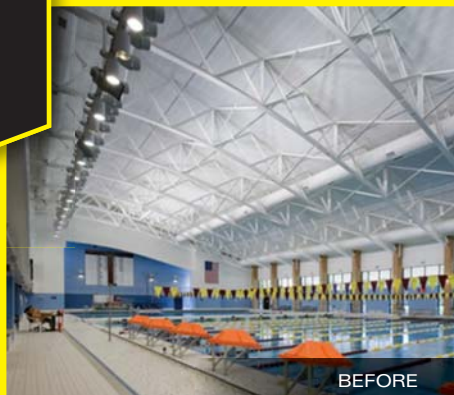
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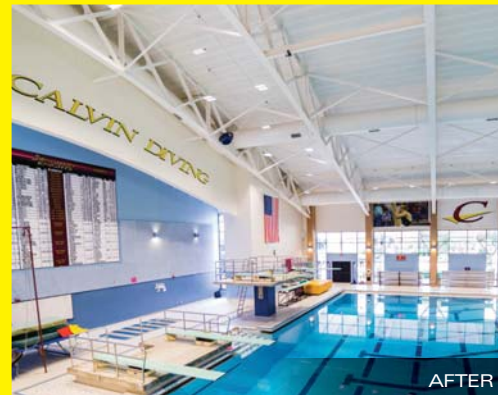
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BOWLING - MEN'S & WOMEN'S

A. BOWLING – MEN'S & WOMEN'S

Section 1. Tournament Site Selection

- A. Colleges or organizations wishing to host the NJCAA Championship Bowling Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.
- C. Tournament site must be a facility that is United States Bowling Congress (USBC) certified.

Section 2. Tournament Dates

- A. The tournament shall be scheduled for the weekend of the first Saturday in March. The tournament dates may have to be adjusted based on host's availability to secure adequate facility to conduct the tournament.
March 1-3, 2018 at Erie Community College; Buffalo, NY
Feb. 28 - March 2, 2019 at Erie Community College; Buffalo, NY
March 5-7, 2020 at Erie Community College; Buffalo, NY
March 4-6, 2021 at Erie Community College; Buffalo, NY
- B. All Region Tournaments must be completed no later than 10 days prior to the start of the National Tournament.

Section 3. Tournament Host Pre-Tournament Responsibilities

- A. Invitations to participate must be extended to all member colleges of the NJCAA.
- B. The Tournament Director will send official entry blanks to the interested teams and will notify them of the events, their order, the time schedule, the deadline for entries and other pertinent information.

Section 4. Participation Requirements

- A. Entries are due one week prior to the National Tournament.
- B. No contestant shall be permitted to enter an NJCAA Championship Bowling Tournament unless accompanied by (1) a coach or faculty member of the sending institution or (2) a designated supervisory coach or faculty member from an NJCAA member college. Designation of a supervisory person in (2) above must be in writing. It shall bear the seal of the college and signatures of the Athletic Director and President or Dean of the sending institution. It shall be sent by certified mail to the Tournament Director. All contestants must remain under the supervision of their coach or the designated supervisory person throughout the tournament and until departure from the site.
- C. Participants in the NJCAA Bowling Championship should be dressed appropriately:
 1. Must have team shirts with the college name on the back.
 2. Women may wear skirts, shorts or dress slacks.
 3. No jeans allowed.
 4. Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.
- D. All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

Section 5. Tournament Events

- A. Each member college is allowed to enter up to eight participants. A maximum of six players per team must be designated to count for team scoring in Doubles/Singles competition prior to the start of the tournament. Any college may enter as few events as they wish.
- B. The tournament shall consist of the following events:
 1. Doubles Event – two team members are paired together to bowl three games. Combined pin fall per doubles team will determine doubles competition. If a team has an odd number of players the odd player may bowl three games during doubles competition, but shall not be eligible for that award. Players may not be paired with members from another college.
 2. Singles Event – all entrants will bowl three games. This pin fall will be used to determine singles competition.
 3. Five Man/Woman Event – there will be two, three game blocks in this event. Teams will be seeded for each block of three games. Teams may only bowl up to five members of their team during this format. Any additional players may only be used as substitutes.
 4. Baker Games – nine games shall be bowled in the Baker format (three, three game blocks). Teams will be seeded at the start of each three game block. Up to three substitutions per Baker Game will be permitted. Founded by the American Bowling Congress Secretary Emeritus, Frank Baker, the Baker System of scoring utilizes all five players in a single line of scoring with the lead-off player rolling the first and sixth frame, the second player rolling the second and seventh frame, and so on, with the anchor (fifth) bowler rolling the fifth and tenth or final frame.
 5. Team scoring will be determined by total pin fall as follows:
 - a. At the conclusion of doubles and singles competition, the top five highest pin falls (of the maximum designated six players) shall be counted towards the team total.
 - b. The six games bowled in the Five Man/Woman format will count towards team total.
 - c. Nine Baker games will count towards team total.
- C. In case of a tie for first place, the teams will be declared co-champions.

Section 6. Rules and Officials

- A. USBC Collegiate Division rules shall be followed.
- B. The Tournament Host shall be responsible for securing services of all necessary officials, judges, etc. to satisfactorily conduct the tournament as determined by the NJCAA Committee on Bowling.
- C. All teams will abide by the five ball limit rule at both regional and national championships. Balls will be registered with the Tournament Director who will be responsible for administering this rule.
 1. Bowling balls cannot leave the paddock area after the practice session concludes until the start of practice on Friday.
- D. There is to be no practice (bowling) of any type following the completion of the Thursday practice session.
- E. Ball registration sheets must be turned in prior to the start of practice on the beginning day of the tournament. No equipment may be changed after that point.
- F. Lanes shall be re-oiled after the Doubles and Singles competition.

Section 7. Awards

- A. Awards shall be given to the first and second place teams.
- B. Gold, silver and bronze medals will be awarded the first, second and third place finishers, respectively, in each event.
- C. Each individual bowler on the first place team shall receive an NJCAA gold medal. There shall be eight medals.

- D. Each individual bowler on the second place team shall receive an NJCAA silver medal. There shall be eight medals.
- E. A Coach of the Tournament Award will be presented.
- F. A Kermit Helmer Most Valuable Bowler Award shall be presented. The Kermit Helmer Award shall be presented to the top man and woman bowler at the NJCAA National Tournament.

Section 8. Finances

- A. Each team shall pay its own expenses.
- B. The entry fee shall be \$450 per team or \$75 per individual. This shall include lineage, banquet and lunch.

Section 9. Substance Abuse

The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 10. Open Wound Policy

Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

Section 11. Affiliation Recommendation

All students bowling in the intercollegiate level under the jurisdiction of the Athletic Director are encouraged to belong to the USBC Collegiate and that all leagues and tournaments be sanctioned by:

USBC Collegiate
621 Six Flags Dr.
Arlington, TX 76011

The NJCAA shall recognize and permit member institutions to participate in USBC Collegiate events after the conclusion of the NJCAA National Tournament as USBC Collegiate is an organization derived of two and four year colleges and seeks to promote opportunities for student-athletes to participate in the sport of bowling.

Section 12. Tournament Lodging

Should the Tournament Host/National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 13. Code of Conduct

Unsportsmanlike behavior is prohibited at any NJCAA event. This behavior includes, but is not limited to profanity, vulgar gestures, taunting, loud or abusive language or unseemly celebrations whether or not it is directed toward any other player, coach, tournament official or spectator.

Penalty for the above breach of conduct shall be:

FIRST OFFENSE: The Tournament Director shall notify the respective coach and or athlete(s) of inappropriate conduct.

SECOND OFFENSE: Offending individual(s) shall be ejected from the remainder of the tournament. Said individual(s) must leave the confines of the playing area as defined by the tournament official.

Section 14. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

Section 15. All-American Guidelines

- A. The All-Americans are selected based on the top eight All-Events finishers in the NJCAA National Tournament. Only those games started and completed by a participant will be counted toward their All-Events total.
- B. See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.

HALF MARATHON - MEN'S & WOMEN'S

B. HALF MARATHON – MEN'S & WOMEN'S

Section 1. Tournament Site Selection

- A. Colleges or organizations wishing to host the NJCAA Championship Half Marathon Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Meet/Championship Date and Site:

The date for the Half Marathon will be the **weekend before Thanksgiving.**

November 18, 2017 at Topeka, KS
November 17, 2018 at Gulf Shores, AL
November 23, 2019 at TBD
November 21, 2020 at TBD
November 20, 2021 at TBD

Section 3. Tournament Host Pre-Meet Responsibilities - Invitations to participate must be extended to all member colleges of the NJCAA.

Section 4. Participation Requirements

- A. Current NJCAA Eligibility Rules shall apply.
- B. No contestant shall be permitted to enter an NJCAA Championship Half Marathon Tournament unless accompanied by (1) a coach or faculty member of the sending institution or (2) a designated supervisory coach or faculty member from an NJCAA member college. Designation of a supervisory person in (2) above must be in writing. It shall bear the seal of the college and signatures of the Athletic Director and President or Dean of the sending institution. It shall be sent by certified mail to the Tournament Director. All contestants must remain under the supervision of their coach or designated supervisory person throughout the tournament and until departure from the site.
- C. All entries must be made by each college by the Monday before the national competition. Final entries must be made and fees paid before the national meet. Final declarations must be made by each college one hour before the first competition held at the national meet.
- D. In the event of cold or inclement weather, meet participants can wear cold weather gear (i.e.: running tights, team sweats, rain suits) with the approval of the Tournament Director and the NJCAA Representative. If runners choose to wear cold weather gear, it must be of like color and matching team colors.

Section 5. Rules and Officials

- A. USA Track and Field Marathon or Half Marathon.
- B. Team standings to be determined by scoring the first three finishers from each college. A maximum of five runners make up a team. Fourth and fifth finishers from a team will displace. A college may enter one team and must declare their team before the scratch deadline. There is no limitation on individual entries, however, team scoring will be figured only among participants from colleges entering teams.
- C. Individual champions shall be determined by overall place.
- D. Eligibility must be filed for Half Marathon.
- E. A student's eligibility for Half Marathon shall be determined as if he/she is participating in the fall term.
- F. Female runner(s) may run and score for her college's men's team if the Tournament Director is notified in writing of her entry on the men's team before the event begins.

Section 6. Awards - Men

- A. Awards shall be given to the first and second place teams.
- B. Gold, silver and bronze medals will be awarded the first, second and third place finishers, respectively.
- C. Each individual runner on the first place team shall receive an NJCAA gold medal. There shall be five medals.
- D. Each individual runner on the second place team shall receive an NJCAA silver medal. There shall be five medals.
- E. Each individual runner on the third place team shall receive an NJCAA bronze medal. There shall be five medals.
- F. Champion Runner plaque will be presented.
- G. Athletes finishing 1-6 will be All-Americans.

Awards - Women

- A. Awards shall be given to the first and second place teams.
- B. Gold, silver and bronze medals will be awarded the first, second and third place finishers, respectively.
- C. Each individual runner on the first place team shall receive an NJCAA gold medal. There shall be five medals.
- D. Each individual runner on the second place team shall receive an NJCAA silver medal. There shall be five medals.
- E. Each individual runner on the third place team shall receive an NJCAA bronze medal. There shall be five medals.
- F. Champion Runner plaque will be presented.
- G. Athletes finishing 1-6 will be All-Americans.

Section 7. Finances

The entry fee shall be \$35 per runner.

Section 8. Substance Abuse

The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 9. Open Wound Policy

Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

Section 10. Tournament Lodging

Should the Tournament Host/National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 11. Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

Section 12. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

Section 13. All-American Guidelines

- A. See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.
- B. Race statistics for all student-athletes earning All-American honors must be up-to-date on the NJCAA website prior to the start of the national championship race.

LACROSSE - MEN'S

D. LACROSSE - MEN'S

Section 1. Tournament Site Selection

- A. Colleges or organizations wishing to host the NJCAA Championship Lacrosse Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates

- A. The NJCAA Men's Lacrosse Semifinals will commence on the second Saturday in May.
- B. The dates for the NJCAA Men's Lacrosse Tournament are as follows:
The quarterfinals will be conducted at the highest seeded team on the Saturday prior to the National Tournament Semifinals weekend. Game times will be 1:00 pm.
Semifinals Dates: May 12-13, 2018 at Onondaga Community College; Syracuse, NY
May 11-12, 2019 at TBD
May 9-10, 2020 at TBD
May 8-9, 2021 at TBD

Section 3. Tournament Qualifying and Selection Process

- A. Current NJCAA Eligibility Rules shall apply.
- B. All regional competition must be completed two weeks prior to the National Tournament Semifinals weekend.
- C. Participating teams are chosen using the following format:
 1. Six qualifying teams come from the following regions.
 - a. Region 3 – 2 qualifiers
 - b. Region 12/15 – 1 qualifier
 - c. Region 19 – 1 qualifier
 - d. Region 20 – 1 qualifier
 - e. At-Large Team
- D. The At-Large Selection/Seeding Committee will consist of five members, to include the Lacrosse Chair and one non-coaching representative from each of the following regions:
 1. Region 3 – Gary Broadhurst (Mohawk Valley Community College)
 2. Region 15 - Chris DePew (Sullivan County Community College)
 3. Region 19 - Jack Sullivan (County College of Morris)
 4. Region 20 - Ed Durham (Cecil College)
- E. The At-Large Selection/Seeding Committee will use the following criteria, in no specific order, to select the At-Large Team and seed the six teams.
 1. NJCAA Record vs. Common Opponents
 2. Head-to-Head Competition Unless Teams Are Tied
 3. Overall NJCAA College Record
 4. Strength of Schedule
 5. Overall Win-Loss Record

Section 4. Tournament Events

The NJCAA Championship Men's Lacrosse Tournament shall be conducted as a single elimination event. On the weekend prior to the national championship weekend, the number six seed will play at the number three seed, and the number five seed will play at the number four seed. The two quarterfinal winners then join the top two seeds at the National Championship Semifinals site. The lowest remaining seeded team will play the number one seed.

Section 5. Rules and Officials

- A. The Tournament Host shall be responsible for securing the services of all necessary officials, judges, etc. to satisfactorily conduct the tournament as determined by the NJCAA Committee on Lacrosse.
- B. Once postseason tournament play begins, games will be played under NCAA rules.
- C. The shot clock is a 30-second period that stops and starts in sync with the game clock. The synchronization can be done automatically, or by separate manual device. By the start of the 2017 season all NJCAA Men's Lacrosse institutions will need to utilize a shot clock to host an official NJCAA event.
 Acceptable forms of shot clocks include: permanent shot clocks located on both ends of the field, portable shot clocks located on both ends of the field, portable shot clock located at the scorers' table at midfield, or the use of existing scoreboard and stop watch, should the shot clock time be kept at the scorers' table at midfield, event staff must count down out loud the last 15 seconds of the shot clock. A horn will need to be sounded at the expiration of the shot clock if synchronization with the scoreboard/game-horn is not possible.
- D. For each game of the tournament, the team with higher seed (lower number) in each game will be the HOME TEAM and wear light colored jerseys/uniform. The lower seed (higher number) will be the VISITOR TEAM and wear dark colored jerseys/uniform..

Section 6. Awards

- A. Awards shall be given to the first and second place teams.
- B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 45 medals.
- C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be 45 medals.
- D. The Steve Caravana Best Offensive Player and the Best Defensive Player Awards will be presented.
- E. An All-Tournament Team consisting of 12 players will be presented medals.

Section 7. Finances

- A. Each college shall pay its own team expenses.
- B. The host of the quarterfinal games shall pay all game expenses.
- C. The entry fee shall be \$200.

Section 8. All-American Nomination Guidelines

See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.

Section 9. Substance Abuse

The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 10. Open Wound Policy

Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

Section 11. Tournament Lodging

Should the Tournament Host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 12. Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

Section 13. Dress Decorum

- A. While in the athletic venue, coaches, team staff and managers must be dressed in a mock turtleneck or collared shirt with casual business attire long pants. Dress shorts, tennis shoes and college issued hats are permitted. T-shirts, denim pants, sandals, or flip-flops will not be permitted. For colder weather, college issued sweat suits, jackets and cold gear will be permitted.
- B. While in the athletic venue, all student-athletes in the traveling party must be in uniform or college issued team gear and tennis shoes.
- C. While attending the tournament banquet, or other required non-game related functions, all members of the team travel party must be dressed in casual business attire. T-shirts, denim pants, hats, shorts, sandals, or flip-flops will not be permitted at these functions.
- D. Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.

Section 14. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

Section 15. NJCAA Poll

The NJCAA Men's Lacrosse Coaches Association shall conduct a weekly regular season poll beginning the second Monday in March, annually. The weekly regular season poll will conclude the first Monday in May, annually. The National Poll shall honor the submitted rankings within regions.

LACROSSE - WOMEN'S

E. LACROSSE - WOMEN'S

Section 1. Tournament Site Selection

- A. Colleges or organizations wishing to host the NJCAA Championship Lacrosse Tournament must submit a written request or bid to the NJCAA National Office by September 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
- B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates

The dates for the NJCAA Women's Lacrosse Championship are as follows:

May 12-13, 2018 at Monroe Community College; Rochester, NY
May 11-12, 2019 at Anne Arundel Community College; Arnold, MD
May 9-10, 2020 at TBD
May 8-9, 2021 at TBD

Section 3. Qualification and Selection of Teams for Tournament

- A. Current NJCAA Eligibility Rules shall apply.
 1. All regional and district competition must be completed by **Monday, May 7, 2018.**
- B. Qualifying shall take place as follows:

2017-18 DISTRICTS							
DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)	DISTRICT	REGION(S)
A	3, 12A	B	3, 12B	C	20A	D	15, 19, 20B

To view district contracts submitted to the NJCAA National Office, use the following URL: mvp.njcaa.org/DistrictContract.

If you do not find the information you are looking for please contact the NJCAA National Office.

- C. If a team should decide not to participate, the Women's Lacrosse Committee will select an at-large team. The committee will use the following criteria, in no specific order, to select the at-large team.
 1. NJCAA Record vs. Common Opponents
 2. Head-to-Head Competition
 3. Overall NJCAA College Record
 4. Strength of Schedule
 5. Overall Win-Loss Record
- D. National Tournament:
 - Saturday:
 - Game 1 District A vs. District D
 - Game 2 District B vs. District C
 - Sunday:
 - Game 3 Championship Game

Section 4. Tournament Events

The NJCAA Women's Lacrosse Championship shall be conducted as a single elimination tournament.

Section 5. Rules and Officials

- A. The Tournament Host shall be responsible for securing the services of all necessary officials, judges, etc., to satisfactorily conduct the tournament as determined by the NJCAA Committee on Women's Lacrosse.
- B. Once postseason tournament play begins, games will be played under NCAA rules.

Section 6. Awards

- A. Awards shall be given to the first and second place teams.
- B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 25 medals.
- C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be 25 medals.
- D. A Best Offensive Player and Best Defensive Player Award shall be presented.
- E. A Coach of the Tournament Award shall be presented.
- F. An All-Tournament Team consisting of 12 players will be presented medals.

Section 7. Finances

- A. Each college shall pay its own team expenses.
- B. The entry fee shall be \$200.

Section 8. Procedure for Women's Lacrosse National Poll

- A. National Chair
 - Jim Griffiths
 - Anne Arundel Community College
 - Phone: 410-777-2035
 - Email: jgriffiths@aacc.edu
- B. Coaches MUST:
 1. Fax team's overall record and weekly results to Jim Griffiths before 12:00 Noon EST on the dates below.
- C. The Women's Lacrosse Coaches Association President, Vice-President and Secretary-Treasurer will rank the top five teams.
- D. All games played shall be counted in overall record.
- E. The 2018 reporting dates are as follows:
 - March 5, 12, 19, 25 - April 2, 9, 16, 23, 30 - May 7
 - Final Poll will be on May 14
- F. Key factors in the selection process (not in ranked order).
 - Win-Loss Record Head-to-Head Competition
 - Results Against Common Opponents Results Against Ranked Opponents
- G. Team and individual statistics will be submitted by the college to the NJCAA Stats System.

Section 9. Substance Abuse

The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 10. Open Wound Policy

Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

Section 11. Tournament Lodging

Should the Tournament Host/National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 12. Dress Decorum

- A. While competing in the athletic venue, coaches, team staff and managers must be dressed in a mock turtleneck or collared shirt with casual attire long pants. Dress shorts, tennis shoes or college issued hats are permitted. T-shirts, denim pants, sandals or flip-flops will not be permitted. For colder weather, college issued sweat suits, jackets or cold gear will be permitted.
- B. While in the athletic venue, all student-athletes in the traveling party must be in uniform or college issued team gear and tennis shoes.
- C. While attending the banquet or other required non-game related functions, all members of the team travel party must be dressed in casual business attire. T-shirts, denim pants, hats, shorts, sandals or flip-flops will not be permitted at these functions.
- D. Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.

Section 13. Code of Conduct

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.

Section 14. All-American Nomination Guidelines

See procedure listed in the All-American Awards section of the NJCAA Handbook & Casebook.

Section 15. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

2017-18 NJCAA OFFICIAL HANDBOOK & CASEBOOK



ARTICLES XV-XX

- ATTENTION -

All gray shaded text in the Article XV - XX is new or edited legislation for the 2017-18 academic year.

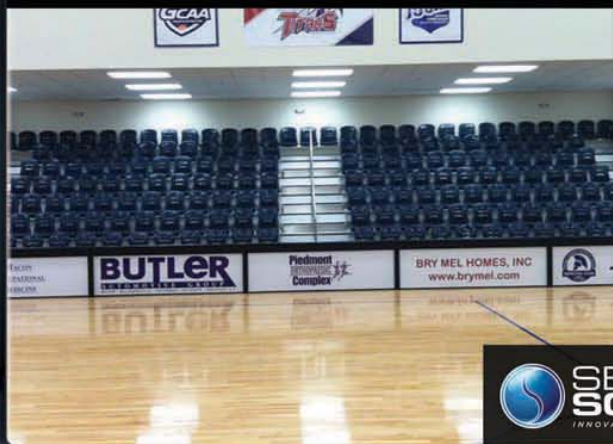
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ARTICLE XV – FINANCIAL POLICIES

- Section 1.** The fiscal year of the Association shall be from **August 1 to July 31** of each year.
- Section 2.** The funds of the NJCAA shall be deposited in institutions approved by the Board of Directors.
- Section 3.** All moneys paid out of NJCAA accounts shall be drawn on checks printed with the name of the Association and signed by the President or Executive Director or his/her designee.
- Section 4.** An audit of the financial accounts of the NJCAA shall be made at the end of each fiscal year by a certified public accountant and a report of the Association's finances shall be made at the next Annual Meeting of the Board of Directors.
- Section 5.** An annual budget shall be prepared by the Executive Director, President and Financial Committee prior to the Annual Meeting. This budget shall be presented to the Board of Directors at the Annual Meeting for approval.
- Section 6.** The Executive Director shall collect all membership fees of colleges applying for or renewing their membership in the NJCAA.
- Section 7.** Colleges applying for or renewing their membership in the NJCAA shall make checks payable to the NJCAA and shall forward them to the office of the Executive Director.
- Section 8.** Expenses shall be limited to the following:
- A. Transportation:
 1. Airplane (coach fare), or
 2. In case airline travel is not available, travel may be by car at the current IRS rate per mile round trip. Total cost of car travel may not exceed cost of travel by air.
 - B. Hotels: prevailing rates at site of meeting.
 - C. Official NJCAA travel forms must be used when submitting expense accounts to the National Office for payment.
 - D. Meals: prevailing rates at site of meeting.
 - E. Miscellaneous: taxi, faxes, telephone calls, etc., when necessary for NJCAA business.
 - F. Official NJCAA travel forms shall be used in the submission of all expense accounts payable by NJCAA. The original airline passenger ticket receipt and the original hotel receipt must accompany each travel expense form.
- Section 9.** Whatever funds remain in a regional account, if participation is for any reason discontinued, should be frozen after all outstanding bills are paid by the Region. These funds should be used in the future by the Region only to promote national competition.

Article XVI – STANDING COMMITTEES

- Section 1.** The Executive Committee shall:
- A. Annually review and propose updates to the association's mission and purpose as needed.
 - B. Meet annually to discuss and provide direction for the association.
 - C. Provide association oversight.
 - D. Ensure effective organizational planning.
 - E. Monitor the association's programs and services.
 - F. Work to enhance the association's public image.
 - G. Assist the National Office in communicating new or existing programs to the board and/or membership.
 - H. Select the association's Executive Director.
 - I. Rule on all appeals submitted in accordance with Article VIII of the bylaws.
 - J. Conduct the business of the Association and see that all actions recommended by the officers assembled at the annual or special meetings are fulfilled.
- Section 2.** The following shall be standing committees of the NJCAA:

Women	Joint	Men
1. Basketball	1. <u>Academic Honors</u>	1. Baseball
2. Golf	2. All-American - Sport	2. Basketball
3. Lacrosse	3. Bowling	3. Football
4. Soccer	4. Championship Events	4. Golf
5. Softball	5. Cross Country/Half Marathon	5. ~~Ice Hockey (Delete)~~
6. Tennis	6. Districting	6. Lacrosse
7. Volleyball	7. Eligibility	7. Soccer
	8. Finance & Budget	8. Tennis
		9. Wrestling

- Section 3.** Changes in any of the following NJCAA National Tournament categories must be circulated to the NJCAA Board of Directors (electronic circulation is acceptable) via the Sport Committee Chair at least thirty (30) calendar days prior to the Annual Meeting of the NJCAA.
1. Qualification changes (team and/or individual) for national championship play (allowable only in even numbered years and submitted via the Redistricting Proposal portal located within the NJCAA Regional Directors site and final approval by the respective Districting by Division Committee).
 2. National championship playing format changes.
 3. At-large selection process.
 4. Seeding process.
 5. Playing rules and procedures (including, but not limited to, selection of event officials, expenses and entry fees).
 6. Poll procedures.
 7. Championship award changes (with the final approval of the NJCAA Championship Events Committee).
 8. Championship entry fee changes.
 9. All-American selection procedures (with the final approval of the NJCAA All-American Committee).
 10. Coaches Association recommendations.

- Section 4.** The duties and responsibilities of the Committee Chairperson and Vice-Chairperson include, but are not limited to, the following:
- A. Committee Chairperson
 1. Ensure meetings are held in accordance with the organization's bylaws.
 2. In consultation with the NJCAA National Office, Vice-Chair and/or committee members, establish and confirm a committee agenda for the Annual Meeting.
 3. Ensure the meeting agenda and relevant documents are circulated as per NJCAA regulations.
 4. Officiate and conduct committee meetings.
 5. Provide leadership and ensure committee members are aware of their obligations and responsibilities.
 6. Ensure that discussion on agenda items is on topic, productive and professional.
 7. Ensure that meeting minutes, as well as respective handbook changes, are complete and accurate.
 8. Remain current on applicable sport rule changes and communicate all relevant changes to the NJCAA National Office in a timely manner (Sport Committee Chairs).
 9. Act as the NJCAA Representative at your respective sport national championship (Sport Committee Chairs).
 - B. Committee Vice-Chairperson
 1. Assumes the duties of the Committee Chairperson in the absence of the assigned chair.
 2. Assists Committee Chairperson with items to be placed on the committee agenda for the Annual Meeting.
 3. Assists with committee meeting minutes.
 4. Assists with the proofreading of the meeting minutes and all necessary handbook changes to ensure accuracy.
 - C. Voting Protocol
 1. Committee Chairperson votes as a member of the committee only to break a tie.
 2. Vice-Chairperson will remain a voting member of the committee unless called upon to act as the Committee Chairperson.

General Functions of Standing Committees

The specific functions of the Standing Committees change from year to year as the organization grows and progresses, but their general functions remain constant. Each of the Standing Committees, through research and study, recommends to the Board of Directors policies, procedures and administrative responsibilities for the specific areas in which they are concerned. The Board of Directors approves, modifies or rejects the proposal by a majority vote. The general purposes of each committee are listed for your convenience as follows:

COMMITTEE ON ACADEMIC HONORS (MEN & WOMEN)

- A. To receive and act upon recommendations concerning procedures and criteria for selection of individual and team academic honors.

COMMITTEE ON ALL-AMERICAN - SPORT AWARDS (MEN & WOMEN)

- A. To receive recommendations from the various sports committees concerning procedures for selection and the number of All-American Awards to be given in each sport.
- B. To receive and act upon recommendations of each sports committee report.
- C. To make recommendations at the NJCAA Annual Meeting.
- D. The NJCAA All-American Award shall recognize the most outstanding student-athletes in his/her sport regardless of geographical location. The All-American Award shall reflect the excellence of junior college athletics by identifying our finest athletes. In so doing, we enhance the image of all NJCAA programs and our student-athletes.
- E. The All-American Awards Committee believes that awards should be based on the following criteria:
 1. Image of the NJCAA
 2. Percent of All-Americans to:
 - a. overall total of athletes participating
 - b. total participation in national championships
 - c. total number of colleges sponsoring sport
 - d. number of athletes on team during game/contest
 - e. number of individual events/relays (i.e. track & field, swimming & diving)
 3. All-American Nomination Guidelines:
 - a. See the Awards section for new All-American nomination guidelines.

COMMITTEES ON BASEBALL - DIVISION I/II/III

- A. To recommend policies for conducting the respective Division I/II/III NJCAA Baseball Tournaments.
- B. To coordinate the selection of the representatives from the approved districts to participate in their respective National Tournaments.
- C. To supervise the technical aspects of the tournaments.
- D. To select the respective Division I/II/III All-American Baseball Teams.

COMMITTEES ON BASKETBALL - DIVISION I/II/III (MEN & WOMEN)

- A. To recommend policies for conducting the respective Division I/II/III NJCAA Basketball Tournaments.
- B. To recommend methods for improvement of the respective Division I/II/III NJCAA Basketball Tournaments.
- C. To coordinate the conducting of the District Tournaments with the NJCAA National Office.
- D. To establish procedures for qualifying teams for the respective Division I/II/III NJCAA Tournaments.
- E. To select the respective Division I/II/III Men's and Women's All-American Basketball Teams.

COMMITTEES ON BOWLING (MEN & WOMEN)

- A. To recommend policies for conducting the NJCAA Bowling Tournament.
- B. To recognize the All-American Bowling Teams.

COMMITTEE ON CHAMPIONSHIP EVENTS

- A. To review all requests for the hosting of all NJCAA Men's and Women's Championship events, including all football bowl game proposals. The review will cover all phases of the proposed format, including finances, legalities, site selection, schedule, etc.
- B. To review all requests for national championship award changes submitted by sport committees.

- C. To review all requests for national championship entry fee additions/changes submitted by sport committees.
- D. To recommend to the Executive Committee the policies for conducting all NJCAA Men's and Women's Championship events.
- E. To decide upon a tournament site for all national championship events as per Article X of the NJCAA bylaws.
- F. To review and select sites and hotels for the NJCAA Annual Meeting.
- G. Conflict of Interest:
 1. To avoid an actual, potential or the appearance of a conflict, NJCAA Championship Events Committee members shall absent themselves during any substantive discussions and recuse themselves from any vote involving the following:
 - a. A college at which they are currently employed;
 - b. A member college within their respective region;
 - c. A member college at which the committee member has been employed within the past five years.

COMMITTEES ON CROSS COUNTRY (MEN & WOMEN)

- A. To recommend policies for conducting the NJCAA Cross Country Meet.
- B. To recognize the All-American Cross Country Teams based upon national championship results.

COMMITTEE ON DISTRICTING (REGIONAL)

- A. To recommend policies for the creation of new regions and/or for the change in boundaries of present regions when change is desired or recommended.
- B. To review requests for adjustments in districting and making recommendations for cases which fall outside the established policies.
- C. To use the following established guidelines for districting:
 1. Division shall be recommended only if the said region can be divided with not less than 40 percent (40%) of both the men and women members in a given division.
- D. Division shall be recommended only if the region and/or member schools involved agree and submit a satisfactory plan of division to the Committee on Districting, sixty (60) days prior to the NJCAA Annual Meeting. Submissions to change regions will be evaluated upon the following criteria; however the committee reserves the right to request additional/pertinent information on a case by case basis.
 1. Request deadline for submission is December 1. Implementation will go into effect one year later if approved at the NJCAA Annual Meeting.
 2. Required information: Official letter of request to change regions must come from the institutions President and Athletic Director.
 3. Information: a. Geographical; b. Budgetary; c. Regular Season/Postseason Play.

The above information will also be weighed and considered based on reviews from the Region Directors of each region, the NJCAA National Office and the Districting Committee.

- E. Conflict of Interest:
 1. To avoid an actual, potential or the appearance of a conflict, NJCAA Districting Committee members shall absent themselves during any substantive discussions and recuse themselves from any vote involving the following:
 - a. A college at which they are currently employed;
 - b. A member college within their respective region;
 - c. A member college at which the committee member has been employed within the past five years.

COMMITTEES ON DISTRICTING – DIVISION I/ II/ III (SPORT)

- A. To review all districting/redistricting proposals submitted in accordance with Article XVI, Section 3 of the NJCAA bylaws. The review will cover all aspects of the proposed district, including but not limited to, geographical proximity as well as number of colleges included within each district.
- B. To decide upon a districting format in conjunction with the sport committee chair.
- C. To recommend to the Executive Committee the policies for sport redistricting.

COMMITTEE ON ELIGIBILITY

- A. To receive and evaluate requests in concert with NJCAA legal counsel, for eligibility changes from member colleges and present to the Board of Directors for action.
- B. To recommend policies for administration of eligibility regulations.
- C. To advise on interpretations made by the NJCAA staff. These include, but are not limited to, cases which clarify rules or even specific rulings, should such ruling be contested.
- D. To approve all procedural changes to applications, forms and official documents required by the NJCAA. Policy decisions shall remain with the assembly, but those items, which implement these policies, fall under the role of the committee.
- E. The role of the committee shall become proactive in nature. In this role it shall be the responsibility of the committee to set the tone and provide the leadership for presenting proposals which are in the best interest of the NJCAA organization, NJCAA sports, member schools and most importantly, the student-athlete.
- F. The responsibilities of the Eligibility Committee would include, but would not be limited to:
 1. Developing philosophical statements prior to the mailing for the call for rule changes by the membership. Such statements would "set the tone" for those items which would be in concert with the Eligibility Committee's interpretation of the need for organizational action, interaction with the Officers, Executive Committee, Strategic Planning committee as well as related actions by similar (NCAA) or complementing (AACC) organizations and by CEO's and Boards of Control of the membership schools. All these would be factored into the philosophical statement and would serve notice as to the intended direction which the eligibility committee would respond to submission for changes.
 2. The committee would write its own platform and recommended rule changes to ensure consideration of support of the philosophical position. Thus, as the NJCAA staff provides suggestions for improved office operation, the Eligibility Committee will shape rule changes to achieve appropriate eligibility standards.
 3. The committee would have the authority and be charged with the responsibility to condense, consolidate or summarize the requests of the membership for rule changes such as to clearly delineate the issues.

COMMITTEE ON FINANCE AND BUDGET

- A. To prepare the annual budget for reviewing the financial requests from the officers and committees and present the same at the NJCAA Annual Meeting.

COMMITTEE ON FOOTBALL

- A. To coordinate with the NJCAA National Office procedures for conducting the NJCAA Championship Football Games.
- B. To recommend policies and procedures for the national ranking of football teams.
- C. To select the All-American Football Team.

COMMITTEES ON GOLF – MEN (DIVISION I/II/III) & WOMEN

- A. To recommend policies for conducting the respective Women's and Division I/II/III Men's NJCAA Golf Championships.
- B. To recognize the Women's and Division I/II/III Men's All-American Golf Teams based upon national championship results.

COMMITTEES ON HALF MARATHON (MEN & WOMEN)

- A. To recommend policies for conducting the NJCAA Half Marathon Championships.
- B. To recognize the All-American Half Marathon Teams based upon national championship results.

COMMITTEE ON HEALTH AND SAFETY

- A. To recommend and propose policies to the NJCAA membership.
- B. To help ensure the safe participation and environment of NJCAA student-athletes.

~~COMMITTEE ON ICE HOCKEY (Deleted August 1, 2017)~~

- ~~A. To recommend policies for conducting the NJCAA Ice Hockey Championship.~~
- ~~B. To select the All-American Ice Hockey Team.~~

COMMITTEES ON LACROSSE (MEN & WOMEN)

- A. To recommend policies for conducting the NJCAA Lacrosse Championships.
- B. To select the All-American Lacrosse Teams.

COMMITTEE ON NOMINATIONS AND ELECTIONS

- A. To recommend policies and procedures for conducting elections for national officers.
- B. To present its report, to include the slate of candidates for each office to be filled at the first General Session (J). The following time schedules will be utilized in the following categories:
 - 1. NJCAA OFFICERS
 - a. The following time schedule will be utilized in the election process:
 - (1) January 15 – The committee chairperson must circulate a list of annual vacancies to the membership.
 - (2) March 15 – Members of the organization desiring to become candidates for a national office position must submit to the committee chairperson the following:
 - (a) Indicate office for which they are filing.
 - (b) A brief biographical sketch supporting his/her candidacy.
 - (c) A statement from their CEO indicating approval and support of their candidacy.

If the slate of officers is not filled, nominations from the floor will be accepted. If the nominee from the floor is elected, the candidate will have seven (7) days from the conclusion of the NJCAA Annual Meeting to provide the chair with the above requirements.

2. PRESIDENTIAL REPRESENTATIVES

- a. The Presidential Representatives shall be elected from six geographical districts by the CEO's of the member colleges, of the respective districts for three year terms, based on the following rotation – Northeast and Central Districts (2018); Northwest and East Central Districts (2019); Southwest and Southeast Districts (2020).
- b. The Southwest District shall be comprised of Regions 1, 2, 5 and 14.
The Northwest District shall be comprised of Regions 6, 9, 13 and 18.
The Central District shall be comprised of Regions 4, 11, 16 and 24.
The Northeast District shall be comprised of Regions 3, 15, 19 and 21.
The Southeast District shall be comprised of Regions 8, 17, 22 and 23.
The East Central District shall be comprised of Regions 7, 10, 12 and 20.
- c. The following timetable will be utilized in the election process:
 - (1) November 1 - The Nominations and Elections Committee will call for nominations.
 - (2) January 15 - Nominations close.
 - (3) February 1 - Ballots sent to member college Chief Executive Officers.
 - (4) March 1 - Ballots to be returned.
- d. The committee will then:
 - (1) Screen all candidates to determine eligibility for office.
 - (2) Present its written report to include the slate of candidates at the first General Session (J) of the NJCAA Annual Meeting. If the slate of officers or presidential representatives is not filled, nominations from the floor will be accepted.
 - a. Candidates nominated from the floor must present to the Committee Chairperson, prior to the General Session, at which the election(s) will be conducted as follows:
 - i. A brief biographical sketch supporting his/her candidacy.
 - ii. A statement from their CEO indicating approval and support of their candidacy (fax acceptable).
 - (3) Conduct the election(s) at the last applicable General Session (J), (M), or (W) of the NJCAA Annual Meeting.
- C. Prior to the election(s), not more than three individuals (Region Directors, Assistants and Presidential Representatives) shall be allowed to speak on behalf of a candidate. Each presentation to be limited to two (2) minutes. Each speaker must indicate their desire to speak with the Committee Chairperson prior to the meeting.
- D. Allow each candidate a maximum of five (5) minutes to speak to their qualifications for office following their nomination. A blind draw will be used to determine the speaking order.
- E. Conduct a secret ballot election(s) at the last applicable General Session (J), (M), or (W) of the NJCAA Annual Meeting.

COMMITTEE ON SERVICE AND RECOGNITION

- A. To recommend to the Board of Directors the names of individuals who have distinguished themselves on a national level through service, merit, or achievement for consideration for the following awards: Achievement Award, Mary Ellen Leicht Service Award, Loyalty Award, Merit Award, Reed K. Swenson Leadership Award and Appreciation Award.

COMMITTEES ON SOCCER - DIVISION I/III (MEN & WOMEN)

- A. To recommend policies for conducting the respective Division I/III Men's and Women's NJCAA National Soccer Championships.
- B. To select the respective Division I/III Men's and Women's All-American Soccer Teams.

COMMITTEES ON SOFTBALL - DIVISION I/II/III

- A. To recommend policies for conducting the respective Division I/II/III NJCAA Softball Championships.
- B. To select the respective Division I/II/III All-American Softball Teams.

COMMITTEE ON STANDARDS AND ETHICS

- F. Purpose:
 - 1. The Standards and Ethics Committee will investigate complaints of alleged violations of NJCAA rules, procedures and/or codes of ethical conduct (exclusive of violations of eligibility rules) by member institutions, their representatives, affiliates and/or student-athletes.
 - 2. The Standards and Ethics Committee will render a decision for infractions of rules, procedures and codes of ethical conduct which may include (but is not limited to) warning, probation, suspension and loss of membership.
 - 3. The Standards and Ethics Committee will recommend handbook policies and procedures regarding adjudication of violations of the NJCAA rules, procedures and codes of ethical conduct (exclusive of violations of eligibility rules) with appropriate penalties.
- G. Procedure:
 - 1. A written, signed letter of complaint must be forwarded to the NJCAA National Office outlining the nature of the violation. The letter of complaint must detail the alleged violation and name of the accused institution and/or student-athlete. Any student over the age of majority must represent him/herself.
 - 2. The complaint must be forwarded in writing to the members of the Standards and Ethics Committee and must include the statement of complaint noting the sections of the handbook violated.
 - 3. The Chair of the Committee will notify the Athletic Director and President of the accused institution requesting a response to the allegations. Notification will be in writing and must be made within 48 hours of receipt of the complaint by the Chair of the Committee.
 - 4. The Athletic Director of the accused institution has five (5) business days to respond to the Standards & Ethics Committee regarding the allegations. The response must be in writing, either via email or certified mail.
 - 5. The Standards and Ethics Committee will convene within five (5) business days via teleconference to deliberate the issues and render a decision along with any appropriate penalties.
 - 6. After the Standards and Ethics Committee has rendered a decision, the Chair of the Committee will notify the complainant and the accused institution of the decision. The Chair of the Committee must make notification in writing within two (2) business days.
 - 7. Should the accused institution choose to appeal the Standard and Ethics Committee's decision, they must adhere to the appeal process as outlined in Article VIII of the NJCAA bylaws.
- H. Conflict of Interest:
 - 1. To avoid an actual, potential or the appearance of a conflict, NJCAA Standards and Ethics Committee members shall absent themselves during any substantive discussions and recuse themselves from any vote involving the following:
 - d. A college at which they are currently employed;
 - e. A member college within their respective region;
 - f. A member college at which the committee member has been employed within the past five years.

COMMITTEE ON STATISTICS

- A. To recommend policies and procedures to the Board of Directors relative to the statistical reporting procedures for all member colleges in all sports.
- B. To be proactive in assessing the statistical needs of the association in order to best serve the membership and student-athletes.
- C. To receive and act upon all recommendations made to all sport committees relative to all statistical reporting procedures.

COMMITTEES ON SWIMMING AND DIVING (MEN & WOMEN)

- A. To recommend policies for conducting the NJCAA Swimming and Diving Meets.
- B. To name the All-American Swimming and Diving Teams.

COMMITTEES ON TENNIS - DIVISION I/III (MEN & WOMEN)

- A. To recommend policies for conducting the respective Division I/III Men's and Women's NJCAA Tennis Championships.
- B. To recognize the respective Division I/III Men's and Women's All-American Tennis Teams based upon national championship results.

COMMITTEES ON TRACK AND FIELD – INDOOR/OUTDOOR DIVISION I/III (MEN & WOMEN)

- A. To recommend policies for conducting the Men's and Women's NJCAA Indoor and Division I/III Outdoor Track and Field Meets.
- B. To recognize new records if conditions under which they were set are satisfactory and verified.
- C. To adjust national qualifying standards annually.
- D. To recognize the Men's and Women's Indoor and Division I/III Outdoor All-American Track and Field Teams based upon national championship results.

COMMITTEES ON VOLLEYBALL - DIVISION I/II/III

- A. To recommend policies for conducting the respective Division I/II/III NJCAA Volleyball Championships.
- B. To select the respective Division I/II/III All-American Volleyball Teams.

COMMITTEE ON WRESTLING

- A. To recommend policies for conducting the NJCAA Wrestling Championships.
- B. To recognize the All-American Wrestling Team based upon national championship results.

ARTICLE XVII - AMENDING THE BYLAWS

This section has been moved to Article IX.

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ARTICLE XVIII - SPORTSMANSHIP

Section 1 - General Sportsmanship Expectations: A basic principle of NJCAA athletic competition is to develop and foster respect for fellow participants, coaches, officials and spectators. Article XVIII applies to all athletic events involving NJCAA member institutions, conferences and/or regions. Sport rulebooks may apply rules and regulations that are more restrictive than those found in this section.

- A. Participants will recognize their responsibility for proper conduct before, during and after every contest.
- B. Coaches and Athletic Directors will recognize and assume responsibility for the behavior of themselves, players, staff, game management personnel and representatives of the respective NJCAA member institution.

Section 2 - Ejections

A. Violent

A.1. Violent behavior is defined as:

- A.1.a. An act in which physical contact or an attempt to make physical contact occurs with the purpose to do damage, harm, intimidate, incite a fight or otherwise injure a player, coach, referee, spectator or game management personnel or damage property.
- A.1.b. Engaging in hostile or abusive language or harassment that refers to race, religion, sex, sexual orientation and national origin and/or other threatening language.
- A.1.c. An act in which any bench personnel other than the head coach (or in the absence of the head coach the acting head coach) leave the bench area or designated warm-up area when a fight may break out or has broken out.

A.2. Penalties - The following penalties will be assessed if a game official ejects a player, coach, team personnel, staff member, or game management personnel for violent unsportsmanlike behavior:

- A.2.a. Immediate ejection and removal from the venue as defined by sight and sound.
- A.2.b. Mandatory ejection and removal from the venue for any bench personnel other than the head coach who leaves the bench or designated warm up area when a fight may break out or has broken out.
- A.2.c. A two contest suspension to be served during the next two regularly scheduled or postseason contests. Suspension of a coach or player at the end of a season of play shall carry over to the following season.
- A.2.d. Should the player, coach or team personnel be ejected for violent behavior a second time during the season, that individual shall be prohibited from participating in athletic contests of that institution for the remainder of the academic year, including postseason play.
- A.2.e. Penalties shall be imposed automatically by the offending institution with suspensions to be in effect for the next two regularly scheduled contests as appearing on the published schedule of the institution at the time of the ejection.
- A.2.f. The referee may end the contest.

A.3. Failure to report and/or comply - Failure to report and/or comply will result in:

- A.3.a. For the first occurrence, the penalties will double for the offending participant, with the head coach also serving the doubled portion of the penalty and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.
- A.3.b. For the second occurrence, the penalties will double and a sanction of probation shall be given to the offending institution for that sport in that year.
- A.3.c. Games played during the time of failure to report and/or failure to comply with Article XVIII, Section 3.A. must be forfeited

B. Non-Violent

B.1. Definition - Non-violent unsportsmanlike behavior is defined as profanity, vulgar gestures, trash talking, taunting or abusive language directed at players, coaches, referees, game management personnel and/or spectators. The use of tobacco or alcohol during NJCAA sponsored events is prohibited within this rule.

B.2. Penalties - The following penalties will be assessed if a game official ejects a player, coach, team personnel, staff member, or game management personnel for non-violent unsportsmanlike behavior:

- B.2.a. Immediate ejection and removal from the venue as defined by sight and sound.

- B.2.b. For the first non-violent ejection of the sport season, a one contest suspension to be served during the next regularly scheduled or postseason contest. Suspension of a coach or player at the end of the season of play shall carry over to the following season. For the second non-violent ejection of the sport season, a two game suspension shall be served. For the third non-violent ejection of the sport season, a four game suspension shall be served. Each subsequent ejection will result in a doubling of the suspension previously served.
- B.2.c. Penalties shall be imposed automatically by the offending institution with suspensions to be in effect for the next regularly scheduled contest as appearing on the published schedule of the institution at the time of the ejection.
- B.3. Failure to report and/or comply - Failure to report and/or comply will result in:
 - B.3.a. For the first occurrence, the penalties will double for the offending participant, with the head coach also serving the double portion of the penalty and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.
 - B.3.b. For the second occurrence, penalties will double and a sanction of probation shall be given to the offending institution for that sport in that year.
 - B.3.c. Games played during the time of failure to report and/or failure to comply with Article XVIII, Section 3.A. must be forfeited.
- C. Ejection of the Head Coach: The game shall be terminated and a forfeit declared if the head coach is ejected and there is no assistant coach or other college staff contractually bound to the institution willing to assume responsibility for the team.

Section 3 - Non-Collegial Incident

- A. Definition - Any act or incident not in accordance with Article XVIII, Section 1 and or any sportsmanship situation not appropriately ruled on by the game officials in charge of the contest in accordance with NJCAA bylaws. Examples: multiple ejections, bench clearing altercations, postgame altercations, game official(s) in charge of the contest does not allow the contest to be completed in its entirety.
- B. Penalties – Will be administered by the NJCAA National Office on a case by case basis in support of Article XVIII Section 1.
- C. Failure to report and/or comply - Failure to report and/or comply will result in:
 - C.1. For the first occurrence, the penalties will double for the offending participant, with the head coach also serving the double portion of the penalty and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.
 - C.2. For the second occurrence, penalties will double and a sanction of probation shall be given to the offending institution for that sport in that year.
 - C.3. Games played during the time of failure to report and/or failure to comply with Article XVIII, Section 3.A. must be forfeited.

Section 4 – Entering Spectator Area: No player, coach or bench personnel may leave the playing area and enter into the spectator area of the facility to engage in any type of verbal or physical conflict. Penalty for violation of this rule shall be immediate ejection from the contest and suspension from all intercollegiate athletic contests of that institution for the remainder of the academic year including playoffs.

Section 5 – Reporting

- A. Single Person Ejections – In the case where a single incident resulted in a single individual being ejected, the report must be communicated to the Regional Director by noon the next business day.
 - A.1. The Athletic Directors of the member institutions involved in the contest shall notify, in writing, their respective Regional Director (or designee) following the ejection(s) by noon local time of the first business day following the event. (Note: Reporting procedures must be followed for all regular and postseason competition).
 - A.2. Ejection Reports – Ejection reports of violent ejections will include a written notification to the President with a copy sent to the Athletic Director of the offending college. This notification will be sent by the Regional Director or his/her designee in the region where the college of the offending player or coach resides.
- B. Multiple Person Ejections and Non-Collegial Incidents - In the case of an incident where two (2) or more individuals are ejected, in a single incident, or in the case of a Non-Collegial Incident, the report must be communicated to the NJCAA National Office by noon the next business day.
 - B.1. Game officials do not have to eject players, personnel or a coach to require this report.
 - B.2. The Athletic Directors of the member institutions involved in the contest shall notify, in writing, the NJCAA Executive Director following any incident which involves two or more individuals by noon local time of the first business day following the incident. (Note: Reporting procedures must be followed for all regular and postseason competition).
 - B.3. A copy of the report should be sent to the respective Regional Director in addition to the NJCAA Executive Director.
 - B.4. Details of Report – Multiple Person and Non-Collegial Incident Reports must include a detailed accounting of the following:
 - B.4.a. Date and location of incident

- B.4.b. Names of individuals involved in the incident
- B.4.c. Names of schools involved in the incident
- B.4.d. Specific details of the incident
- B.4.e. Were there any ejections as a result of the incident? If so, provide details.
- B.4.f. Is there a video of the incident? If there is a video it should be provided with the report.

C. Regional Director Reporting Structure for Ejections:

- C.1. The Regional Director or his/her designee shall keep a record of all ejections in their respective region. The record shall include the name of the person ejected and institution, the date of the ejection, the reason for the ejection and the penalty imposed.
- C.2. The Regional Director or his/her designee shall supply an end of the year report of the ejections occurring in the Region. The report shall include the number of ejections and the penalties assessed by sport. Copies of the end of the year report shall be given to the Region, the Sport Committee and the Standards and Ethics Committee by June 15 of that academic year.

Section 6 - Jurisdiction

- A. Single person ejections - Region Level
- B. Multiple person ejections and Non-Collegial incidents - NJCAA National Office

Section 7 – Appeals

- A. Participants in all NJCAA certified sports are subject to the penalties listed for the ejections.
- B. There is no appeal of a game(s) suspension resulting from an ejection by a game official except:
 - B.1. When there is the college's irrefutable game video evidence that the wrong student-athlete(s)/coach(s) was ejected. If the wrong student-athlete(s)/coach(s) was ejected, the penalty will be assessed to the student-athlete(s)/coach(s) in violation and he/she will serve the complete suspension.
 - B.2. All game suspensions will be in effect during the appeals process.
 - B.3. Only the institution of the student-athlete(s)/coach(s) that was ejected can appeal.
 - B.4. The NJCAA National Office will rule on all appeals.
 - B.5. The level of the ejection cannot be appealed (violent vs. non-violent).
- C. ~~There is no appeal of a ruling made by the NJCAA National Office in the case of a non-collegial incident. The NJCAA has a zero-tolerance philosophy when it comes to sportsmanship that is found to be less than the expected standard, and the negative image-unsportsmanlike conduct brings to our member colleges and association, when it is exhibited by our student-athletes, coaches and/or personnel.~~ Deleted as of August 1, 2017

Section 8 - Game Officials and Game Management Personnel: An act in which verbal abuse, physical contact or an attempt to make physical contact occurs with the purpose to do damage, harm, intimidate, incite a fight or otherwise injure a game official and/or game management personnel will lead to a suspension for a minimum of two games and a maximum of one year.

Section 9 – Suspensions: Personnel and athletes suspended under these NJCAA rules shall not be allowed in the facility/gym/field/complex before or during the contest and may not coach or participate before the game, during play, or at half-time. Suspended individuals must remain out of sight and sound of and from the venue while serving a suspension.

- A. Suspended coaches may travel with the team.
- B. Suspended athletes may not travel with the team while serving a suspension.

ARTICLE XIX

RULES OF ORDER FOR CONDUCTING MEETINGS

Section 1. The latest edition of Roberts Rules of Order shall be the manual of procedure for conducting meetings of the NJCAA.

ARTICLE XX

CODE OF CONDUCT FOR ALL NATIONAL EVENTS, CONTESTS AND TOURNAMENTS SPONSORED BY THE NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION

This code of conduct applies to all region, district and national events, contests and tournaments sponsored by the National Junior College Athletic Association. Violations of the code of conduct occurring during the regularly scheduled season events shall be referred to the respective conference or region Standards and Ethics Committee. The jurisdiction of the NJCAA Code of Conduct ends when colleges competing in such tournaments arrive back on their respective campuses.

Code of Conduct

- A. Participants shall recognize the responsibility for proper conduct at any national tournament, event or contest sponsored by the NJCAA or its member colleges.
- B. Coaches shall recognize and assume responsibility for the actions of themselves and the team members. Each coach who has participants competing in the event shall be responsible for informing each participant about the Code of Conduct.

Behavior

Coaches, players and institutional personnel must remember that they are representatives of an institution of higher learning, its faculty, administration and student body. As such, they are expected to conduct themselves in a manner which would reflect credit on their team, institution, region and the NJCAA. Student-athletes, coaches and institutional personnel who are participating in NJCAA events are subject to all NJCAA rules, regulations and penalties as stated in the NJCAA Handbook as well as local, state and federal laws.

Inappropriate and unacceptable behavior by coaches, players or institutional personnel will not be tolerated before, during, or after contests; at the hotel or in public while representing their college. This Code of Conduct does not replace Article XVIII of the NJCAA Handbook. Unacceptable forms of behavior include, but are not limited to:

1. Fighting
2. Taunting
3. Inappropriate celebration
4. Disrespectful attitude toward opponents, officials, tournament administrators
5. Use of profane and vulgar language
6. Use of tobacco, drugs and/or alcohol (including but not limited to e-cigarettes, vaping, etc.)
7. Disrespectful attitude toward host hotel personnel
8. Unlawful activities
9. Physical abuse or damage to property

Derogatory Comments

Coaches, athletes or institutional personnel shall not make derogatory public comments regarding administration of a tournament or officiating of contests during post game interviews or at other times; to print or broadcast media, in news releases or institutionally produced news releases or under any conditions when their comments may become public. The head coach shall be fully responsible for assuring that no public comments are made by the coaching staff, student-athletes or institutional personnel about officiating, fighting or other incidents which occur during contests.

A coach shall not address or permit anyone in the team area to address uncomplimentary remarks to any game official during the progress of a contest or engage in conduct which might incite student-athletes or spectators against officials.

Reporting

Violations of the Code of Conduct may be reported to the Executive Director of the NJCAA or his/her designee.

Procedures and Penalties

Immediate Action

Where immediate action is needed to alleviate or control a situation, the Executive Director or his/her designee shall have the authority to act at his/her sole discretion. Examples of events which would require immediate action include, but are not limited to, the following:

- Allegation of serious misconduct requiring immediate suspension of institutional personnel or student-athletes from competition.
- Instances where the Executive Director or his/her designee deems it necessary to protect the equity and integrity of the competition.
- Protection of the event's officiating program, particularly in an instance where public comments by an institutional representative may affect competition.
- Any instance or circumstance which might affect the safety of officials, participants or spectators attending the event.

Penalties-Immediate Action

The Executive Director or his/her designee may issue any penalty that he/she believes appropriate to any student-athlete or institutional personnel who has violated the regulations pertaining to conduct when the Executive Director or his/her designee concludes that immediate action is required. The actions of the Executive Director or his/her designee shall be final and binding but shall be reported to the Standards and Ethics Committee within one (1) week.

Timely Action

In cases where immediate action is not required but where sanctions are warranted, the Executive Director or his/her designee may issue the following penalties:

Reprimand: The Executive Director or his/her designee or the NJCAA Standards and Ethics Committee may issue a letter of reprimand to the coach, player or institutional personnel who violates the regulations pertaining to conduct. Copies of the letter of reprimand will be sent to the Director of Athletics and the President of the institution.

Probation, suspension and other penalties: If the misconduct is serious enough, the Executive Director or his/her designee may issue other penalties which may include, but are not limited to, probation, suspension or disqualification of the coach, player or institutional personnel from participating in one or more contests.



2017-18 NJCAA OFFICIAL HANDBOOK & CASEBOOK



CASEBOOK

EDITED BY THE ELIGIBILITY ADMINISTRATORS
OF THE NJCAA NATIONAL OFFICE

FORWARD: This Casebook is a supplement to Articles V, VI, VII, XI, and XVIII of the NJCAA bylaws. The cases shall be used for official interpretations and are binding after their publication and circulation to the membership.

The following is a summary of significant bylaws passed at the 2017 NJCAA Board of Directors Meeting, which are binding for the 2017-18 academic year:

Deadline for Electronic Submission of Eligibility Forms associated to Recertification

Article V, Section 3.B.2.b will now require that recertification take place prior to the first contest outside of the 20 calendar day window following the end of the previous term. The new wording eliminates the 15 calendar day allowance at the beginning of the academic term to recertify online eligibility in multiple term sports.

New Procedures for Audits

Article V, Section 3.B.6 The NJCAA will begin looking at audits in segments. Effective August 1, 2017 audits will be broken down into either Eligibility or LOI/Scholarship segments. In addition, the NJCAA can still request and review full audits which include both segments. Member colleges who have a sport on probation will now have full audits completed on the team on probation plus three other teams. The NJCAA will no longer audit all sports at a college when on probation.

Allowance to Provide Medical Care for Minor Illnesses

Article V, Section 7 Member colleges may provide access to medical care for minor illnesses.

Allowance to Provide Flu Shots

Article V, Section 7 Member colleges may provide access to Flu Shots on an annual basis to student-athletes.

Deletion of the Option for an Oral Appeal

Article VIII, Section 3 The Board of Directors eliminated the option for an oral appeal. The elimination of the oral appeal option was needed as the Executive Committee met in person so few times throughout the year that an oral appeal was not a viable option for many colleges based on when their appeal was needed.

Creation of a Sanction Review Committee as part of the NJCAA Appeal Process

Article VIII, Section 3.D.3 The Sanction Review Committee will create a checks and balances of sanctions. The addition of this committee will create an avenue for an alternate sanction as opposed to the "one size fits all" sanction.

Elimination of the Transfer Tracking Form as a Required Document

The Board of Directors eliminated the Transfer Tracking Form as a required document. The NJCAA still considers the document highly recommended and the form can still be found on the MVP site under download documents.

Increased LOI Slots for both Men's and Women's Soccer

Sports Procedures The maximum number of LOIs increased from 18 to 24 for men's and women's soccer.

New Start Date for Wrestling

Sports Procedures A new start date of October 1st was established. The new start date better coincides with the requirements of the weight management protocol which must be adhered to.

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Article I - Membership Dues & Responsibilities

Membership Dues & Responsibilities

Case 1 Date Payable

Effective August 1, 2016, membership dues and membership applications are due to the NJCAA National Office no later than September 15th. Failure to meet this deadline will result in a \$500.00 late fee. Member colleges who fail to pay their membership dues by October 1st will not be NJCAA members for the academic year.

Case 2 Probationary Year – Postseason Participation

SITUATION:

An institution accepted for new membership in the NJCAA only fields club teams the first year in the association. Have they met the membership requirement and are they eligible for postseason participation in their second year in the association?

ANSWER:

No, the member college is required to follow all rules and regulations of the association and if they only fielded club programs then they have not adhered to association bylaws as required since they did not have to submit eligibility.

Case 3 NJCAA National Office Contact Policy

SITUATION:

The basketball coach at Community College A calls the NJCAA National Office with an eligibility question. The coach states that his/her athletic director is out of the office. What is the contact policy of the NJCAA National Office regarding this coach's question?

ANSWER:

The NJCAA National Office's contact policy is that only three people from each member college may contact the NJCAA National Office: 1. the college president, 2. the athletic director, and 3. the designated representative. If the basketball coach is not one of these three people, the National Office Staff will not answer his/her question. The basketball coach would then need to go through one of the three people on the contact list to have their question answered by the NJCAA National Office.

Case 4 Eligibility Compliance Training

Beginning August 1, 2012, all member colleges must attend at least one compliance workshop, conducted by the NJCAA, once every three years to remain in good standing with the NJCAA. Members had until August 2015 to attend their first eligibility seminar. Once they attend their first seminar the three year cycle will begin and the member college is responsible for attending at least one eligibility seminar every three years. Failure to attend an eligibility training session will remove the member college from "Good Standing". A member college not in "good standing" is not eligible for postseason competition.

Case 5 Off-Campus Facilities

SITUATION:

Community College A does not have its own soccer field on campus. They rent a local field which is a few miles off of campus for their practices and games. May the school conduct off season training at the off campus facility?

ANSWER:

Off campus athletic contact is not permitted between coaches and current players or recruits who have been signed to an NJCAA Letter of Intent in the off season. In the case where a member college does not have their own primary sport facility, they may request, in writing, an exception from the NJCAA National Office to designate the off campus facility as their home facility.

Case 6 Multi-Campus Interpretation

SITUATION:

Multi-campus institutions paying a single NJCAA membership, may allow athletes to participate at a campus while simultaneously being enrolled full-time at another campus, under the following guidelines:

1. The various campuses involved have a common title.
2. The various campuses involved have a common CEO.
3. The various campuses involved are not individually accredited.
4. The various campuses do not duplicate any sports.
5. The various campuses must designate one individual per system as the contact.
6. Multi-campus designation must be approved by the NJCAA.

Case 7
Multi-Campus Participation

SITUATION:

Student-Athlete R enrolls full-time in an NJCAA institution with three campuses. Each campus pays dues to the NJCAA for the upcoming academic year. Basketball is offered on Campus A and on Campus B. Student-Athlete R attends Campus C, which does not offer basketball. May Student-Athlete R participate in basketball at Campus A? May Student-Athlete R participate in basketball at Campus B?

ANSWER:

No, the three campuses do not qualify for the multi-campus designation as they duplicate sports as well as have three independent NJCAA memberships. Student-Athlete R is not eligible to play basketball unless enrolled as a full-time student at either Campus A or Campus B. Student-Athletes must be enrolled in 12 or more credits at the college at which they choose to participate.

Article V - Student-Athlete Eligibility

ACADEMIC ELIGIBILITY

Case 1
NJCAA Grandfather Clause

SITUATION:

Student-Athlete R enrolled in an NJCAA member college during the 2012-2013 academic year, and participated in lacrosse. Student-Athlete R enrolled in the same NJCAA member college during the 2013-2014 academic year, yet did not participate in any NJCAA sanctioned sports. If Student-Athlete R enrolls in a NJCAA member college for the 2017-2018 academic year, which set of academic provisions must Student-Athlete R follow?

ANSWER:

All grandfather clauses from past bylaw changes ended, August 1, 1989. Therefore all NJCAA participants participating in the 2017-2018 academic year must satisfy the academic provisions published in the 2017-2018 NJCAA Handbook and Casebook, regardless of previous participation or when the initial enrollment occurred.

Case 2
Rule of Thumb - Credits

The rule of thumb used in the NJCAA regarding what credits may be used for NJCAA eligibility is if the college or program awarding the credits awards any degrees of higher education (AA through Masters). If they do award degrees of higher education then the credits offered by the college may be used for NJCAA eligibility purposes provided the credits show on an official transcript from the institution.

Usable Credits

Case 1
Usable Credits

SITUATION:

Student-Athlete R takes an online course that is not affiliated with an academic institution. They pass the course and have proof that the course is worth 3 credits. Are those three credits permitted to be used for NJCAA eligibility?

ANSWER:

The fact that the credits were earned from an entity that is not an academic institution, the only way that the credits can be used is if they are transferred to an academic institution and show on the official transcript.

Case 2
High School Advanced Placement Courses

SITUATION:

Student-Athlete R who is a freshman at Community College A has taken several Advanced Placement (AP) courses while in high school and has earned credit for college. Can Community College A accept these courses and count them towards eligibility?

ANSWER:

Yes. As long as these courses are included on an official college transcript, Community College A may accept these courses to use towards Student-Athlete R's eligibility.

Case 3
Continuing Education Courses

SITUATION:

Under what conditions may Continuing Education courses be utilized for NJCAA eligibility purposes?

ANSWER:

Courses offered through the Continuing Education Department or similar or offered for CEU's may not be used for NJCAA eligibility purposes.

Case 4
Earned/Passing Credit Hours vs. Attempted Credit Hours

SITUATION:

Student-Athlete R is a first semester freshman and attempts 14 credit hours in his first full-time semester at Community College A. Of the 14 credit hours attempted, Student-Athlete R earns/passes 8 credit hours. Student-Athlete R is a baseball player - is he eligible for participation during the spring term?

ANSWER:

No. Student-Athlete R did not **earn/pass** 12 or more credit hours to meet NJCAA bylaws. Also, the term must be counted as full-time because he **attempted** 12 or more credit hours.

NOTE: When establishing eligibility for a student-athlete use the **earned/passed** credit hours with the corresponding quality points to figure the GPA. NJCAA bylaws refer to "passing" credit hours. The number of full-time terms the student-athlete has been enrolled is figured by the attempted hours in each term. If the student-athlete has attempted (or been enrolled in) 12 or more hours for a term beyond the first 15 calendar days, that term is considered as a full-time term. On transcripts the Attempted Hours (AHRS) and the Earned Hours (EHRS) can sometimes be confusing. Please make sure to keep these two areas separate when establishing a student-athlete's eligibility.

Case 5
Certificate Programs at Technical or Trade Schools – How to Count Credits

SITUATION:

Student-Athlete R has attended a trade school for a period of time after high school graduation and has earned a certificate as well as 30-credit hours in welding. He is now attending Community College A full-time and wants to participate in athletics. How are these 30-credit hours counted towards his overall eligibility?

ANSWER:

If the welding program is *only* a certificate program and not a college degree program, the hours earned may not be used for eligibility purposes. Only if the certificate is earned in a college degree program, can those hours be counted towards eligibility.

GPA

Case 1
Computation of GPA

SITUATION:

Community College A calculates the GPA based upon the following scale:

A	=	4.00	B+	=	3.33	C+	=	2.33	D+	=	1.33
A-	=	3.67	B	=	3.00	C	=	2.00	D	=	1.00
			B-	=	2.67	C-	=	1.67			

Should Community College A use the GPA shown above to file NJCAA eligibility?

ANSWER:

Yes. NJCAA bylaws allow each college to determine the GPA by using the grade point average determination system in place within the college catalog. A pass/fail course may be computed as a "C" grade, if successfully completed. The same for a credit/no-credit course.

Case 2
Rounding the GPA

SITUATION:

Student-Athlete R passed an accumulation of 36 semester credits with a 1.9986 GPA. Can the 1.9986 be rounded up to 2.00 to satisfy the requirements of Article V, Section 2.D.2.e?

ANSWER:

No. In determining the GPA, it is not permissible to round up the computed GPA. The best hours concept may be used but rounding the GPA up is not allowed.

Case 3
Clock Hours

SITUATION:

Some community colleges use clock hours rather than credit hours in determining their student-athletes' load. Can clock hours be used to satisfy the requirements of this section?

ANSWER:

Yes. These hours count providing the number of clock hours the student-athletes take are equivalent to 12 "credit" hours of college work. Member colleges that use clock hours must submit their plans for conversion to the Office of Eligibility prior to filing their eligibility lists.

Case 4 Conversion of Semester and Quarter Credits

SITUATION:

Section 2.D.3 requires that a student-athlete accumulate 24 semester credit hours or 28/36 quarter credit hours prior to a second season of participation. How does one compute this requirement when a student-athlete has been in attendance at a college which offers quarter credits and another that offers semester credits?

ANSWER:

The proper procedure is to convert the credits from all previous colleges to the same type of credits which the college uses where the student-athlete will be participating.

- The formula for **converting quarter credits to semester credits** is to multiply $2/3 \times$ quarter credit hours = semester credit hours ($2/3 \times 36$ quarter credit hours = 24 semester credit hours).
- The formula for **converting semester credits to quarter credits** is to multiply $3/2 \times$ semester credits = quarter credit hours ($3/2 \times 24$ semester credit hours = 36 quarter credits).
- **The credits and quality points must all be converted to determine the credit hours and GPA.**
- **Likewise the number of full-time terms must be adjusted, 2 full-time semesters becomes 3 full-time quarters.**

NOTE: The general rule is that the conversion itself cannot make a student-athlete eligible.

Case 5 NJCAA Rules vs. Regional / Conference Rules

SITUATION:

NJCAA Region A wants to implement a rule limiting the number of scholarships allowed for a particular sport which is stricter than the national rule. Is Region A permitted to strengthen this rule and require all region members to abide by the strengthened standards?

ANSWER:

In most instances regions are allowed to implement rules which are more stringent than those in place at the national level. In cases where multiple conferences make up the region, the conference which holds the majority of votes will not be permitted to institute a regional rule solely based on numbers. In order to institute a regional bylaw which is stricter than the national rule in a multi conference region a unanimous vote must be collected in order to adopt the new requirements. The change will not be allowed with a majority vote. Conference membership is voluntary but regional membership is mandatory based on NJCAA membership and a member college may not decline regional membership.

Case 6 College Rules and Athletic Eligibility

SITUATION:

Student-Athletes at Community College A are required to maintain a 2.15 overall GPA in a degree program to be eligible to participate in intercollegiate athletics. The NJCAA does not require an overall 2.15 GPA and Student-Athlete R would like to participate in an NJCAA regional tournament. Is Student-Athlete R eligible to participate if he/she satisfies the academic progress eligibility rules but not the requirements of the college?

ANSWER:

No. A conference or region may establish rules that are more stringent than the NJCAA rules. According to NJCAA bylaws, student-athletes must satisfy the institution rules, conference rules and NJCAA rules to be eligible for athletic participation.

Incomplete Grades

Case 1 Incomplete (I) Grades

SITUATION:

During the first term of college attendance at Community College A, Student-Athlete R initially enrolls in 12 credit hours. At the completion of the term Student-Athlete R passes 9 credit hours and receives an incomplete grade in a 3 credit hour course. Is Student-Athlete R eligible to compete in the intercollegiate athletic program at Community College A during the second term?

ANSWER:

No. Student-Athlete R remains ineligible until the incomplete grade has been completed. There is no deadline for completing this incomplete grade since after completing and passing this class, the incomplete grade on the fall transcript will change to the grade earned by the student. If that incomplete grade, in this case, becomes a passing grade, Student-Athlete R will then have successfully passed 12 hours with a 1.75 GPA or higher from his/her first full-time term, thus satisfying NJCAA bylaws. However, if Student-Athlete R does not pass this class, he/she will remain ineligible. The deadline for adding students to eligibility must be met as well.

Intersession

Case 1

Clarification on Winter Intersession Classes and their Completion Deadlines

To further clarify when intersession classes must end in order to use them for eligibility please see the following examples. Please remember that the following is the ruling for winter intersession classes and those classes that may start concurrently with the beginning of the term but are completed before the end of the term.

SITUATION:

Community College A has a student-athlete who is ineligible after the fall term and is trying to become eligible for the spring term by satisfying one of the first season academic requirements. The student needs to pass this class. What is the deadline for completing the class in order to use the class for spring term eligibility?

ANSWER:

The class must be completed, passed and have a grade posted on or before the “15th calendar day” of the spring term. If these three requirements are satisfied, the course grade may be used for eligibility purposes. The student-athlete becomes eligible when their eligibility is submitted in the NJCAA online system. Again, this class can be used for eligibility if completed, passed and have the grade posted on or before the 15th calendar day of the spring term. Please also remember that if this class is being used for academic progress eligibility for the spring term, the student-athlete cannot use this class towards their full-time status for the spring term, therefore they must be enrolled in an additional 12 credits for the spring term.

However, if the class ends after the 15th calendar day of the spring term or verification of the successful completion of that class is not available on or before the 15th calendar day, then that class cannot be used to establish eligibility for the spring term and the student-athlete will remain ineligible for the term.

The second season academic requirement rule begins with “Prior to a student-athlete’s participation in a second season of participation”. If Community College A has a second season athlete who is trying to satisfy this rule, he/she has until the date the class has been completed with the grade posted and will become eligible at the point of eligibility certification online. This must be met prior to the student-athlete beginning his/her second season of participation.

EXAMPLE:

A baseball player is ineligible for the spring term having only earned 21 credit hours. However he meets the previous term requirement of 12/2.00 from the fall term. The spring term starts on January 15 and the baseball season does not start until March 1. A 3 credit hour class that he wants to use for spring eligibility starts on January 15 but does not end until March 10, after the start of the season. This student-athlete remains ineligible until the class has ended with the grade posted and eligibility submitted online. This 3 credit hour class cannot be used for full-time status during the spring term, therefore he will need to enroll in an additional 12 credit hours for the spring term since he is using this class to become eligible for the spring term.

CLEP Credits

Case 1

Total CLEP Hours that may be used for NJCAA Academic Progress Eligibility

SITUATION:

Student-Athlete R has accumulated 12 credit hours in a foreign language by taking and passing CLEP exams prior to entering college. Can the student-athlete use these credits for NJCAA eligibility? If yes, how many may be used?

ANSWER:

A student-athlete may use a maximum of eight (8) credits, per discipline, earned through the CLEP exam process for NJCAA eligibility. In this case the student-athlete is permitted to use eight (8) of the 12 credits earned for NJCAA eligibility purposes. CLEP credits may only be used for accumulation purposes and may not be used to meet enrollment requirements or attributed back to a specific term.

Case 2

CLEP Disciplines

As of June 1, 2017 the College Level Examination Program (CLEP) identifies their disciplines as:

1. History & Social Sciences
2. Composition & Literature
3. Science & Mathematics
4. Business
5. World Languages

Case 3

CLEP Tests

SITUATION:

Student-Athlete R wants to use CLEP tests to earn college credits towards his degree. How many CLEP credits may Student-Athlete R use towards academic eligibility at the NJCAA?

ANSWER:

According to NJCAA Bylaws, “student-athletes may use a maximum of eight (8) earned credits accumulated from passing CLEP examinations for the NJCAA athletic purposes. This limit of eight (8) credits is per discipline.

Case 4 CLEP Test

SITUATION:

Student-Athlete R is scheduled to take two CLEP tests (6 credits) the first week of the fall term. Is the student –athlete able to use these CLEP tests as part of his/her enrollment requirement for the fall term? If possible they want to take a traditional six (6) credits of classes along with the six (6) credits of CLEP tests and have that count as full-time enrollment for the fall term. Is this permissible?

ANSWER:

No. CLEP exams may not be used for enrollment purposes. If the student passes these courses, they may only be used to meet accumulation rules of NJCAA eligibility.

Case 5 CLEP Tests

SITUATION:

Student-Athlete R enrolls in eight (8) credit hours of college work and five (5) hours of CLEP tests, to be administered during the term. Is Student-Athlete R eligible to compete during the term?

ANSWER:

No. CLEP hours may not be used to meet enrollment requirements in the NJCAA.

Case 6 CLEP Tests

SITUATION:

Student-Athlete R enrolls in 12 hours of CLEP tests, to be administered during the term. Is Student-Athlete R eligible to compete during the term?

ANSWER:

No. To maintain a level playing field for all student-athletes, 12 hours of CLEP tests cannot be utilized to meet the full-time enrollment requirement and therefore Student-Athlete R would not be eligible to compete. CLEP hours may not be used to meet enrollment requirements.

Case 7 Enrollment in CLEP Tests After the 15th Day of Term

SITUATION:

Student-Athlete R initially enrolls in six (6) credit hours in the spring term. 21 days into the term, Student-Athlete R decides he wants to participate in baseball. Subsequently he signs up for and successfully completes a CLEP test worth eight (8) hours. Can Student-Athlete R begin participation in baseball immediately upon the successful completion of the CLEP test?

ANSWER:

No. Student-Athlete R would not be considered a full-time student and therefore would not be eligible for participation in the spring or any term under similar circumstances. CLEP hours may not be used to meet enrollment requirements.

Multiple Attempts Same Course

Case 1 Multiple Passing Attempts in the Same Course (college level)

SITUATION:

Student-Athlete R enrolls in and passes PED 109 (weight training) in three consecutive semesters earning two (2) credits for each passing attempt for a total of six (6) credits. Can all six (6) credits be counted and calculated into the students NJCAA eligibility?

ANSWER:

Only one attempt of the course may be used for NJCAA eligibility purposes. In this case the student could use two (2) credits of the passing grade for their eligibility. Courses which the student has passed cannot be repeated and have it count toward NJCAA eligibility more than once. This rule does not restrict a student from repeating a course and having the repeat course count towards meeting enrollment requirements.

Case 2 Multiple Attempts in the Same Course

SITUATION:

Student-Athlete R enrolls in and passes PED 109 (weight training), a two (2) credit course, in the fall semester with a grade of "A" earning eight (8) quality points for the course. He/she enrolls in the same course for the spring semester at the direction of his/her coach. Including PED 109 the student is enrolled in 12 credit hours for the spring term. Is Student-Athlete R eligible based on being enrolled as a full-time student?

ANSWER:

Yes. The NJCAA allows a student to repeat a course and have it count to meet the full-time enrollment requirement. If the student passes the course the second time they may only use one attempt of the course to meet academic progress requirements.

Case 3
Repeated Courses

SITUATION:

Student-Athlete R takes an English 101 college credit course during the fall 2016 term and receives a "D" grade. Student-Athlete R takes the same course during the spring 2017 term and receives a "C" grade. The course was three (3) credit hours. How many credit hours may be counted for eligibility purposes?

ANSWER:

Three (3) credit hours may be counted towards the total accumulation of credits. Any class that is completed and a passing grade is received, may only be used once for NJCAA eligibility purposes regardless of it being college level or remedial/developmental.

Foreign Transcripts

Case 1
Interpreting Foreign Transcripts

SITUATION:

Student-Athlete R graduated from high school in their home country in 2016. After high school graduation, she attended Foreign College A in her home country during the 2016-2017 academic year. Student-Athlete R now wants to attend Community College A in the fall of 2017. Where does the responsibility lie for having the transcripts translated from Foreign College A and how are the academic terms, credits and grade equivalents determined?

ANSWER:

If the student-athlete participated in intercollegiate or club athletics at the foreign college/university, transcripts must be translated and provided in order to determine the student-athlete's eligibility at the NJCAA member college. However, if the student-athlete did not participate, transcripts are not required to be translated or provided for eligibility. You will need to document that the student attended the college prior to the enrollment at the member college.

In the case where foreign transcripts are required for eligibility, the National Office is **not** responsible for translating foreign transcripts. Community College A is responsible for having the transcripts translated and the academic terms, credits and grades must be used for eligibility.

NOTES:

1. If Student-Athlete R participated in a varsity or collegiate club sport at Foreign College A, that year is considered a year of eligibility and will be counted towards his/her eligibility.

Case 2
Canadian and U.S. Territory Transcripts

SITUATION:

Is it required to provide college transcripts from colleges/universities in Canada or those from the U.S. Territories (Puerto Rico, U.S. Virgin Islands, Guam, etc.) for any transfers regardless of previous participation/non-participation?

ANSWER:

NJCAA bylaws require official transcripts from all Canadian college/universities, college /universities located in U.S territories as well as all domestic colleges and universities. This requirement is regardless of a student's participation or non-participation in intercollegiate athletics.

Case 3
Interpreting Foreign Transcripts

SITUATION:

Student-Athlete R graduated from high school in their home country in 2016 and the official transcript is in a language other than English. Does the transcript need to be translated and interpreted to determine the student's eligibility in the NJCAA?

ANSWER:

Yes. The transcript must be translated into English then interpreted by a national educational interpretation group to ensure that it is the equivalent of a domestic high school graduate. Once these two steps are complete, the Registrar at the college should provide a written statement to be included in the student's eligibility audit file stating that they have reviewed the documents and recognize the student as a high school graduate.

ENTRANCE ELIGIBILITY

High School Graduation

Case 1
Non-High School Graduates

SITUATION:

Community College A permits student-athletes who have not graduated from high school or successfully passed an officially recognized equivalency test to enroll in its college as freshmen student-athletes. Are such student-athletes eligible to compete in the intercollegiate athletic program at Community College A?

ANSWER:

No. Even though such student-athletes have met the entrance requirements of Community College A, they have not fulfilled the requirements of the NJCAA. **A student-athlete must be a high school graduate or passed a State Department of Education approved equivalency exam to meet NJCAA eligibility requirements.**

Case 2**Graduate of a High School that is Listed on the NCAA's List of Uncleared High Schools****SITUATION:**

Student-Athlete R is a graduate of a high school that is listed on the NCAA's website (www.ncaa.org) that cannot be used for NCAA initial-eligibility purposes. Is Student-Athlete R immediately eligible for NJCAA competition?

ANSWER:

The NJCAA no longer follows the NCAA's determination on specific high schools. It is the member college's responsibility to determine if the student is a high school graduate with an academic diploma, general education diploma or a State Department of Education recognized equivalency exam and considered by the member college to be a "high school graduate".

Case 3**High School Certificate of Completion****SITUATION:**

May a Certificate of Completion from a high school be used as a substitute for or equivalent to a high school diploma?

ANSWER:

No. The Certificate of Attendance or Completion cannot be substituted as a high school diploma. Therefore, if a student-athlete has only obtained this certificate and has not successfully graduated from a high school with an academic diploma, general education diploma or a State Department of Education recognized equivalency exam, he/she is ineligible for NJCAA participation.

Case 4**High School Equivalency Tests****SITUATION:**

Do non-high school graduates who receive certification signifying that they have successfully passed an equivalency test other than the General Educational Development (GED) test meet the requirements of this Section?

ANSWER:

Yes. Provided the equivalency test is recognized by the State Board of Education and equated to graduation from high school.

Case 5**Delayed High School Diploma****SITUATION:**

Are student-athletes eligible to compete in the intercollegiate athletic program at the beginning of the spring semester at Community College A if they complete all requirements for high school graduation at the end of the first semester, but are not issued a high school diploma until the end of the spring semester?

ANSWER:

No. All student-athletes participating in the NJCAA must be high school graduates or have successfully passed an equivalency exam recognized by the State Board of Education.

Case 6**Academically Advanced High School Student****SITUATION:**

Student-Athlete R is an advanced student academically and completed their requirements for high school graduation in three years. They have enrolled in Community College A for the fall 2016 term as a full-time student. They will receive their high school diploma and graduate high school June 2017. Are they eligible to participate in NJCAA athletics as an advanced student prior to their official high school graduation?

ANSWER:

No. All participants in the NJCAA must be high school graduates. In this case the student could take and pass a State Department of Education equivalency exam to be eligible for NJCAA sport participation.

Case 7**Eligibility of a Non-High School Graduate****SITUATION:**

Student-Athlete R's high school class graduated in June 2017, however, Student-Athlete R did not graduate from high school as they did not meet the graduation requirements. The student-athlete enrolls full-time in the fall 2017 term and earns 12 hours with a 1.75 GPA. Is Student-Athlete R eligible to compete in the spring 2018 term?

ANSWER:

No. A student-athlete must be a high school graduate with an academic diploma, general education diploma or an equivalency exam recognized by the State Department of Education to meet NJCAA eligibility requirements.

GED / Equivalent

Case 1

GED Test Results Delayed

SITUATION:

Student-Athlete R, a non-high school graduate, passes the General Educational Development (GED) test in August following the June graduation of his/her high school class. The agency that administered the test has regulations which will not permit the awarding of a certificate or diploma until one calendar year following graduation of the applicant's high school class.

Is Student-Athlete R eligible to compete in the intercollegiate athletic program of Community College A subsequent to the passing of the test, but prior to the lapse of the one year period?

ANSWER:

Yes. Student-Athlete R becomes eligible to compete in the intercollegiate athletic program of Community College A upon his/her successful passing of the GED. The agency must verify the completion of the test in writing and Community College A must maintain this proof in their audit file.

Case 2

GED Test after College Enrollment

SITUATION:

Student-Athlete R, a non-high school graduate, enrolls full-time at Community College A at the beginning of the fall term. During the term, Student-Athlete R successfully passes the GED test. Will it be necessary for Student-Athlete R to wait until the completion of the term to participate?

ANSWER:

No. Student-Athlete R will be eligible immediately upon notification that he/she has passed the test, if all other provisions of the NJCAA rules are satisfied.

Case 3

GED Test after Withdrawing after the First 15 Days of a Term

SITUATION:

Student-Athlete R, a non-high school graduate, enrolls full-time at Community College A in the fall 2016 term. After 15 calendar days, Student-Athlete R withdraws from Community College A. Student-Athlete R takes and passes the GED test during the fall term. If Student-Athlete R enrolls full-time at Community College B for the spring 2017 term, can he/she immediately participate in athletics based on the successful completion of the GED?

ANSWER:

Yes. Since Student-Athlete R did not participate prior to his/her withdrawing during the fall 2016 term, he/she is not a transfer student and the passing of the GED makes the student-athlete automatically eligible for the spring 2017 term. The fall 2016 term should not be counted as a full-time term in this case due to it occurring prior to his/her high school graduation or equivalent.

Case 4

GED before High School Class has Graduated

SITUATION:

Student-Athlete R enters Community College A in the spring 2018 semester, prior to their high school class graduation in June 2018. If Student-Athlete R takes and passes the GED in January 2018 can they become eligible for NJCAA participation prior to the date of their graduating class?

ANSWER:

Yes. If the student-athlete is eligible in accordance with all other rules for NJCAA athletic eligibility, Student-Athlete R can be eligible for NJCAA participation based upon passing the GED or other state department of education approved equivalency exam. A copy of the GED diploma must be kept with the eligibility file for that team.

Home School

Case 1

Home School

SITUATION:

Student-Athlete R is home schooled and desires to participate within the NJCAA. What is the process to determine compliance with the high school graduation requirements within Article V, Section 2.B.2 of the NJCAA bylaws?

ANSWER:

Each state has established guidelines that home school students and parents must abide by. These guidelines vary from state to state. The general rule to follow is:

In determining NJCAA eligibility, the college will review your high school transcript. The home school high school transcript must clearly display the following information:

1. Student's name (first, middle, last) and date of birth.
2. For each course completed, include the following:
 - a. Specific course title.
 - b. Units of credit for each.
 - c. Time frame or semester in which completed.
 - d. Grade received.
3. Description of grading system used such as a grade scale or grade key.
4. Graduation date (month/day/year) indicating completion of secondary school education

5. The home school administrator is the person who organized, taught and evaluated course work. If the home school administrator is not the parent named in item 7 below, include the name of the home school administrator.
6. The following statement, or one very similar, is to appear above the parent signature line described in item 7 below:
I, the undersigned, do hereby solemnly attest that this student has completed a secondary school education in a home school setting on the date indicated and under the laws governing the state and county in which the home schooling occurred.
7. Name and address of parent or legal guardian with a space for their signature. The transcript is to be signed in the presence of the Notary Public (see item 8 below).
8. The transcript must be notarized; to include:
 - a. Notary Public signature
 - b. Printed name
 - c. Date
 - d. State / County
 - e. Date commission expires

The transcript must be mailed by the preparer directly to the college Admissions and Records office. If assistance is needed in creating a home school high school transcript, the following website may be helpful: www.hslda.org.

Case 2

Dual Enrollment and Eligibility of a Home Schooled Non-High School Graduate

SITUATION:

Student-Athlete R is home schooled during his/her senior year of high school and enrolls in Community College A during that academic year. What are the requirements for Student-Athlete R to be eligible to participate at Community College A during his/her senior year in home school?

ANSWER:

All student-athletes in the NJCAA must be high school graduates with an academic diploma, general education diploma or a state department of education recognized equivalency exam. The fact the student is not yet a high school graduate would prohibit them from participating in the NJCAA.

ENROLLMENT ELIGIBILITY

Full-Time Term

Case 1

Full-Time Term

SITUATION:

Student-Athlete R attends University Z and is enrolled as a full-time student. Student-Athlete R withdraws from University Z on the 20th day of the fall academic term. Student-Athlete R enrolls at the local community college that following spring term. Does Student-Athlete R have a term of full-time enrollment in their academic history?

ANSWER:

Yes, due to the fact that the student remained enrolled at University Z beyond the 15th calendar day of the fall term.

Case 2

Determination of Full-Time or Part-Time Status

SITUATION:

Student-Athlete R enrolls in 12 credits hours on the first day of the fall term. On the 14th calendar day of the fall term she is dropped from her classes due to lack of payment. On the 17th calendar day of the term the student pays the tuition bill and re-enrolls in 12 credits. Is this student eligible for participation in the fall term?

ANSWER:

Student-Athlete R was eligible for participation up until the time she was dropped from her classes for lack of payment. Once she was dropped on the 14th calendar day of the term she must stop participating immediately. Once she re-enrolls in her courses on the 17th calendar day of the term she has not regained her eligibility as her status as a full-time or part-time student was determined on the 15th calendar day of the term when she was not enrolled as a full-time student. The 15th calendar day is the key in this situation. The NJCAA does not charge a student with a full-time term of attendance if they completely withdraw within the first 15 calendar days of the term. Based on this allowance, the NJCAA cannot recognize any enrollment status that takes place prior to the 15th calendar day of the term.

Case 3

Enrollment by 15th Calendar Day of Term but Arrives on Campus after 15th Day

SITUATION:

The fall term at Community College A begins on September 5th. Student-Athlete R has enrolled in 12 credit hours on September 10th, but is unable to get into the United States and begin attending class until September 25th. Is Student-Athlete R eligible to participate in athletics during the fall term?

ANSWER:

Yes. Article V, Section 2.C.1 requires a student-athlete to be *enrolled* in full-time status by the 15th calendar day of the term in which the student-athlete chooses to participate. Even though Student-Athlete R is not physically on campus by the 15th calendar day of the fall term, he/she is eligible to compete when the student-athlete arrives on campus because of his/her full-time enrollment by the 15th calendar day of the fall term.

Case 4
Determination of Credit Hours

SITUATION:

Student-Athlete R enrolls in a Psychology course that meets 3 hours a week and carries 3 credit hours, an English course that meets 4 hours a week and carries 4 credit hours and a Drawing course that meets twice a week for 3 hours each session and carries 2 credit hours. Is such student-athlete carrying 9 or 13 credit hours of college work?

ANSWER:

Nine (9). Each college determines the number of credit hours students receive for courses listed in the college catalog.

Case 5
Evening Division

SITUATION:

Are student-athletes who take part in all of their 12 credit hours of college work in the evening division at Community College A eligible?

ANSWER:

Yes. These credits count providing the courses offered in the evening division are the same or equivalent to the courses being offered in the day school curriculum in which the student-athletes are enrolled.

Case 6
Credits by Examination

SITUATION:

At Community College A, students are permitted to take examinations for college credit. Can the credits granted by examination be used for the required 12 credit hours of enrollment for participation in athletics?

ANSWER:

Yes, in part. The credits by examination can be used as part of the 12 credit hours only for the term which the credits are listed on the official transcript. The credit by examination must be taken and approved prior to participation. The NJCAA will not allow a student-athlete to take all 12 credits hours by examination and participate in NJCAA athletics. The examination to determine if credit can be awarded must take place on or after the first day of the official term.

Case 7
Online Courses

SITUATION:

Student-Athlete R enrolls at Community College A in a three (3) credit course that meets three times per week on campus. Student-Athlete R also enrolls in nine (9) additional credits at Community College A which are taught as online courses which the student can participate in while being off campus. Is Student-Athlete R eligible for NJCAA participation with this course load?

ANSWER:

As long as Student-Athlete R was enrolled in these twelve (12) credits within the first 15 calendar days of the term, this enrollment meets the requirement of NJCAA bylaws. All twelve (12) credits are from the one institution and make up a full-time load. The fact that nine (9) of the credits are taught as online courses does not restrict the student-athlete from meeting the enrollment requirement.

Case 8
Dually Enrolled Internet Courses

SITUATION:

Student-Athlete R enrolls in nine (9) credit hours at a NJCAA member college and enrolls in a three (3) credit hour internet course through another college. The NJCAA member college does not recognize and does not place the internet course on their transcript for that term and is in no way affiliated with the second school. Is Student-Athlete R eligible for participation within the term?

ANSWER:

No. Student-Athlete R would not satisfy the full-time enrollment provisions of the NJCAA as they are not enrolled full-time by the 15th calendar day of the term. Enrollment from multiple institutions may not be combined to meet the enrollment requirement of NJCAA bylaws.

Full-Time Enrollment Examples

Case 1
Fall Sport Example

SITUATION:

Student-Athlete R enrolls full-time on or before the 15th calendar day of the fall term and they are a member of the soccer team. The soccer season starts on August 30 and the regular season ends on October 14. Nine (9) of their credit hours start with the beginning of the term and one three (3) credit hour class starts on October 15. Is Student-Athlete R eligible to participate during the entire season?

ANSWER:

Yes. Because the student-athlete was enrolled full-time on or before the 15th calendar day and because nine (9) credit hours start before the end of the regular season, Student-Athlete R is eligible.

Case 2
Fall Sport Example

SITUATION:

Student-Athlete R enrolls in 10 hours (part-time) at Community College A for the fall term and then decides on the 20th calendar day of the term that they want to participate in cross country whose season has not yet started. On that same day (20th calendar day) the student adds a three (3) credit hour class. All 13 credits start before the end of the season. Are they eligible for the cross country season?

ANSWER:

No. Because Student-Athlete R was not enrolled full-time on or before the 15th calendar day of the term when the sport starts, they are ineligible for the entire season regardless of the fact that all 13 credit hours start before the end of the cross country season.

Case 3
Two-Term Sport Example (First term)

SITUATION:

Student-Athlete R is a basketball player and they are enrolled in 15 hours for the fall term. Ten (10) of the 15 credit hours start with the beginning of the term and the other five (5) credit hours start on November 1 which is also the date of the first game of the season. Is Student-Athlete R eligible to participate during the entire fall term?

ANSWER:

Yes. Student-Athlete R was enrolled in 12 or more hours on or before the first 15 calendar day of the term and all hours began prior to the end of the term.

Case 4
Two-Term Sport Example (First term)

SITUATION:

Student-Athlete R is a wrestler. He is enrolled in 14 hours on or before the 15th calendar day of the fall term of the wrestling season that starts on October 28th. All 14 credit hours start on November 1. Is he eligible to compete with the start of the season on October 28th?

ANSWER:

Yes. Because the student was enrolled in full-time status on or before the 15th calendar day of the fall term AND because all 14 hours start before the end of the fall term (the season ends in the spring term) he is eligible to compete at the start of the regular season.

NOTE: If Student-Athlete R was not enrolled in 12 or more hours on or before the 15th day of the fall term, he would not be eligible for the fall term.

Case 5
Two-Term Sport Example (Second term)

SITUATION:

The spring term at Community College A started on January 15th and Student-Athlete R is enrolled in 13 credits for the spring term. Seven (7) of those credits started on January 15th and the other six (6) credits start on March 15th. The basketball regular season will end on March 2nd. Is Student-Athlete R eligible to compete during the spring term in basketball?

ANSWER:

No. Student-Athlete R did not have nine (9) or more credits that began prior to the end of the regular season, therefore he/she is ineligible for the spring term. If nine (9) or more of his/her credits started before March 2nd, he/she would have been eligible.

Case 6
Spring Sport Example

SITUATION:

Student-Athlete R is a golfer at Community College A. The spring term started on January 10th and the golf season starts on March 1st. They are enrolled in 12 hours on or before the 15th calendar day of the spring term, however all 12 of their hours start on February 28th. Is Student-Athlete R eligible to compete during the spring term?

ANSWER:

Yes. Because all of their 12 credit hours started on February 28th which is before the end of the regular golf season.

Case 7
12 Hours Starting after the End of the Regular Season

SITUATION:

Student-Athlete R is enrolled full-time on or before the 15th calendar day of the fall term and they are on the soccer team at Community College A. The soccer regular season ends on October 30th, however the team has qualified for the National Tournament that is taking place on November 15th. Student-Athlete R's 12 credit hours of class do not start until November 5th. Are they eligible to compete during the season?

ANSWER:

No. Because Student-Athlete R's classes start after the end of the regular season, they are ineligible for the entire season because nine (9) of their credit hours do not start prior to the end of the soccer regular season schedule.

Mini-Courses

Case 1 Mini-Courses

SITUATION:

September 1st is the beginning date of the fall term and Student-Athlete R enrolls full-time by the 15th calendar day of the term. Student-Athlete R's nine (9) credit hours start on September 1. On October 15th, Student-Athlete R began attending an additional three (3) credit mini-course. Is Student-Athlete R eligible to participate in basketball which begins on November 17th?

ANSWER:

Yes. Because Student-Athlete R enrolled in the mini-course by the 15th calendar day of the term and because the class started before the end of the season, Student-Athlete R is eligible to compete during the fall term of the basketball season.

Case 2 Mini-Courses – Dropping and Adding

SITUATION:

Student-Athlete R enrolls in Community College A as a full-time student on or before the 15th calendar day of the fall term and wants to participate in soccer. After four weeks, Student-Athlete R withdraws from a course and drops to part-time. Community College A offers a mini-course which begins at mid-semester and Student-Athlete R enrolls in the mini-course on October 12th that will again bring his/her status back to full-time. After enrolling in the mini-course, when is Student-Athlete R eligible at Community College A to begin participating in intercollegiate athletics?

ANSWER:

Student-Athlete R becomes eligible on the date in which he/she *enrolled* in the mini-session course. If the mini-session course starts after the end of the regular soccer season, the student must be enrolled in nine (9) credits that begin prior to the end of the regular season schedule. Student-Athlete R was ineligible for athletic participation starting with the day he/she dropped to below full-time until the day he/she enrolled in the mini-session course which was on October 12th. If he/she does not have nine (9) credits that begin prior to the end of the regular season schedule they would have remained ineligible for the season. Due to the fact that Student-Athlete A was enrolled as a full-time student on the 15th calendar day of the term, he/she may re-establish their eligibility by adding a new class.

Case 3 Enrolling Part-time, Adding a Mini-Course Late in Season

SITUATION:

Student-Athlete R enrolls part-time in 10 credit hours at the beginning of the fall term. Student-Athlete R adds a three (3) credit hour class on October 15. Is Student-Athlete R eligible to participate in the volleyball season which has their last match on November 1st?

ANSWER:

No. As per Article V, Section 2.C the student-athlete must be enrolled full-time on or before the 15th calendar day of the term. Because she added the additional three (3) credit hours after the 15th calendar day she is ineligible for the entire season even though she was enrolled full-time starting on October 15th.

Mid-Term Enrollment

Case 1 Mid-Term Enrollment

SITUATION:

Community College A offers a selection of courses which begin during the middle of a regular term. Students who enroll at mid-term are considered by the college to be full-time if they are enrolled in 6 to 9 credit hours. Does this constitute full-time enrollment so that a student-athlete can participate in athletics?

ANSWER:

No. Section 2.C.1 requires that student-athletes must carry at least 12 credit hours of college work. Additionally, Section 2.C.1 requires student-athletes to be enrolled full-time by the 15th calendar day of the term in which the sport starts to be eligible to compete during that term.

Case 2 Dual Enrollment at Two Different Institutions during the Same Term

SITUATION:

Student-Athlete R who is attending Community College A and has enrolled in 10 credit hours for the spring term is a member of the tennis team. Student-Athlete R wants to take one, three (3) credit hour class at Community College B because Community College A does not offer this class at their institution. Is Student-Athlete R eligible to play tennis in the spring because he/she is taking a total number of 13 credit hours?

ANSWER:

No. Student-Athlete R would not be eligible to participate in any NJCAA certified sport at Community College A as they are not enrolled as a full-time student at Community College A. It is the interpretation of the NJCAA Eligibility and Executive Committees that a student must be enrolled as a full-time student at the institution which they choose to participate.

Case 3
Dual Enrollment at Two-Year and Four-Year Institutions

SITUATION:

While attending Community College A, Student-Athlete R initially enrolls in 14 credit hours while simultaneously enrolled in a three (3) credit hour course at Four-Year Institution X. During the season Student-Athlete R drops a three (3) credit hour course at Community College A. May Student-Athlete R use the three (3) credit hour course at Four-Year Institution X to maintain his/her full-time status?

ANSWER:

No. Student-Athlete R initially enrolled as a full-time student-athlete (12 or more credits) at Community College A and after withdrawing from the three (3) credit hour class, is left with enrollment in 11 credit hours. Student-Athlete R becomes immediately ineligible for participation. The credits at Four-Year Institution X cannot be used for full-time status. However, if Student-Athlete R enrolls in a new three (3) credit hour class at Community College A, he/she becomes eligible at that point because of regaining full-time status. In addition, if the new class hours do not start before the end of the regular season, student-athlete R must be enrolled in nine (9) credits hours at Community College A that begin prior to the end of the regular season.

Late Enrollment (Section 2.C.2.a)

Case 1
Joining Team after Season Begins

SITUATION:

Student-Athlete R passes 12 credit hours with a GPA of 2.54 during the first quarter at Community College A and decides to join the basketball team at the beginning of the second quarter. Assuming that basketball spans the first and second quarters at Community College A, is Student-Athlete R eligible to participate?

ANSWER:

Yes. Even though the sport was in progress, Student-Athlete R was enrolled as a full-time student at Community College A by the 15th calendar day of the term and is therefore immediately eligible.

Late Enrollment Examples

Case 1

Student-Athlete Enrolls Full-Time after the 15th Day of the Term but before the Start of the Season – Eligible

SITUATION:

The men's basketball season at Community College A starts on November 2nd. Student-Athlete R does not enroll full-time by the 15th calendar day of the fall term and is therefore ineligible for participation during the fall term as per Section 2.C. However, if Student-Athlete R enrolls full-time on October 20th, is he eligible to participate during the spring term if he is academically eligible after the end of the fall term?

ANSWER:

Yes. According to Section 2.C.2, Student-Athlete R would need to be enrolled full-time before the regular season of the sport begins which in this case is November 2nd. Again, if he is academically eligible satisfying the academic progress requirements, he will be eligible for the spring term by enrolling full-time before the start of the basketball season during the fall term.

Case 2

Student-Athlete Enrolls Full-Time after 15th Day of the Term and after the Start of the Season – Ineligible

SITUATION:

Student-Athlete R wants to participate in basketball during the season which starts on November 5th, however he does not enroll full-time until November 15th. Is he eligible to compete during the spring term if he is academically eligible?

ANSWER:

No. Because the student-athlete was not enrolled full-time before November 5th, the start of the basketball season, he is not eligible as per Section 4.G. Student-Athlete R must have been enrolled full-time before the regular season schedule of a sport begins to be eligible to compete during the second term of a two-term sport.

Case 3

Two-Term Sport Example: New Enrollee for 2nd Quarter with Season in Progress

SITUATION:

Community College A begins their basketball season on November 16th. Their fall quarter ends on November 16th and the winter quarter begins on November 28th. Can Student-Athlete R, a new enrollee for the winter quarter, participate as a member of Community College A's basketball team?

ANSWER:

No. The basketball season began during the fall quarter, which did not end until midnight November 16th.

NOTE: The NJCAA utilizes the date listed in the current college catalog to determine the ending date of the term, and the beginning date of the next term.

Case 4

Two-Term Sport Example: New Enrollee for Spring Term with Season in Progress

SITUATION:

Following Student-Athlete R's high school graduation in June, Student-Athlete R does not attend any college in the following fall term and then enrolls at Community College A during the spring semester. Is Student-Athlete R eligible to compete on Community College A's basketball team, which has a schedule that spans both the fall and spring semesters?

ANSWER:

No. Student-Athlete R is ineligible to compete in basketball during the spring semester because the first possible enrollment period into Community College A following the student-athlete's official graduation from high school was the fall semester, the term in which the sport started.

Case 5

Four-Year Institution Transfers – Two-Term Sport Example (Transferring Mid-Year)

SITUATION:

Student-Athlete R enrolls at a four-year institution as a freshman during the fall term following high school graduation. Student-Athlete R does not participate in any athletics. At the completion of the term, can Student-Athlete R transfer to Community College A for the spring term and participate as a member of their basketball team which began its schedule during the previous fall term?

ANSWER:

No. Section 2.C.2 requires that a student-athlete be enrolled full-time at the college he/she chooses to participate during the term which the season that sport begins.

Case 6

Joining the Team after Part-Time Enrollment

SITUATION:

Student-Athlete R who had never previously attended college, enrolls at Community College A for the fall semester in nine (9) credit hours which he/she passes with a GPA of 1.50. The basketball season at Community College A spans over the fall and spring semesters. Is Student-Athlete R eligible to compete on the intercollegiate basketball team at Community College A during the spring semester if he/she enrolls as a full-time student-athlete?

ANSWER:

No. This section requires a student-athlete to be in full-time enrollment during the term the sport starts in order to be eligible to compete in that sport during the following term.

Case 7

Joining the Team after Part-Time Enrollment

SITUATION:

Student-Athlete R enrolls in 12 credit hours at Community College A at the beginning of the fall term. Before the 15th calendar day, Student-Athlete R withdraws from a three (3) credit hour course. Will Student-Athlete R be eligible to participate on Community College A's basketball team at the conclusion of the fall term?

ANSWER:

No. Student-Athlete R's status during the fall term is that of a part-time student even though he/she initially enrolled as a full-time student-athlete. Student-Athlete R must maintain enrollment in 12 or more credit hours beyond the 15th calendar day to be considered full-time during the fall term.

Case 8

Dropping Below Full-Time Status and Adding to Become Full-Time by the 15th Calendar Day

SITUATION:

Student-Athlete R is a member of the softball program at Community College A and enrolls in 14 credit hours on or before the 15th calendar day of the spring term. The spring term began on January 15th and on January 20th she drops a three (3) credit hour class bringing her to part-time status with 11-credit hours. On January 25th, she adds a three (3) credit hour class and she maintains full-time status throughout the spring term. The softball season starts on February 1st. Is she eligible to participate during this season?

ANSWER:

Yes. Student-Athlete R was full-time on the 15th calendar day of the term (January 29) and she is compliant with Article V, Section 2.C. The drop of the one class and the addition of a different class all occurred before the 15th calendar day of the spring term, therefore she was full-time by the 15th calendar day of the term to become eligible for the term.

Case 9

Participation Between Terms

SITUATION:

Community College A begins their basketball season on November 26th. Their fall quarter ends on November 22th and the winter quarter will begin on December 1st. Student-Athlete R has not attended any college since his/her high school graduation and plans to enroll for the winter quarter. Is Student-Athlete R eligible to begin participation on November 26th?

ANSWER:

Yes. Student-Athlete R may participate in basketball during the winter quarter providing he/she is appropriately registered or pre-enrolled in full-time hours for the next term.

Case 10**First Opportunity for Enrollment after Released from the Military****SITUATION:**

After completing one academic year at Community College A, Student-Athlete R enlists in the military service. Student-Athlete R serves 24 months and is released from the military with an honorable discharge. Student-Athlete R was released in time to enroll at Community College B for the fall term. However, the student-athlete decides to wait until the next term to enroll in order to earn money to attend college. Is Student-Athlete R eligible to participate in basketball which spans over the fall and spring term?

ANSWER:

No. Section 2.C.2.b.i.a requires student-athletes to enroll at the first possible enrollment date following their official honorable discharge from the military.

Case 11**First Opportunity for Enrollment after Completing a Religious Mission****SITUATION:**

Student-Athlete R returns from a religious mission on September 22nd and would like to enroll at Community College A. Because September 22nd was the last day to register for enrolling new students, Student-Athlete R was not allowed to enroll until the spring term. As a result, Student-Athlete R enrolls in a four-year institution located in his/her home town. If Student-Athlete R transfers to Community College A for the spring term, will he/she be eligible to participate in those sports which began during the first term?

ANSWER:

Yes. In this particular case, Student-Athlete R will be enrolling at Community College A on the first possible opportunity following his/her release from a religious mission and therefore, eligible under the provisions of Section 2.C.2.b.i.b. Approval must be granted by the Office of Eligibility prior to the student's participation in the spring term.

Mid-Year High School Graduate**Case 1****Mid-Year High School Graduate****SITUATION:**

Student-Athlete R graduates from high school in January and enrolls in Community College A shortly thereafter at the beginning of the spring semester. Is Student-Athlete R eligible to play basketball which spans the fall and spring semesters?

ANSWER:

Yes. Student-Athlete R is eligible to play immediately because he/she enrolled as a full-time student on the first possible enrollment period following his/her official graduation from high school even though basketball spans both semesters. Student-Athlete R may begin participation in a scheduled contest any time after the completion of the preceding term. Student-Athlete R must be submitted on an eligibility form to be officially eligible.

Case 2**Mid-Year High School Graduate – Requirement Prior to Second Season****SITUATION:**

Student-Athlete R graduates from high school in January and enters Community College A shortly thereafter, which is at the beginning of the spring semester, participating in basketball. Student-Athlete R passes 12 credit hours with a 2.00 GPA during the spring semester. What are the requirements for Student-Athlete R prior to a second season of participation?

ANSWER:

Student-Athlete R may participate during the subsequent fall semester at Community College A even though he/she may not have satisfied Article V, Section 2.D.3 from one full-time term. Because his/her eligibility cannot be submitted online, a hard copy of the Preview Copy of the eligibility form must be mailed to the NJCAA National Office along with the appropriate documentation prior to participation. At the completion of the fall semester Student-Athlete R must meet the academic requirements of Article V, Section 2.D.3.

NOTE: If the student-athlete did not earn 12 hours with a 1.75 GPA from his/her first term of attendance and participation, which in this case is the spring term, he/she would not be eligible for the following fall term.

Case 3**GED Recipient after Season Begins****SITUATION:**

Student-Athlete R does not graduate with his/her high school graduating class and does not complete his/her high school requirements prior to the beginning of the fall term. Instead, Student-Athlete R takes and passes the GED in November. Can Student-Athlete R enroll at Community College A for the spring semester and participate in basketball which opened its season during the fall semester and when can Student-Athlete R begin participating on the team?

ANSWER:

If Student-Athlete R satisfies the entry requirements at Community College A, he/she can participate as a member of the basketball team which began its season during the fall semester. Student-Athlete R can participate in a scheduled contest any time after the completion of the preceding term and must be enrolled full-time by the 15th calendar day of the spring term. Student-Athlete R must be submitted in the online eligibility system before participating.

Case 4
NJCAA College that Drops a Sport

SITUATION:

Student-Athlete R initially enrolls at Community College A with the anticipation of participating on their basketball team. Six weeks after the beginning of the school year, Community College A permanently drops their basketball program. Immediately upon notification of the status of the basketball program, Student-Athlete R drops out of college. At the beginning of the following term, Student-Athlete R enrolls at Community College B which has a basketball program that began its season during the fall term. Is Student-Athlete R eligible to participate in basketball upon enrollment at Community College B?

ANSWER:

No. The fact that Student-Athlete R did not finish the term at Community College A eliminates any possibility that he/she will be eligible at Community College B. If Student-Athlete R had finished the term at Community College A and satisfied the academic requirements, he/she could have joined the team at Community College B beginning any time after the completion of the fall term.

Withdrawal (Section 2.C.4)

Case 1
Maintaining Twelve Credits of Enrollment

SITUATION:

Student-Athlete R initially enrolls in 12 credit hours at the beginning of the term. Three weeks into that term, Student-Athlete R drops a three (3) credit hour course which leaves him/her with nine (9) credit hours. Can Student-Athlete R continue to participate in athletics until the end of the term?

ANSWER:

Student-Athlete R becomes ineligible 48 hours from the time which they drop below 12 credit hours and must withdraw from any further athletic competitions. **It is the responsibility of each college to ensure that all student-athletes participating in athletics maintain enrollment in 12 or more credit hours.** When a member of the college's athletic staff is aware of the student's non-full-time status, it is the member college's responsibility to withhold the student from participation in official games/contests even if it is within the allowable 48 hours.

NOTE: If the student-athlete adds a class to regain full-time status, they would regain their eligibility upon full-time enrollment. Student-Athlete R is able to regain their eligibility if they re-enroll in 12 or more credits, in which nine (9) of those credits begin prior to the end of the regular season, since they had established their status as a full-time student on the 15th calendar day of the term prior to dropping below full-time enrollment.

Case 2
Withdraw from Full-Time to Part-Time Status

SITUATION:

Is the eligibility status of a student-athlete affected if he/she is enrolled in 12 or more credit hours and then withdraws below 12 credit hours during the term?

ANSWER:

Yes. Student-athletes involved in the intercollegiate athletic program at a community college must withdraw from all athletic competitions immediately and will become ineligible 48 hours from changing their status from that of full-time to part-time. The student-athlete may become eligible if he/she adds/enrolls in enough hours to regain full-time status; however, he/she is ineligible to participate during the time when he/she was part-time. The 15th calendar day is the key in this situation. The NJCAA does not charge a student with a full-time term of attendance if they completely withdraw within the first 15 calendar days of the term. Based on this allowance, the NJCAA cannot recognize any enrollment status that takes place prior to the 15th calendar day of the term.

Case 3
Student-Athletes Who are Dropped to Part-Time Status for Lack of Attendance

SITUATION:

Student-Athlete R initially enrolls in 12 credit hours and is participating on the basketball team. At mid-term, Student-Athlete R is dropped from a 3 credit hour course for lack of attendance and is officially notified by the college. Does Student-Athlete R remain eligible until the end of the term?

ANSWER:

No. Student-Athlete R becomes ineligible 48 hours from the time which they drop below 12 credit hours and must withdraw from any further athletic competitions. **It is the responsibility of each college to ensure that all student-athletes participating in athletics maintain enrollment in 12 or more credit hours.** When a member of the college's athletic staff is aware of the student's non-full-time status, it is the member college's responsibility to withhold the student from participation in official games/contests even if it is within the allowable 48 hours.

NOTE: If the student-athlete adds a class to regain full-time status, they would regain their eligibility upon full-time enrollment. Student-Athlete R is able to regain their eligibility if they re-enroll in 12 or more credits, which begin prior to the end of the regular season, since they had established their status as a full-time student on the 15th calendar day of the term prior to dropping below full-time enrollment.

Case 4
Administrative Withdraw – Lack of Attendance

SITUATION:

Student-Athlete R is enrolled in 12 credit hours at the time he is administratively withdrawn from a three (3) credit course because of a lack of attendance. When does Student-Athlete R become ineligible to participate?

ANSWER:

It is Student-Athlete R's responsibility to adhere to the attendance policy of the college or classes he/she is enrolled. The student becomes ineligible 48 hours from the time which they drop below 12 credit hours. When a member of the college's athletic staff is aware of the student's non-full-time status, it is the member college's responsibility to withhold the student from participation in official games/contests even if it is within the allowable 48 hours. **It should be the responsibility of the Athletic Director's office to keep informed on a daily basis of the academic status of all student-athletes who are actively participating.**

Case 5**Withdrawal Within Fifteen Calendar Days and HAS NOT Participated****SITUATION:**

Student-Athlete R, a first term freshman, enrolls at Community College A as a full-time student for the fall term. Within 15 calendar days of the fall term, Student-Athlete R withdraws to part-time status. What is Student-Athlete R's status for participation during the current academic year?

ANSWER:

Student-Athlete R may not participate in any sports during the fall term if he/she remains part-time past the 15th day of the term. However, if Student-Athlete R does enroll full-time within the first 15 calendar days of the fall term, he/she will be able to participate during that term.

Student-Athlete R would be eligible for participation in those sports during a subsequent spring term provided he/she enrolls in 12 credit hours. Since Student-Athlete R withdrew within the first 15 days of the fall term, this term would count as a part-time term due to his/her non-participation.

Case 6**Withdrawal After Fifteen Calendar Days and HAS Participated****SITUATION:**

Student-Athlete R enrolls full-time at Community College A, has participated in one soccer game and withdraws after 15 calendar days of the fall term. Will this withdrawal effect Student-Athlete R for future NJCAA eligibility?

ANSWER:

Yes. This term must count as a full-time term of attendance for any future NJCAA eligibility evaluation because he/she withdrew after the 15th calendar day of the term. This season will also count as Student-Athlete R's first season in soccer.

Case 7**Withdrawals Within Fifteen Calendar Days and HAS Participated****SITUATION:**

Prior to the beginning of the fall term Student-Athlete R, a first term freshman, participates in a cross country meet. Subsequently, Student-Athlete R completely withdraws from the college before the 15th calendar day of the fall term. What is the status of Student-Athlete R for participation during the spring term in outdoor track and field? Did Student-Athlete R use a season of eligibility in cross country?

ANSWER:

Yes. Student-Athlete R used a season of eligibility in cross country because of his/her participation and must accumulate 24 semester or 28/36 quarter hours with a 2.00 GPA prior to a second season in cross country (Section 2.D.3). Student-Athlete R would not be eligible for his/her first season of outdoor track and field because his/her participation makes the fall term count as a term of attendance and therefore he/she does not satisfy academic progress requirements prior to the subsequent spring season of outdoor track and field.

Case 8**Withdrawal While Season is in Progress****SITUATION:**

Student-Athlete R enrolls at Community College A as a full-time student for the fall semester. The basketball season at Community College A begins on November 26th. The fall term at Community College A ends on December 20th. Student-Athlete R drops to part-time status on December 4th. When does Student-Athlete R become ineligible for competition? Will Student-Athlete R be eligible for the spring term?

ANSWER:

Student-Athlete R becomes immediately ineligible for competition at the time of the drop. There is a 48 hour window of protection for the college. However if Student-Athlete R enrolls in enough credits to regain full-time status during the fall term, he/she may reinstate his/her eligibility and be eligible to participate as long as **nine (9)** of those hours start before the end of the season; in this case because the sport is basketball all 12 hours of class must start before the end of the fall term. Student-Athlete R must satisfy academic progress requirements to be eligible for the subsequent spring term.

Case 9**Withdrawing from Late Start Classes****SITUATION:**

Student-Athlete R is a baseball player at Community College A and enrolls in 14 hours within the first 15 calendar days of the spring term. 11 hours of class start with the first day of the term and a three (3) credit hour class starts on March 1st. Student-Athlete R is thinking about withdrawing from the late start class on March 4th. Assuming he does not add another class during the spring term to maintain full-time status. Does Student-Athlete R have 15 calendar days from March 1st (the first day of the late start class) to withdraw from that class and NOT have that term count as a full-time term?

ANSWER:

The 15 calendar days to withdraw from class starts with the first day of the term. Therefore in this case the spring term will count as full-time for Student-Athlete R since he did not withdraw to part-time status within the first 15 calendar days of the

spring term. Fifteen calendar days from the start dates for each individual class cannot be used in this rule. Because Student-Athlete R withdrew to part-time on March 4th that term will count as a full-time term due to his withdrawal after the 15th calendar day of the spring term. If he does not add enough hours to maintain full-time status, he will remain ineligible for the remainder of the spring term.

Case 10

Withdrawing from the Summer Session

SITUATION:

Student-Athlete R has enrolled as a full-time student at Community College A for the summer term that is made up of two, eight (8) week sessions. The student is taking three (3) hours during summer session I and nine (9) hours in summer session II. If Student-Athlete R wishes to withdraw from one of his/her classes in summer session II does the 15-calendar day from the beginning of the summer apply in this case to not have that term count as a full-time term?

ANSWER:

Student-Athlete R has 15 calendar days from the start of the summer session I to withdraw from those classes and 15 calendar days to withdraw from the start of the summer session II to withdraw from those classes to part-time status and not have that term count as a full-time term towards eligibility. Although the student-athlete has taken and completed the summer session I class, he/she still has by the 15th calendar day of summer session II to withdraw from the one class and not have that term count as a full-time term. In this case, the summer term is treated differently than a 16-week fall or spring semester.

However, if the college offers only one session during the summer and the student enrolls full-time by the 15 calendar day of the summer term that term counts as a full-time term. Likewise, the student would have until the 15th calendar day of the summer term to withdraw down to part-time status and not have that term count as a full-time term.

Break of Enrollment & Delay of Enrollment (Section 2.D.5)

Case 1

Break of Enrollment and Delay of Enrollment Statement Definitions

Break of Enrollment – A break of enrollment is when a student-athlete attends college full-time for at least one term and after the end of that term he/she takes a “break” of not attending full-time for at least a period of one term, then enrolls again as a full-time student. A statement must be provided in the eligibility for this student-athlete explaining what he/she was doing during this break of enrollment. Was he/she attending part-time or none at all, was he/she working or not working, was he/she living at home, etc?

Delay of Enrollment – A delay of enrollment is when a student-athlete does not enroll full-time in the term immediately following high school graduation. (This term is not considered as the summer term for a May/June/July high school graduate.) Like the break of enrollment, a statement as to why this student-athlete was not enrolled immediately after high school graduation must be provided in the eligibility. The statement also needs to include what the student was doing during this time.

Enrollment Verification Prior to NJCAA National Championship (Section 2.D.6)

Case 1

Enrollment Verification Prior to NJCAA National Championship

SITUATION:

The basketball team at Community College A leaves campus on Monday afternoon for the National Championship. Prior to departing, the Athletic Director checks that each basketball athlete is enrolled in full-time status and meets all NJCAA requirements for participation. Monday evening, one of the student-athletes is administratively withdrawn by one of his teachers from their class which drops the student below full-time status. Is the student-athlete eligible to participate in the National Championship Tournament that begins on Sunday afternoon?

ANSWER:

Student-athlete's enrollment should be verified and documented 24 hours prior to National Championship competition. If the student-athlete is enrolled in full-time status 24 hours prior to the start of the National Championship Tournament, he/she will remain eligible throughout the National Competition. The documentation would need to be signed and dated by the Athletic Director and the Registrar for consideration. Failure to produce the required documentation would result in the student-athlete being declared ineligible at the time they dropped below full-time status.

ACADEMIC PROGRESS ELIGIBILITY (Section 2.D)

First Season Academic Requirement (Section 2.D.2)

One (1) Previous Full-Time Term (Section 2.D.2.b)

Case 1

Eligibility after One Full-Time Term

SITUATION:

Student-Athlete R enrolls at Community College A and participates in wrestling during his first term in college. At the conclusion of the first term Student-Athlete R has passed 10 credit hours with a 2.00 GPA. Is Student-Athlete R eligible to participate in wrestling during the second term of the academic year?

ANSWER:

No. Student-Athlete R would not be eligible to participate in wrestling because Section 2.D.2.b requires Student-Athlete R to have accumulated 12 credit hours prior to the 15th calendar day of the second full-time term of college attendance. If Student-Athlete R had taken a three (3) credit hour course during the preceding summer term, during the winter intersession or while in high school those credit hours could be added to the 10 credit hours earned during the fall term to meet the accumulation requirement of Section 2.D.2.b.

Case 2

Requirements after the First full-Time Term of College – Winter Intersession

SITUATION:

Student-Athlete R participates in basketball during his/her first full-time term in college. At the conclusion of the first term Student-Athlete R passes 11 credit hours with a 2.50 GPA. Is Student-Athlete R eligible for competition during the second term, if he/she passes a one (1) credit hour course during the winter intersession and prior to the beginning of the next term?

ANSWER:

Yes. Section 2.D.2.b permits credit hours earned prior to the first full-time term and those credit hours earned before the 15th calendar day of the 2nd full-time term to be used.

Case 3

Adding Previous Part-Time Credits from a Summer Session to the First Term of Attendance

SITUATION:

Student-Athlete R graduated from high school in May 2017 and enrolls in a three (3) credit hour course during the 2017 summer session at the local community college. Student-Athlete R enrolls at Community College A for the 2017 fall semester as a full-time student and participates in basketball. Student-Athlete R passes nine (9) of 15 credit hours in the 2017 fall semester. Can Student-Athlete R add the summer session course to the nine (9) hours passed in the fall semester to meet the eligibility requirements of Section 2.D.2.b?

ANSWER:

Yes. Section 2.D.2.b requires 12 credit hours with a 1.75 GPA prior to the 15th calendar day of the student-athlete's second full-time term. Section 2.D.2.b does not require the 12 credits to have been earned in the one previous term. Section 2.D.2.b is an accumulation rule. If the summer course was earned at a college other than Community College A, an official transcript must be provided when the basketball eligibility form is submitted online for the second semester.

Case 4

Using Rule 2.D.2.b with 2.D.3 for a Second Season Athlete

SITUATION:

The following credits were earned by Student-Athlete R:
Fall 2016 semester – enrolls full-time in 15 and passes 11 with a 2.8 GPA; Participates in Football, 1st season.
Spring 2017 semester – enrolls in and passes 10 credits (part-time).
Summer 2017 – enrolls in and passes three (3) credits.
The fall 2017 semester will be his second full-time semester as well as his second season in football. Is Student-Athlete R eligible for a second season of football?

ANSWER:

Yes. Student-Athlete R is eligible for a second season of competition by satisfying the second season requirement (2.D.3) and 2.D.2.b. His total accumulation is 24 hours with a GPA over a 2.00, therefore satisfying Section 2.D.3. According to Section 2.D.3 he must satisfy one of the requirements of Article V, Section 2.D.2 as well. He satisfies 2.D.2.b based on his one previous full-time term. Prior to the fall 2017 semester he has been enrolled in only one full-time term: fall 2016. The fall 2017 term is his second full-time term and according to this rule (2.D.2.b) as long as he has earned an accumulation of 12 hours with a 1.75 before the 15th calendar day of his second full-time term, he satisfies this rule and is eligible.

Case 5
Full-Time Summer School Enrollment

SITUATION:

Student-Athlete R graduates from high school in May. Student-Athlete R immediately enrolls in Community College A for six (6) hours in Summer Session I, and six (6) credit hours in Summer Session II. Student-Athlete R passes nine (9) of the 12 credit hours taken at Community College A in summer school. Is Student-Athlete R eligible to participate at Community College A in the fall term?

ANSWER:

No. Student-Athlete R was enrolled full-time, and did not pass 12 credit hours with a 1.75 GPA required to meet academic progress requirements. **A student-athlete is considered to be full-time in summer school if he/she enrolls in 12 or more credit hours, at the same institution, utilizing any combination of summer school sessions.**

NOTE: If the student-athlete attempts six (6) hours at Community College A and another six (6) hours at Community College B during the same summer session, that summer term IS NOT counted as a full-time term.

Case 6
Full-Time Summer Term

SITUATION:

The school year at Community College A consists of a fall and spring semester. It also conducts two summer sessions of six weeks each. The courses offered during the summer sessions are the same as those offered during the regular school year and carry the same number of credits and contact hours.

Student-Athlete R accumulated 12 credit hours over two (2) full-time semesters, during the fall and spring semester. During the spring semester Student-Athlete R passed 10 of the 12 credit hours in which he/she was enrolled. In order to re-establish his/her eligibility, Student-Athlete R enrolls in six (6) credits during each of the two summer sessions and passes the 12 credit hours with a 2.00 GPA. Is Student-Athlete R eligible to participate in the intercollegiate athletic program at Community College A during the following fall semester?

ANSWER:

Yes. Many colleges conduct several sessions during summer school. The credit hours earned during one or more sessions of summer school may be used for a full term of college enrollment provided they add up to 12 or more credits. Student-Athlete R meets the requirements of Article V, Section D.2.c, because he/she passed 12 credit hours with a 2.000 GPA during the previous term of full-time attendance.

NOTE: Before Student-Athlete R can participate in a second season of competition the requirements of Article V, Section D.3 must also be satisfied.

Case 7
Break of Enrollment

SITUATION:

Student-Athlete R attends Community College A during the fall 2016 term as a full-time student and earns 14 credit hours with a 2.50 GPA and **does not** participate. During the spring 2017 term, he attends Community College A as a part-time student and does not attend summer school. Is he eligible for the fall 2017 in the sport of cross country as a first season athlete?

ANSWER:

Yes. Student-Athlete R has one full-time term: fall of 2016. Therefore this student-athlete's eligibility is based upon the fall 2016 term during which he passed 14 credits with a 2.50 GPA, satisfying Article V, Section 2.D.2.b as a first season athlete.

Two (2) or More Previous Full-Time Terms (Section 2.D.2.c)

Case 1
Quarter Example, Eligible

SITUATION:

The following credits were earned by Student-Athlete R:
Fall quarter - enrolls in 15 and passes six (6) with a 1.00 GPA
Winter quarter - enrolls in 12 and passes eight (8) with a 1.67 GPA
Spring quarter - enrolls in 14 and passes 10 with a 1.88 GPA
Fall quarter - enrolls in 15 and passes 12 with a 2.00 GPA

Is this student-athlete eligible to participate in a first season of wrestling during the upcoming winter quarter?

ANSWER:

Yes. The previous term requirement of Article V, Section 2.D.2.c is satisfied since the student passed 12 credits with an associated GPA of 2.00 in the previous full-time term. .

Best Hours Accumulation Rule (Section 2.D.2.d)

Case 1 Quarter Example, Eligible

SITUATION:

The following credits were earned by Student-Athlete R:

Fall quarter - enrolls in 15 and passes 15 with a 2.000 GPA

Winter quarter - enrolls in 15 and passes 15 with a 2.50 GPA

Spring quarter - enrolls in 15 and passes 12 with a 2.25 GPA

Fall quarter - enrolls in 15 and passes 10 with a 1.50 GPA

Is this student-athlete eligible for baseball at the beginning of the winter quarter of his second year of enrollment?

ANSWER:

Yes. Section 2.D.2.d requires that a student-athlete must have an accumulation of credit hours equal to 12 multiplied by the number of previous full-time terms. In this case, four (4) multiplied by 12 equals 48. This student-athlete has accumulated 52 credit hours with a 2.000 GPA or higher. He/she must also have 36 quarter hours at a 2.00 GPA if a second season athlete.

Case 2 Semester Example, Eligible

SITUATION:

The following credits were earned by Student-Athlete R:

Fall semester - enrolls in 12 and passes 12 with a 2.50 GPA

Winter intersession - enrolls in and passes three (3) credits with a 2.00 GPA

Spring semester - enrolls in 12 and passes nine (9) with a 1.75 GPA

Is this student-athlete eligible for the upcoming fall semester?

ANSWER:

Yes. Whenever the accumulation of credits is used, all credits earned in college can be used to determine a student-athlete's eligibility. The student-athlete has enrolled in two previous full-time terms, therefore he/she must have 24 credit hours with a 2.00 GPA to satisfy the provisions of Article V, Section 2.D.2.d. (Please refer to the Winter-Intersession Case later in Section 4.E.2.)

NOTE: Second season athletes must also satisfy Section 2.D.3.

Case 3 Semester Example, Eligible

SITUATION:

The following credits were earned by Student-Athlete R:

Fall semester - enrolls in 12 and passes 10 with a 1.50 GPA (Participates in soccer)

Spring semester - enrolls in 12 and passes eight (8) with a 2.50 GPA

Summer session - enrolls in 6 and passes six (6) with a 3.00 GPA

Is this student-athlete eligible to participate during the fall semester in soccer?

ANSWER:

Yes. This student-athlete has met the requirements of Section 2.D.2.c by accumulating 24 semester hours in two previous full-time terms. This student-athlete also meets the second season requirement of Article V, Section 2.D.3 by having 24 credit hours with a 2.00 GPA.

Case 4 Semester Example, Eligible

SITUATION:

The following credits were earned by Student-Athlete R:

Fall semester - enrolls in 18 and passes 18 with a 2.00 GPA (swimming, first season)

Spring semester - enrolls in 18 and passes 18 with a 2.00 GPA (swimming, first season)

Fall semester - enrolls in 12 and passes 0 with a 0.0 GPA (swimming, second season)

Is this student-athlete eligible to continue swimming in the upcoming term?

ANSWER:

Yes. This student-athlete has passed 36 semester hours with a 2.00 GPA, with full-time enrollment in three previous full-time terms. This student-athlete met the provisions of Section 2.D.3 and 2.D.2.d.

Case 5 Quarter Example, Eligible

SITUATION:

The following credits were earned by Student-Athlete R:

Fall quarter - enrolls in 12 and passes 12 with a 2.000 GPA at Community College A

Winter quarter - enrolls in 12 and passes 12 with a 2.000 GPA (Participates in basketball.)

Spring quarter - enrolls in 12 and passes 10 with a 2.000 GPA at Community College A

Summer session - enrolls in and passes two (2) credits at Community College B

Is this student-athlete eligible for a second season of basketball competition at Community College A during the following fall quarter?

ANSWER:

Yes. The two credit hours earned at Community College B can be used for the total accumulation of credit hours needed at Community College A. This student-athlete was enrolled in three full-time quarters and therefore needs 36 quarter credit hours with a 2.00 GPA or higher to be eligible for the upcoming fall quarter.

Case 6**Semester and Quarter Hour Example, Ineligible****SITUATION:**

The following credits were earned by Student-Athlete R:

Fall semester - enrolls in 12 and passes 12 with a 2.00 GPA at Community College A

Spring semester - enrolls in 12 and passes nine (9) with a 2.00 GPA at Community College A

Summer session - passes three (3) quarter credits at Community College B

Is this student-athlete eligible for the upcoming fall term at Community College A?

ANSWER:

No. The credits which this student-athlete earned at Community College B were quarter credits. The quarter credits must be converted to semester credits. The formula is to multiply $2/3 \times$ quarter credits = semester credits. In this case the three quarter credits become two semester credits. At the completion of the summer session this student-athlete has only passed 23 semester credits, and therefore does not meet the provisions of 2.D.2.d.

Case 7**Requirement Prior to the Third Full-Time Quarter****SITUATION:**

The following shows the academic record of a student-athlete on the quarter system:

Summer session - enrolls in three (3) passes 3 with a 2.00 GPA

Fall quarter - enrolls in 12 passes 12 with a 2.000 GPA

Winter quarter - enrolls in 12 passes nine (9) with a 1.50 GPA

Is Student-Athlete R eligible to participate in the softball spring quarter?

ANSWER:

Yes. Student-Athlete R meets the accumulation provision in Section 2.D.2.d. This provision calls for an accumulation of 24 quarter hours prior to the third full-time quarter. (GPA must be 2.00 or higher.)

Case 8**Use of Part-Time Work for Accumulation of Credits****SITUATION:**

The following credits were earned by Student-Athlete R:

Fall semester - enrolls in 12 and passes nine (9) with a 1.75 GPA

Winter intersession - enrolls in one (1) and passes one (1) with a 4.00 GPA

Spring semester - enrolls in 15 and passes 10 with a 2.00 GPA

Summer session - enrolls in six (6) and passes six (6) with a 1.95 GPA

Fall semester - enrolls in 15 and passes 10 with a 2.00 GPA

Is Student-Athlete R eligible to participate in a second season of tennis during the following spring term?

ANSWER:

Yes. Student-Athlete R has accumulated 36 credit hours at a 2.000, which meets the requirements of Section 2.D.2.d.

NOTE: The student-athlete must also have 24 credit hours at a 2.00 GPA prior to second season.

Case 9**Computation of GPA Using the Best Hours****SITUATION:**

During the 2016-2017 academic year, Student-Athlete R participates in a first season of basketball and attempts 36 credit hours. Student-Athlete R passes 24 credit hours of the 36 attempted. The GPA on the 24 credit hours is 2.00. The GPA on the 36 credit hours is 1.35. Is Student-Athlete R eligible to participate during the 2017 fall term on the basis of these hours earned?

ANSWER:

Yes. Student-Athlete R must meet one of the requirements of Section 2.D.2 in addition to the second season requirements of Section 2.D.3. In this case, the best 24 credit hours may be used to determine the GPA.

NOTE:

1. Each course must be used in its entirety. It is not permissible to split a course for the purpose of GPA computation.
2. When taking the best hours, you must also take those quality points that have been awarded for those credit hours. Example: if you are taking the student's best 36 hours, you must take the quality points that have been earned with those 36 hours.

Case 10 Computing Hours Earned and GPA – Best Hours

SITUATION:

After completing three (3) full-time semesters Student-Athlete R has attempted 44 semester hours and successfully passed 36 semester credits. Student-Athlete R did not pass 12 credit hours in the previous full-time term (2.D.2.c), and therefore must use the accumulation rule in Section 2.D.2.d. How many hours must be used to compute the GPA for Section 2.D.2.d?

ANSWER:

Thirty-six (36). The GPA may be computed on the **best hours earned**, which are being used to satisfy a particular section of the rules.

Case 11 Winter Intersession Credits

SITUATION:

Student-Athlete R participates in basketball during the fall term and passes 10 credit hours during the fall term. Student-Athlete R enrolls in a winter intersession course that ends on January 20th. At Community College A, the spring term begins on January 14th and the 15th calendar day of the spring term, as listed in the college catalog, is January 28th. Is Student-Athlete R eligible for the spring term? On what date does Student-Athlete R become eligible for competition in the spring term?

ANSWER:

Since the winter intersession course ended prior to 15th calendar day of the spring term, the course could be used for either Section 2.D.2.b or Section 2.D.2.d, to establish eligibility for the spring term. Student-athlete must cease participation 20 calendar days after the completion of the fall term. Student-athlete may begin competition any time after the completion of the intersession course (January 20th), upon positive verification of a passing grade in the course, satisfying all NJCAA eligibility rules, and having their eligibility submitted online. **This course may only be added to the total accumulation, but does not become part of the hours within the previous term to arrive at a total of 12 credit hours in the previous term.**

Case 12 Winter Mini-Courses/Intersessions

SITUATION:

A winter intersession course that is conducted between the fall and spring terms at Community College A starts on January 3rd and ends on January 12th. The spring 16-week term officially begins on January 13th. Can the credit hours earned during this mini-session be counted towards either the fall or spring terms?

ANSWER:

No. The credit hours earned during this mini-session can **only** be counted towards overall accumulation (D.2.b, D.2.d, D.2.e, and D.2.f), not towards the fall or spring terms because the class is being offered in between terms.

Case 13 How to Count Winter Intersession Classes

SITUATION:

Student-Athlete R is taking a class during the winter intersession to become eligible for the spring term in baseball. The class starts on December 20th and ends on February 1st. The spring term starts on January 15th. When must this class be completed with an official grade posted in order to count this class for spring eligibility?

ANSWER:

According to NJCAA bylaws the class must be completed with an official grade posted no later than the 15th calendar day of the spring term. In this case, the class must have been completed and official grade posted no later than January 29th in order to count it towards the accumulation requirements for the spring term.

NOTE: When counting calendar days, you will count the first day of the term. School days, business days, holidays and weekends are counted within the calendar days.

Case 14 Total Accumulation – Intersession Example

SITUATION:

Student-Athlete R attends Community College A, participates in his/her first season of basketball during the 2016-2017 season, and has the following academic record:

Fall 2016 Semester - enrolls in 12 and passes 12 with a 2.00 GPA (participated 1st season of basketball)

Spring 2017 Semester - enrolls in 12 and passes 9 with a 2.00 GPA (participated 1st season of basketball)

Fall 2017 Semester - enrolls in 12 and passes 9 with a 2.00 GPA (not eligible for 2nd season of basketball)

Winter Intersession - enrolls in 3 and passes 3 with a 4.00 GPA

Is Student-Athlete R eligible to participate in the upcoming spring term?

ANSWER:

No. Student-Athlete R is not eligible for the fall 2017 term nor to be added to the spring 2018 term; he/she does not satisfy any of the four bylaws in Section 2.D.2 of the NJCAA bylaws. The three (3) credit hour intersession course **cannot** be added to the fall 2016 semester to meet section 2.D.2.c. This student-athlete would need an accumulation of 36 credit hours, with a 2.00 GPA to be added for the spring 2018 term.

Case 15
Independent Study Courses

SITUATION:

Student-Athlete R needs three (3) credit hours to meet the provisions of Article V, Section 2.D.2.d to be eligible in baseball at Community College A. Student-Athlete R enrolls in and begins taking an independent study course at a four-year institution on December 30th. The spring term at Community College A begins on January 15th and the 15th calendar day of that term is January 29th. May Student-Athlete R be certified eligible to play upon his successful completion of the independent study course on February 15th?

ANSWER:

No. Article V, Section 2.D.2.d of the NJCAA bylaws states that all credit hours being used to satisfy this eligibility requirement must be successfully completed prior to the 15th calendar day of the term. Student-Athlete R did not complete the independent study course prior to January 29th (the 15th calendar day of the spring term at Community College A) and therefore may not use the hours earned to fulfill his academic requirements. This rule applies to all courses (internet, independent study, intersession, etc.).

Total Hours Accumulation Rule (Section 2.D.2.e)

Case 1
Second Season Participant with Total Accumulation

SITUATION:

Student-Athlete R has attempted four previous full-time semesters and two different part-time summer terms, and has never passed 12 credit hours in any previous full-time term. Student-Athlete R has a total accumulation of 40 credit hours with a 2.08 GPA. Is Student-Athlete R eligible for the upcoming football season as a second season participant?

ANSWER:

Yes. Even though Student-Athlete R does not satisfy the provisions of sections D.2.c or D.2.d or D.2.f, he does satisfy the provisions of section 2.D.2.e. A second season participant for a fall sport must have passed a minimum accumulation of 36 credit hours with a 2.000 GPA or higher, regardless of previous term requirements.

Case 2
Second Season Requirements for a Spring Sport

SITUATION:

Student-Athlete R has been at Community College A for five previous full-time semesters. Student-Athlete R is a baseball student-athlete that has red-shirted one season and participated one season. According to Section 2.D.2.e, what are the academic requirements for Student-Athlete R to participate in the upcoming spring term?

ANSWER:

The student is a second season athlete and must meet one of the requirements of Article V, Section 2.D.2 as well as Article V, Section 2.D.3.

Case 3
Second Season Requirements for a Spring Sport

SITUATION:

Student-Athlete R has been enrolled in college as a full-time student for five (5) previous terms accumulating a total of 50 credit hours with a 2.00 GPA. Student-Athlete R participates in their first season of 2017 spring baseball utilizing Section 2.D.2.e to be eligible. In the 2017 spring term the student enrolls in 12 credit hours and passes 6 credit hours with a GPA of 2.00. In the fall 2017 term the student enrolls in 12 credit hours and passes 5 credit hours with a 2.00 GPA. When evaluating the students eligibility for the spring 2018 season of baseball is this student eligible?

ANSWER:

Due to the fact the student has attempted more than one term of full-time enrollment and has used D.2.e, the student must meet one of the following requirements; D.2.c, or D.2.d,

D.2.c – Student does not meet as they only passed five credits in the previous term of full-time enrollment.

D.2.d – Student does not meet as they have only accumulated 61 credit hours.

D.2.e – Student used D.2.e in the spring of 2017 for a first season of eligibility. D.2.e is no longer an option as it is only permitted to be used once.

The student in question is not eligible for a second season of baseball in the spring 2018 season as they do not meet D.2.c, or D.2.d which is required following the use of D.2.e in the spring 2017 season.

Case 4
Semester Example, Ineligible

SITUATION:

The following credits were earned by Student-Athlete R:
Fall semester - enrolls in 12 and passes 12 with a 2.00 (basketball, first season)
Spring semester - enrolls in 12 and passes 12 with a 2.00 (basketball, first season)
Fall semester - enrolls in 12 and passes 9 with a 2.00 (basketball, second season)
Is this student-athlete eligible to continue basketball in the spring term?

ANSWER:

No. This student has three previous full-time terms and is a second season athlete. This student-athlete does not meet any provision of Section 2.D.2. Did not pass 12 credit hours in previous full-time term nor D.2.d: $3 \times 12 = 36$ total accumulation. Also, D.2.e would require 48 credit hours with a 2.00 GPA for a second season spring sport.

Case 5
Quarter Example, Ineligible

SITUATION:

The following credits were earned by Student-Athlete R:
Fall quarter - enrolls in 12 and passes 12 with 2.00 (Participates in volleyball.)
Winter quarter - enrolls in 12 and passes 10 with a 1.85 GPA
Spring quarter - enrolls in 12 and passes 10 with a 2.50 GPA
Summer session - enrolls in 2 and passes 2 with a 4.00 GPA
Is this student-athlete eligible for the second season volleyball season?

ANSWER:

No. The student has attempted three terms of full-time enrollment and is a second season athlete. This student-athlete is not eligible under D.2.c because she did not pass 12 credit hours in the previous full-time term. She is not eligible under D.2.d because she did not pass 36 credit hours for the three previous full-time terms. This student-athlete also does not satisfy the provisions of D.2.e. Additionally this student-athlete does not meet the second season provisions of Section 2.D.3. **NOTE:** The 2-credit hours earned in the summer session cannot be added to the 10 earned in the spring quarter to meet D.2.c as part-time term credits can only be used in meeting accumulations.

First Participating Term Accumulation (Section 2.D.2.f)

Case 1
First Season Participant

SITUATION:

Student-Athlete R attends college as a full-time student-athlete for three terms, and does not participate in intercollegiate athletics. The following is the academic record for Student-Athlete R:

Fall Semester - enrolls in 12 and passes nine (9) with a 2.00 GPA
Spring Semester - enrolls in 12 and passes nine (9) with a 2.25 GPA
Fall Semester - enrolls in 12 and passes nine (9) with a 2.00 GPA

Student-Athlete R has a total accumulation of 27 semester hours, with a 2.10 GPA, and has never participated in softball. Is Student-Athlete R eligible to participate in softball in the upcoming spring term?

ANSWER:

Yes. Because Student-Athlete R has never participated, she would satisfy the provisions of 2.D.2.f (24 semester hours with a 2.00 GPA or higher) since the spring term is her first (initial) term of participation.

Case 2
Non-Participant Transfer

SITUATION:

Student-Athlete R attends Four-Year Institution A for four (4) concurrent full-time semesters passing 10 credit hours in the previous full-time term and having accumulated 32 credit hours with an overall GPA of 2.86. Student-Athlete R has never participated in intercollegiate athletics. Is Student-Athlete R eligible for immediate participation at an NJCAA member college?

ANSWER:

Yes. Because Student-Athlete R has never participated, he/she would satisfy the provisions of Section 2.D.2.f. A first season participant must have passed a minimum of 24 credit hours with a 2.00 GPA or higher, regardless of previous term or other accumulation requirements.

Case 3
Two-Term Sport

SITUATION:

Student-Athlete R has accumulated 24 semester hours with a 2.00 GPA prior to the beginning of a first season of basketball, in four (4) full-time terms of attendance. This accumulation allows Student-Athlete R to be eligible for basketball in the fall term. What is the eligibility requirement for Student-Athlete R to continue basketball into the spring term?

ANSWER:

Once the season began for Student-Athlete R in basketball (a two-term sport) the student-athlete may become eligible by utilizing Section 2.D.2.c., 2.D.2.d. or 2.D.2.e. Section 2.D.2.f *cannot* be used for the spring term of basketball because the fall term was Student-Athlete R's initial term (first term) of participation. The spring term is the student-athlete's second term of participation and this rule can no longer be used in eligibility for this student-athlete in the sport of basketball. If the student-athlete had not participated during the fall term, the spring term would then become his/her first (initial) term of participation and then first participating term exception could be used in determining the student-athlete's eligibility.

NOTE: Section 2.D.2.f does not constitute eligibility for a full season of participation in a two-term sport, but only for the initial term (first term) of participation.

Second Season Academic Accumulation (Section 2.D.3)

Case 1

Requirements Prior to a Second Season of Participation in a Fall Sport

SITUATION:

Student-Athlete R, a freshman, enrolls in 15 credit hours at Community College A and participates in soccer. At the completion of the semester, Student-Athlete R has earned 15 credit hours with a 4.00 GPA. Student-Athlete R does not attend the spring term and returns to college the following fall semester. Is Student-Athlete R eligible to participate in soccer?

ANSWER:

No. In this case Student-Athlete R has earned only 15 credit hours and he/she must have earned a total accumulation of 24 semester credit hours with a 2.00 GPA or higher to participate in a second season.

Case 2

Quarter Example – Requirements Prior to a Second Season of Participation

SITUATION:

The following credits were earned by Student-Athlete R:

Fall quarter - enrolls in 12 credit hours and passes 12 credit hours with a 1.75 GPA (Participates in indoor track, 1st season.)

Winter quarter - enrolls in 12 credit hours and passes 12 credit hours with a 2.25 GPA (Participates in indoor track, 1st season.)

Spring quarter - enrolls in 10 credit hours and passes 10 credit hours with a 2.00 GPA

Is Student-Athlete R eligible for a second season of indoor track?

ANSWER:

Yes. Section 2.D.3 requires 28 quarter credit hours with a 2.00 GPA prior to a second season of participation, if the student-athlete has attempted only two (2) or less full-time quarters. If the student-athlete was full-time during the spring quarter then he/she would need 36 credit hours earned for three (3) full-time quarters.

Case 3

Semester Example – Requirements Prior to a Second Season of Participation

SITUATION:

The following credits were earned by Student-Athlete R:

Fall semester - enrolls in 12 credit hours and passes 12 credit hours with a 2.50 GPA (Participates in cross country, 1st season.)

Spring semester - enrolls in 15 credit hours and passes 13 credit hours with a 3.50 GPA

Is Student-Athlete R eligible for a second season of cross country?

ANSWER:

Yes. Student-Athlete R has attempted two semesters and must have earned 24 credit hours with a 2.00 GPA or higher prior to a second season of participation. In this case, Student-Athlete R has earned a total of 25 credit hours and is eligible. The student-athlete also satisfies Section 2.D.2.d and 2.D.3.

Case 4

Use of Part-Time Credits to Meet Second Season Requirement

SITUATION:

The following is the academic record for Student-Athlete R:

Fall semester - enrolls in 12 credit hours and passes 12 credit hours with a 2.75 GPA (Participates in basketball, 1st season.)

Spring semester - enrolls in 12 credit hours and passes 9 credit hours with a 2.00 GPA (Participates in basketball, 1st season.)

Summer session - enrolls in three (3) credit hours and passes 3 credit hours with a 2.000 GPA

Is Student-Athlete R eligible for the upcoming basketball season, his second season?

ANSWER:

Yes. Credit hours used in the accumulation requirements of Section 2.D.3 can be acquired any time prior to the second season of participation.

NOTE: Transfer student-athletes must meet the requirements of Section 2.D.3 prior to the start of his/her second season.

Case 5

Eligibility at Mid-Year for Second Season Participant

SITUATION:

What are the eligibility requirements of a second season student-athlete entering his/her third semester or fourth quarter of full-time attendance?

ANSWER:

Before a student-athlete can participate in a second season of competition the requirements of Section 2.D.3 must be satisfied.

Case 6

Counting Developmental Classes for a Second Season Athlete

SITUATION:

Student-Athlete R is a second season athlete and has earned a total of 36 hours over three (3) full-time terms. Three (3) of the 36 hours are from a developmental class (Math 001) which Student-Athlete R successfully completed during his/her last term of enrollment. Can the three (3) credits for the Math 001 course be counted to meet NJCAA eligibility requirements?

ANSWER:

Due to the fact that Student-Athlete R successfully exited the developmental class, three (3) hours may be used to meet NJCAA eligibility requirements for a second season of participation. However, if student-Athlete R had not successfully exited the class, no hours could be used to satisfy section 2.D.2 and/or 2.D.3.

Case 7
Accelerated Courses – 2.D.3

SITUATION:

Second season Student-Athlete R enrolls for the fall term at Community College A in 15 credit hours. A three (3) credit hour course begins August 28th and is completed October 15th. The basketball season begins on November 28th. Can Student-Athlete R use the three (3) credit hour course towards his/her accumulation of 24 credit hours to satisfy Article V, Section 2.D.3?

ANSWER:

Yes. All students have until they participate to accumulate the required credits to meet Article V, Section 2.D.3. It is not required that 2.D.3 be met within the first 15 calendar days of the term only prior to participation.

Case 8
Second Season Athlete who is Not a High School Graduate

SITUATION:

Student-Athlete R is not a high school graduate. He participated in his first season of intercollegiate baseball during the spring 2017 season at a non-member college. The non-member college allows non-high school graduates to participate in their organization. Because he is a second season athlete, is he able to participate in the upcoming spring 2018 baseball season?

ANSWER:

No. The fact the student-athlete has previously participated in their first season of intercollegiate athletics does not provide them an avenue to participate in the NJCAA as a non-high school graduate for their second season of participation. The student in the above situation must have passed an equivalency exam recognized by the state department of education or received his high school diploma in order to participate in the NJCAA.

Certified Disabled Student-Athlete (Section 2.E.1)

Case 1
Section 2.E.1.d.i – Student's Class Schedule

SITUATION:

Student-Athlete R's class schedule for the fall term is showing that he/she is enrolled in 13 hours. Will a certified learning disability be approved by the National Office?

ANSWER:

No. As per Section 2.E.1.d.i the "appropriate institutional academic authority (e.g., registrar) that the institution has defined the student-athlete's full-time enrollment to be less than 12 credit hours to compensate for the student-athlete's disability." Therefore, if the student is enrolled in 12 or more hours, the college has not deemed that less than 12 hours is appropriate for the student's disability.

Case 2
Section 2.E.1.d.vi.d – Written Documentation of Certified Disability

SITUATION:

Community College A submits documentation to the NJCAA National Office relative to a certified disability for Student-Athlete R. The documentation is from the summer of 2012, during Student-Athlete R's high school enrollment. Will this documentation suffice, or will an updated evaluation be required?

ANSWER:

The NJCAA requires a current diagnosis, which must have been made within the last three (3) years. Circumstances of this case may allow the NJCAA to waive this requirement.

Case 3
Institutional Policies on Disabled Student-Athletes

SITUATION:

Community College A does not have a policy or a program in place for disabled students at their institution. Can Community College A receive relief under the provisions of the NJCAA disabled student-athlete policy?

ANSWER:

No. The NJCAA's policy requires that the student-athlete in question be in the college program designed to support and accommodate the student-athlete's disability.

Case 4
Exempt Rules for Disabled Student-Athletes

SITUATION:

Which NJCAA regulations can be adjusted or exempted under the disabled student-athlete policy?

ANSWER:

The eligibility regulations set forth in Article V, Sections 2.D.2 and 2.D.3 may be granted adjustments to or exemptions from. These sections refer to full-time enrollment and previous term eligibility requirements. Disabled student-athlete adjustments and or exemptions must be approved by the NJCAA National Office prior to participation.

Case 5
Student-Athlete Notification to the College

SITUATION:

Does the student-athlete have an obligation to notify the college of his/her disability prior to the beginning of the academic term or year?

ANSWER:

Yes. Any student-athlete applying for relief under this section must notify the college of his/her disability prior to the beginning of the academic term or year as per the American Disabilities Act (ADA) of 1990. If the student-athlete does not notify the college and therefore does not enroll in the support program offered by the college, relief cannot be granted until the following academic year.

Case 6
Disabled Student-Athlete – Second Season

SITUATION:

Student-Athlete R has a certified learning disability and has been approved through the NJCAA National Office to participate while being enrolled in less than 12 credit hours. Student-Athlete R participated in one season of intercollegiate soccer. What is the number of credits the student will need to have successfully accumulated in order to participate in a second season of NJCAA soccer?

ANSWER:

The second season requirement for Student-Athlete R under these circumstances would be as follows. Assuming the NJCAA National Office approved the student for participation while being enrolled in nine (9) credit hours during his/her first season of participation, the number would double for the second year requirement. Student-Athlete R would be required to have passed 18 credits with a 2.000 GPA prior to their second season of participation to be eligible. If the approval had been for 11 hours then the second year requirement would be 22 credits at a 2.000 GPA level.

Case 7
Disabled Student-Athlete – Continued Participation in a Two Term Sport

SITUATION:

Student-Athlete R has a certified learning disability and has been approved through the NJCAA National Office to participate while being enrolled in less than 12 credit hours. Student-Athlete R has been approved to participate while being enrolled in nine (9) credits hours. Student-Athlete R is a basketball athlete. What is the requirement for this student to continue to participate on the basketball team during the spring term?

ANSWER:

The student is required to have accumulated nine (9) credits at a 1.75 GPA in order to meet the requirements of Article V, Section 2.D.2.b (one previous full-time term) and maintain his/her eligibility.

Eighteen (18) Months Non Full-Time Attendance (Section 2.E.2)

Case 1
Method of Counting Eighteen Calendar Months

SITUATION:

Before the completion of a term, Student-Athlete R withdraws from college. After a time lapse of approximately a year and a half of non-college attendance, Student-Athlete R decides to enroll at an NJCAA member college. How does one determine if Student-Athlete R satisfies the 18-calendar month rule of Section 2.E.2?

ANSWER:

The procedure is to count 18 full months beginning with the student-athlete's official date of withdrawal as recorded by the college (i.e. February 15 to March 14 = 1 month). If the student-athlete did not officially withdraw, the countdown begins after the last day of the term which the student-athlete was enrolled as a full-time student. A 15-calendar day allowance will be given to benefit the student-athlete. If a student-athlete was not in full-time attendance 17 months and 15 days he/she will have satisfied this rule.

NOTE: If the student-athlete did not serve in the U.S. Armed Forces, a church mission or with a recognized foreign aid service of the United States Government the provisions of Section 2.D.3, 24 semester or 28/36 quarter hours prior to a second season of participation, must be met prior to participation.

Case 2
Eighteen Calendar Months After Participation

SITUATION:

Student-Athlete R attends Community College A during the course of two semesters and participates in basketball. Student-Athlete R has an accumulation of 22 semester credits. Student-Athlete R chooses to serve in the Armed Forces of the United States for the next two years. If Student-Athlete R returns to Community College A after not attending college for a period of 18-calendar months or longer, is he/she immediately eligible to participate in a second season of basketball competition?

ANSWER:

Yes. Student-Athlete R is exempt from Section 2.D.3 of the eligibility rules.

NOTE: Student-Athlete R must serve in the United States Armed Forces, a church mission or with a recognized foreign aid service of the United States Government to be exempt from the 24 semester or 28/36 quarter hour requirement for a second season athlete (2.D.3). Documentation of this service must be sent to the NJCAA National Office for pre-approval.

Case 3 Eighteen Months Out, One Term Back

SITUATION:

Student-Athlete R attends college two full-time terms, passing only 15 credit hours with a 1.50 GPA, but does not participate in sports. Student-Athlete R joins the U.S. Military for two full calendar years, then returns in the fall term to participate in wrestling. Student-Athlete R is eligible for the fall term based upon the 18 calendar month rule exempting him from Section 2.D.2. However, Student-Athlete R passes only 10 out of 12 credit hours from the fall term. Is Student-Athlete R eligible for the spring term?

ANSWER:

No. Student-Athlete R is responsible for **three** previous full-time terms and therefore must have passed either 12 credit hours with a 2.00 GPA in the previous full-time term or $12 \times 3 = 36$ credit hours with a 2.00 GPA. Once the student-athlete enrolls full-time after the 18-month break, he/she may no longer use this exemption.

Case 4 18 Month Non-Attendance Rule – Occurring Twice

SITUATION:

Student-Athlete R graduates from high school and attends Community College A for two terms during the 2005-2006 academic year and does not participate in intercollegiate athletics. He joins the military in August 2006 and is deployed for a period of 24 months. He comes back to Community College A, attends full-time, and participates in baseball during the spring 2009. He qualified for the 18-Month Non-Attendance Rule for spring 2009 eligibility. After the spring 2009 term he is unable to attend college as a full-time student for another 30 months. May he use the 18-Month Non-Attendance rule again and be eligible to compete for his second season of participation?

ANSWER:

Yes, as long as he has met Section 2.D.3 prior to the start of his second season he is eligible to participate.

Case 5 Ten Month Church Mission

SITUATION:

Student-Athlete R participates in football at Community College A during the 2004 season. Student-Athlete R then goes on a certified mission with his church for a period of ten months. At this time, Student-Athlete R then enters the work force for one year. Is Student-Athlete R exempt from Article V, Section 2.D.3 (second season requirement)?

ANSWER:

No. Section 2.E.2.b requires that the student-athlete be on a mission for eighteen (18) calendar months or longer in order to receive an exemption from Section 2.D.3. However, he/she is exempt from Sections 2.D.2 and 2.D.3.

COMPLIANCE ELIGIBILITY

Falsification of Eligibility

Case 1 Student-Athlete Falsifies Eligibility Information

SITUATION:

Student-Athlete R is a transfer from a non-member college and participated in one season at that institution in wrestling. He then transfers to Community College A. On the NJCAA Eligibility Affidavit form he states that he did not participate at the non-member college and in addition he provides transcripts to the athletic department. Research is conducted concerning his participation and transcripts and it is found that his statements on the Affidavit and his transcripts have been falsified. Is Student-Athlete R still eligible for competition?

ANSWER:

No. Because the student-athlete falsified information/materials used to determine his eligibility, he is ineligible for competition in any sport at any school in the NJCAA. Any falsified information regarding a student-athlete's eligibility will result in a ban in participation within the NJCAA indefinitely.

Case 2 Member Institution Falsifies Eligibility Information

Should a member college be found to have falsified eligibility Information, the immediate penalty will be probation. The case may be reviewed by the Standards and Ethics Committee for further sanction.

General

Case 1 Practice with another College while the Season is in Progress

SITUATION:

While a member of Community College A's program, Student-Athlete R practices with Four-Year Institution X. Is this considered a violation of NJCAA bylaws?

ANSWER:

Yes. While the season is in progress, Student-Athlete R may not play or practice with another collegiate program or any other team.

Case 2

Participation on Two Different Teams

SITUATION:

While a member of Community College A's basketball team, can Student-Athlete R participate with a recreational basketball team while also participating with his/her college team?

ANSWER:

No. NJCAA bylaws prohibits participation on any team in the same sport while the season of that sport is in progress.

Case 3

Playing Two Sports at Same Time

SITUATION:

Student-Athlete R, a basketball player at Community College B, would like to compete in an indoor track and field meet representing Community College B during basketball season. Will Student-Athlete R's participation in the indoor track and field meet jeopardize his/her eligibility to continue playing basketball?

ANSWER:

No. Student-Athlete R will be eligible to compete in both basketball and indoor track and field for Community College B. This bylaw is referring to participating for more than one team in the same sport while the season of that sport is in progress.

Case 4

Participation after the Season

SITUATION:

After the basketball season at Community College A has ended, members of the basketball team join teams which are not associated with the college. Can a freshman who plans to return to Community College A the following year participate on a non-college team without having an NJCAA sanction?

ANSWER:

Yes. Once the season has been completed, student-athletes may participate on non-college teams without it affecting their eligibility.

Case 5

Team Participation in Community Recreation League

SITUATION:

Community College A wants to have their baseball team participate in the local fall men's league which is run by the local Recreation Commission. Is this possible in place of having a traditional fall college baseball season?

ANSWER:

No. Teams that are associated to member institutions are not permitted to participate in non-intercollegiate leagues. The Community College team may participate against some of those same teams but would not be permitted to join the league.

Case 6

Participation in Open Meets

SITUATION:

Community College A enters student-athletes in an open wrestling tournament which is listed as an open event on their regular schedule. The college provides transportation and pays the entry fees for the student-athletes. Can Community College A enter student-athletes in this tournament who are not academically eligible, and listed on the college eligibility form?

ANSWER:

No. Only those student-athletes who satisfy all provisions of the NJCAA Rules of Eligibility shall be allowed to compete in the open tournament. Any type of competition in which student-athletes represent the college must be a part of the college wrestling schedule. NJCAA member colleges may not provide funding for student-athletes not listed on the eligibility form for that sport and that year. This funding includes, but is not limited to, transportation and meals. The community college coaching staff may not coach or provide assistance to an athlete not listed on the NJCAA eligibility form for that sport, submitted online by the member college to the NJCAA National Office.

CERTIFICATION ELIGIBILITY

Certifying Eligibility Form (Section 3.B.1)

Case 1

What to do after Submitting an Eligibility Form

1. After submitting an eligibility form, the online program will immediately take you **back** to the "Student-Athlete Eligibility Form" page which will show the creation date of the form, the term, the status of the form, and the date that form was submitted.

2. On the "Student-Athlete Eligibility Form" webpage you will need to make sure that all student-athletes are on the form that you have just submitted. You can do this by clicking on the **view icon**  under the **Actions column** on the line of the form that you have recently submitted to reopen the form. The submitted form will pop up in a new window. In addition, this is the official eligibility form that must be signed by all parties.

What to do if you see a new "NOT SUBMITTED" form:

If you see a new "Not Submitted" form this means that at least one student-athlete did not go through on the newly submitted form **or** there was a problem submitting the form. The new "Not Submitted" form is automatically created when student-athletes are ineligible and have "X's" by their names. The "X" means that the program determined that the student-athlete is ineligible and will not allow ineligible athletes to be submitted on an eligibility form, thus a new form is automatically created. Your next step here is to determine why there is an "X" by the student's name. Maybe this is because the student **is** ineligible, a box was left blank or a box was typed incorrectly - i.e. the GPA of 3.25 is typed in as 3,25 (a comma instead of a decimal).

CONFIRMATION EMAILS:

The eligibility program will send a confirmation email when the form has been submitted online. Although these emails are helpful, sometimes a submitted form can be blank so do not solely rely on these emails to confirm that your forms have been submitted. Again go through the process of reopening all forms immediately after submitting them.

- The confirmation email is emailed to the person who logged in and created the eligibility submission. If you do not receive your confirmation emails it could be because your junk mail or spam blocker is preventing the email from going through to your inbox.
- It is important to check the submission of your eligibility forms to remain compliant with the deadlines located in the bylaws. It is also wise to take the initiative in starting the eligibility process early enough to give yourself enough time to enter the eligibility and to solve any problems that may occur along the way.
- Again if you are ever late submitting an eligibility form notify the Office of Eligibility at the NJCAA National Office.
- The online eligibility instructions are located on the NJCAA website under the school site.

Case 2

Online Eligibility Submission

SITUATION:

Community College A begins its fall term on September 5th. The first Volleyball match is scheduled for August 22nd. What is the date the online eligibility must be submitted?

ANSWER:

NJCAA bylaws require eligibility to be completed in the online system prior to a student's initial participation. In this case the eligibility must be completed and submitted in the NJCAA Online Eligibility system prior to the match on August 22nd.

Case 3

Online Eligibility Submission using Projected Enrollment

SITUATION:

Community College A begins its fall term on September 5th. The first volleyball match is scheduled for August 22nd. Student-Athlete R has not yet enrolled in classes at the time of the first match. Can the eligibility form be completed and submitted using a project enrollment for student-athlete R?

ANSWER:

No, the fact the student is not enrolled in 12 or more credits that meet NJCAA requirements leaves the student-athlete ineligible for participation. Student-Athlete R may not be certified using projected enrollment. Using projected enrollment would be a case of falsification of information resulting in sanction.

Case 4

Online Eligibility Submission

SITUATION:

Community College A begins its fall term on September 1st. The first date of competition in volleyball is September 6th. When must the online eligibility for all participating student-athletes be submitted?

ANSWER:

Online eligibility for all student-athletes must be submitted prior to participation (Article V, Section 3.B.2). Penalties for failure to submit are identified within Article V, Section 3.B.4 and due to student-athletes not becoming officially eligible until the eligibility forms have been submitted online, all games in which the team has participated must be forfeited as per Article V, Section 3.D.

Case 5

Beginning Date of Outdoor Track and Field Season

SITUATION:

Community College A participates in the NJCAA National Championship Indoor Track and Field Meet. Because of their geographic location and the cold weather conditions, Community College A continues to participate in indoor track and field meets after the National Championship Meet. Are the meets which are held indoors following the NJCAA National Championship Indoor Meet considered a part of the indoor or the outdoor season?

ANSWER:

Any meets which are conducted after the NJCAA Championship Indoor Meet must be considered as part of the outdoor track and field season even though they may be conducted as indoor meets. An outdoor eligibility form is required to be submitted online as per the deadlines in Article V, Section 3.B.2.

Case 6**Deadline for Submitting Eligibility Forms****SITUATION:**

The fall quarter at Community College A ends on November 15th according to their college catalog. The first basketball game of the published schedule is November 15th at 9 p.m. Must Community College A submit a basketball eligibility form online for the fall quarter? NOTE: The next quarter begins on November 16th.

ANSWER:

Yes. The first basketball game was played during the fall quarter; therefore, the college must submit an eligibility form online prior to the first regularly scheduled contest as well as submitting a form for the following quarter as per the recertification deadlines in Article V, Section 3.B.2.b - Recertification. If the game would have been played on November 16th instead of November 15th, the eligibility would be required to be submitted prior to participation in the first game but no recertification would be required at that time.

Case 7**Submitting Eligibility Forms for All-Star and Open Competitions – (Fall Baseball/Softball/Golf/Tennis)****SITUATION:**

Community College A has three softball players that have been chosen to compete in a conference All-Star game in October. Does Community College A have to file fall softball eligibility for these players?

ANSWER:

Yes. Community College A must file eligibility for all players who participate in any open or all-star competitions that are sponsored by a conference or region.

NOTE: If the student-athletes are competing in an open or all-star event *not* sponsored by a region or conference then the student-athlete cannot represent Community College A and eligibility does not need to be filed. Community College A may not provide entry fees, equipment, transportation, lodging, meals, etc. to the student-athlete to these non-conference/region sponsored events. (Please refer to Article V, Section 4.C for more information about Student-Athlete Participation in All-Star and Open Competitions.)

Case 8**Submitting an Eligibility Form for Participants in Open Tournaments****SITUATION:**

Does an eligibility form have to be submitted for Community College A's wrestling team which competes only in open tournaments during the fall term?

ANSWER:

Yes. Any scheduled tournaments which student-athletes enter as representatives of a member college, either open or invitational, all student-athletes must satisfy the NJCAA Rules of Eligibility and an eligibility form must be submitted online prior to participation in order for those student-athletes to be eligible to compete. (Please refer to Article V, Section 4.C for more Open Tournament Information and Article V, Section 3.B.2.b for more Recertification information since wrestling is a two-term sport.)

Case 9**Seasons which begin between Terms (Outdoor Track example)****SITUATION:**

At Community College A, the winter term ends on March 15th and the spring term begins on March 20th. The first outdoor track and field meet is scheduled for March 16th. Is the outdoor track and field season part of the winter term or the spring term?

ANSWER:

Spring term. Whenever the first scheduled meet or game begins between terms, the sport season shall be considered a part of the next term. Eligibility form must be submitted prior to participation.

Case 10**Seasons which begin between Terms (Basketball example)****SITUATION:**

The fall semester at Community College A ends on December 10th and the spring semester begins on January 12th. The first basketball contest is scheduled for January 2nd. When must eligibility information be submitted online to the Office of Eligibility?

ANSWER:

Eligibility must be filed prior to initial participation. In this case eligibility must be filed prior to the game on January 2nd.

Case 11**Fall Qualification for Spring Championships****SITUATION:**

Does an eligibility form have to be submitted for an individual or a team which qualified during the fall term for a National Championship held in May?

ANSWER:

No. An eligibility form *does not need* to be submitted, but instead, a list of the names of the student-athlete qualifiers for the Spring National Championship must be submitted to the National Office on college letterhead showing the number of credit hours each student-athlete is enrolled in for the spring term or the college may provide spring class schedules for each student-athlete verifying full-time status. The student-athletes must have valid physical examinations. This information will need to be submitted to the National Office prior to the deadlines listed in Article V, Section 3.B.3 and the athletic director will need to sign this letter.

Case 12**No Schedule – Deadlines for Eligibility Information****SITUATION:**

Community College A does not schedule any regular season bowling matches. They do however, plan on entering the National Championship Bowling Tournament. When is it necessary for Community College A to submit eligibility information online?

ANSWER:

Eligibility information must be approved before the deadline dates established in Article V, Section 3.B.3.a. The form must be submitted online to the National Office in advance of the printed deadline.

Adding Participants on Eligibility Forms (Section 3.B.3)

Case 1**Section 3.B.3.a – Supplementing Individuals****SITUATION:**

Community College A begins their basketball season on November 20th. Student-Athlete R joins the team on December 1st and is not listed on the original eligibility form. Can Student-Athlete R be supplemented to the eligibility roster?

ANSWER:

Yes. Student-Athlete R must be submitted online through the official NJCAA eligibility program before participating. Student-athletes can be supplemented at any time during the regular season schedule if they satisfy all provisions of the NJCAA Rules of Eligibility (see deadline dates in Section 3.B.3.a).

Case 2**Section 3.B.3.a – Supplementing Individuals****SITUATION:**

Community College A begins their cross country schedule on September 5th. When is the last day Student-Athlete R may be added to the eligibility form, and be eligible for Regional and National competition?

ANSWER:

Section 3.B.3.a. lists the deadline dates for submitting, approval and additions for each sport.

Case 3**Section 3.B.3.a – Adding Players to Roster****SITUATION:**

The last day of the spring semester at Community College A as shown on its academic calendar, is May 15th. The regular baseball schedule ends on May 10th. Can student-athletes who were not eligible during the spring term participate in postseason play if they satisfy the provisions of Article V, Section 2.D.2 following the completion of the spring term?

ANSWER:

No. Once the regular season schedule has ended, no additions can be made to the team's roster. It should be noted that because the regular season schedule ended before the last day of the term, all student-athletes who were team members during the spring term remain eligible through all postseason games as long as the student-athletes maintained full-time enrollment throughout the end of the spring term.

Case 4**Section 3.B.3.a – Regional Qualifications for the Spring National Tournament****SITUATION:**

If a region conducts a Regional qualifying tournament during the fall term and the National Championship is held during the spring, what academic requirements must the student-athlete satisfy to be eligible for the National Championship?

ANSWER:

The student-athlete must be enrolled full-time in 12 or more credit hours during the semester or quarter that the Spring National Championship is held. Spring class schedules must be provided to the NJCAA National Office for those athletes that plan to participate in the National Championship no later than the deadlines listed in Section 3.B.3.a.

Case 5
Eligibility of Student-Athletes if Season begins Between Terms

SITUATION:

The basketball season at Community College A begins on December 20th. The fall term ended on December 15th, five (5) days prior to the beginning of the basketball season. Because the season schedule begins after the fall term ends, basketball at Community College A is not conducted during the fall term but is considered as having its season conducted during the spring term. What are the requirements for student-athletes to be eligible for the first contest which is being played between the fall and winter terms?

ANSWER:

Student-athletes must satisfy the following rules:

1. Enrolled in 12 or more credit hours for the spring term.
2. Satisfy the provisions of academic progress requirements from the previous term(s) of full-time enrollment if the student-athlete has previously attended college.
3. Satisfy the provisions of Article V, Section 2.D.3 if the student-athlete is beginning his/her second season of competition.

NOTE: In this case, student-athletes were not required to have been enrolled full-time or even enrolled at all during the immediate previous term. The student-athlete's eligibility is based on the last term of full-time enrollment.

Case 6
Eligibility of a New Student-Athlete Between Terms

SITUATION:

The first indoor track and field meet at Community College A begins on January 15th. The January 15th date falls between the end of the fall semester and the beginning of spring semester. Can Student-Athlete R, a new student-athlete, participate at the first indoor meet scheduled for January 15th?

ANSWER:

Yes. Student-Athlete R, a first term freshman, is eligible if he/she is appropriately enrolled full-time in the spring term at Community College A.

Case 7
Participation after Completion of Term

SITUATION:

The last day of the spring semester at Community College A is May 5th. The last regularly scheduled baseball game (excluding postseason competition) is May 3rd. Student-Athlete R, a member of the baseball team, completes the spring semester having earned only 9 credit hours. Is Student-Athlete R eligible to compete in the Regional Tournament scheduled on May 10th and if his team wins, continue to play in the District and National Tournament?

ANSWER:

Yes. Because the last regularly scheduled game occurred on or before the last day of the spring semester, Student-Athlete R remains eligible for the duration of the postseason tournaments. NJCAA bylaws state "if the regular season schedule of a sport ends before the last day of the term, all student-athletes remain eligible for postseason competition (Regional and National competition), provided full-time enrollment is maintained throughout the term."

Case 8
Supplementing Individuals after Academic Probation

SITUATION:

Student-Athlete R, a transfer from a four-year institution, is serving 16-calendar weeks of probation when the basketball season at Community College A begins. Student-Athlete R's probation ends after the first semester but will be completed before the beginning of the next semester. Can Student-Athlete R participate before the beginning of the next term?

ANSWER:

Yes. Student-Athlete R can be submitted on a supplemental online eligibility form after the first semester ends provided the 16-calendar weeks of probation has expired. Student-Athlete R becomes eligible on the date in which he/she was submitted online through the NJCAA online eligibility program. Student-Athlete R must also meet one of the academic progress requirements to be removed from the ineligible transfer list.

Recertification

Case 1
When to Submit Eligibility for the Second Term of a Two-Term Sport

SITUATION:

Community College A ends their fall term on December 15th, the next upcoming games are on December 28th and 29th as well as January 5th and 10th. When must the recertification eligibility be submitted by?

ANSWER:

NJCAA bylaws allow for the fall eligibility to cover the first 20 calendar days following the end of the fall term. With the fall term ending on December 15th, the 20 calendar day window extends through the 4th of January. Community College A must submit the recertification of eligibility prior to the game on January 5th as it is the first game outside of the 20 calendar day window. Failure to submit recertification prior to the game on the 5th will result in sanctions as Community College A does not have any eligible athletes for that contest without submitting the recertification of eligibility.

Case 2

When to File for the Second Term of a Two-Term Sport when Student-Athlete is Taking a Winter-Intercession Class SITUATION:

Community College A ends their fall term on December 20th, and conducts a winter intersession from January 2nd to January 18th, with the spring term beginning on January 25th. What dates are key for the student-athlete who is trying to establish eligibility for second term basketball?

ANSWER:

This student-athlete would remain eligible for 20 calendar days from December 20th based on their fall eligibility. On or before January 9th the student must stop participation. If the student-athlete satisfactorily completes the course on January 18th and meets the eligibility progress requirements, he/she may be added to the eligibility form, the student-athlete becomes eligible on the online submission date. In addition, the course must be completed on or before the 15th calendar day of the spring term in order to use the intersession course to satisfy academic progress requirements for that spring term participation.

Case 3

Recertification – Submitting Mid-Year Eligibility

SITUATION:

Community College A has a 30-game basketball schedule which spans both the fall and the spring semesters. Must an eligibility form be submitted for the second term?

ANSWER:

Yes. The eligibility forms must be submitted through the online eligibility program prior to the first game outside of the allowable 20 calendar day window of the spring term. Newly added athletes to the roster must be submitted on eligibility prior to their initial participation. Any athletes who have maintained their eligibility from the fall term must be recertified in accordance with the appropriate scenario listed below. (Please refer to Section 3.b.2.b for more Recertification information.)

Case 4

Recertification Scenarios – When to Recertify for the Second Term for a Two-Term Sport

All athletes remain eligible from the fall.

~ Recertify the team prior to participation in the first contest outside of the 20 calendar days after the term.

All athletes who participated during the fall are all eligible for the spring and ineligible athletes who did not participate in the fall but have become eligible for the spring term.

- ~ If you are adding these athletes before the 20th calendar day after the end of the fall term, the entire team must be recertified for the spring term at the same time. Those athletes completing a probationary period can be added once their terms of the probation are completed.
- ~ If you are adding these athletes after the 20th calendar day after the end of the fall term, then you must certify that athlete on a spring term eligibility form and recertify the remainder of the team prior to participation in the first contest outside of the 20 calendar days after the term.

There are ineligible athletes from the fall who cannot play during spring term and there are no new athletes to add for the spring term.

- ~ Ineligible athletes may participate during the next 20 calendar days following the end of the fall term. On the 21st calendar day those ineligible athletes may not continue participating.
- ~ Recertify the remainder of the team prior to participation in the first contest outside of the 20 calendar days after the term.
- ~ Student-Athletes who become ineligible may resume participation once they regain their eligibility and are submitted online.

There are ineligible athletes from the fall who cannot play during spring term and newly eligible athletes to be added for the spring term (2 different scenarios):

1. If you allow ineligible athletes to participate for the 20 calendar days following the end of the fall term, you may not allow the newly eligible athletes to participate during those 20 calendar days. If you choose this scenario, the ineligible athletes must cease participation on the 21st calendar day and the newly eligible athletes can be added anytime on or after this 21st calendar day on a spring eligibility form. These athletes must be certified prior to participation.
** The remaining team members must be recertified prior to participation in the first contest outside of the 20 calendar days after the term.
2. If you choose to exchange the ineligible athletes for the newly eligible athletes before the 20th calendar day after the end of the fall term, the remainder of the team must be recertified for the spring term at the same time. The exchange of these athletes must occur on the same day. Ineligible and newly eligible athletes cannot be participating at the same time.

Case 5

Recertification – Two-Term Sports – Officially Posted Grades

SITUATION:

When determining eligibility for the spring term for basketball, what grades should Community College A use? Can letters from teachers containing the student-athletes' grades suffice or are official posted grades necessary?

ANSWER:

Community College A must wait until official grades from the registrar's office are posted prior to determining and submitting eligibility for the basketball team for the spring term. Only those grades from the registrar's office are official. (Please refer to the Recertification section in Section 3.B.2.b for when to submit for the second term of a two-term sport.) A letter from the teacher stating the student-athletes grade is not sufficient for NJCAA eligibility purposes.

Case 6
Recertification – Precedence

SITUATION:

Once the recertification process has taken place and that recertification took place within the 20 calendar day window following the end of the fall term, may student-athletes who were eligible in the fall term but will not be eligible in the spring term continue to participate for 20 calendar days beyond the end of the fall term even though recertification has taken place?

ANSWER:

Once recertification has been completed that eligibility supersedes any and all previous eligibility submissions. The students listed on the recertification are the only student-athletes eligible for participation at that time. The previous fall certification becomes null and void.

Non-Participation Form

Case 1
The Purpose of the Non-Participation Form

SITUATION:

What is the purpose of the Non-Participation Form that is required to be completed online with a deadline of July 1st for each academic year?

ANSWER:

Submitting the information for all participants and non-participants online for each sport season every year will create a database of all student-athletes who have been submitted on the NJCAA Eligibility System. Therefore member colleges and the National Office can search for this information to know which student-athletes have participated and have not participated within the NJCAA.

Case 2
When a Sport has been Dropped or the College will not be Fielding that Sport?

SITUATION:

Community College A has indicated it will sponsor the sport of women's lacrosse for the 2017-2018 academic year. Prior to the start of the lacrosse season, Community College A determines they do not have enough players to field a team and cancels the sport for that season. Therefore the college will not be submitting an online eligibility form. When should the NJCAA National Office be notified that the college has cancelled the season or cannot field the sport?

ANSWER:

The NJCAA National Office should be notified of Community College A's decision to officially cancel the sport for the season as soon as the college has made this decision. That way, the Office of Eligibility can update the NJCAA website as well as other office records to avoid having to ask for Community College A's women's lacrosse eligibility form during the season.

Case 3
When to Submit Eligibility for Fall Golf and Tennis when the College's Main Season is in the Spring

If any of the following occur for any team, eligibility must be submitted:

1. The college pays for any or all expenses for a team or individual student-athlete participating in an open competition. Expenses include, but are not limited to the following: food, lodging, transportation, gas money and entry fees. Expanding further on #1: students cannot travel in college provided transportation or in a coaches' vehicle. Students cannot borrow a coach's vehicle for transportation to an open competition.
2. Student-athletes are representing the college by wearing college uniforms and/or showing in the results as representing the college.
3. Any member of the coaching staff coaches the student-athlete before, during and/or after the competition.
4. Due to this bylaw, eligibility must be submitted for those players/teams that participate in competitions that are outside of the regular season. This rule **does not** only apply to fall tennis and golf - this is the same rule for any sport: wrestling, track, baseball and softball, etc.

If any of the four items above apply, eligibility must be submitted online prior to the first competition date even if the team's main season occurs in a different term.

Eligibility is not required to be submitted for a scrimmage season, however be aware that in order for a scrimmage to be counted as a scrimmage, it must meet the requirements for a scrimmage including, all teams/colleges participating in the competition must distinguish the competition as a scrimmage. One team/college cannot count the competition as a scrimmage and all other teams/colleges count it as a regular season game. Therefore prior to going to an invitational or tournament, please know how to count the competition.

Ineligible Players Dressing in Uniform

Case 1
Ineligible Student-Athletes Not Allowed to Dress for Competition

SITUATION:

Community College A competes against four-year institution junior varsity teams as part of their regular basketball schedule. Can Community College A allow student-athletes, who are ineligible, to dress or participate in those contests with the four-year institution junior varsity team?

ANSWER:

No. All student-athletes participating in official contests must meet all provisions of the NJCAA eligibility. This is applicable to all member colleges that are competing against any outside team regardless if they are a member or not, in an official contest.

Case 2**Red-Shirt Student-Athletes Dressing for a Competition****SITUATION:**

Student-Athlete R is “red-shirting” during the 2017-2018 basketball season, however he/she is dressed for competition. Is this a violation of NJCAA bylaws?

ANSWER:

If Student-Athlete R has not been submitted on the eligibility form, he/she is technically an ineligible athlete. A student-athlete is not eligible until his/her eligibility has been officially submitted online. Therefore the student-athlete in this example may not dress for competition. A NJCAA redshirt is someone who has practiced with the team but has not been certified.

Case 3**Ineligible Player Participating in Pre-Game Warm-Ups****SITUATION:**

Student-Athlete R is not certified on the baseball team’s eligibility roster and therefore is ineligible. The baseball team takes batting practice two hours prior to the official start of the game. Is it permissible for the ineligible player to be in uniform taking batting practice with the team?

ANSWER:

The batting practice, although two hours prior to the game, is still part of the game activities. It would not be permissible for the ineligible player to be in uniform and participate in pregame activities.

Eligibility – Audits

Audit Information (Section 3.B.6)

Case 1**Section 3.B.6 – Common Questions Concerning Eligibility Audits**

- What information is required for Eligibility Audits?** Please look in Section 3.B.6 for all required information for an Eligibility Audit. This information is also included on the Notification of Audit Form that a college will receive via email from the National Office once chosen for an audit.
- How will the college be notified by the National Office of an Eligibility Audit?** The National Office will contact the college via email sending the Notification of Audit Form and by phone. Once the college is contacted, the college has 72 hours from the initial date of contact to have all audit information into the National Office.
- What form of postal service should the college use to ensure on-time delivery of the audit?** The college should use overnight or comparable tracking means.
- How are the teams chosen for audits at the college?** First, the National Office will audit those teams/sports that are currently on probation. Secondly, the NJCAA National Office may audit a program based on cause or concern. Thirdly, the NJCAA will randomly select programs to audit. The NJCAA National Office reserves the right to initiate an audit of any college at any time.
- How many teams/colleges will be audited every year?** The National Office will audit a minimum of 5% of the teams in each sport, every academic year.
- How will the college be notified about the outcome of the audit review?** The National Office will notify the college by email regardless if there is information missing, if the audit has cleared, if there are ineligible student-athletes, if there are corrections, or a violation of the eligibility or Letter of Intent rules.
- Will the same college be audited more than one time per academic year?** If the college is on probation during an academic year, the sport which is on probation as well as an additional three (3) sports at the college will have an audit conducted during that academic year or if the National Office deems it necessary to audit more than one team at a college that is not on probation.
- In financial records, is a transaction marked as “Cash Payment” adequate information for the NJCAA National Office?** Should financial documents be requested as part of the audit process, “Cash Payment” is not an acceptable form of financial documentation. Student-Athletes needing to make a “Cash Payment” should be advised to further document the transaction. The NJCAA National Office will require additional information to clarify this unacceptable financial transaction.

Case 2
The Submitted Copy vs. Preview Copy of the Eligibility Form

SITUATION:

Which of the online eligibility forms must be submitted with eligibility audits?

ANSWER:

The “Submitted Copy” is the **only** copy of the eligibility form the National Office will accept in eligibility audits. The “Preview Copy” is the “unofficial” copy of the eligibility form that can be printed off any time before submission of the form. Eligibility forms must be successfully submitted online and student-athletes become eligible on the date of their eligibility submissions. If a Preview Copy form is the only online form that has been included in an eligibility audit, the National Office will request a signed copy of the Submitted Copy before clearing the eligibility audit.

Case 3
Transfer Transcripts from Four-Year and Two-Year Colleges

SITUATION:

Student-Athlete R attends a four-year institution and two different community colleges prior to his/her transfer to Community College K. Student-Athlete R's eligibility at Community College K is based on the accumulation of credits from all previous colleges. Which transcripts does Community College K need to have to establish eligibility as well as preparing for a NJCAA audit of Student-Athlete R's team – transcripts from all colleges or a transcript from only the last college which he/she attended as a full-time student?

ANSWER:

Official transcripts from *all* previous colleges which he/she attended are required because Student-Athlete R is basing his/her eligibility on the accumulation of credits earned. (Section 3.B.6.e and 3.B.6.f have listed the required information necessary for Eligibility Audits. This information should be kept in hard copy in case of notification of an Audit.)

NOTE: The rule of thumb in counting credits for eligibility is that all credits must show on an official college transcript in order to count those credits for eligibility. If a transcript cannot be obtained for eligibility, those credits cannot be counted for eligibility.

Case 4
Break of Enrollment and Delay of Enrollment Statement Definitions

Break of Enrollment – A break of enrollment is when a student-athlete attends college full-time for at least one term and after the end of that term he/she takes a “break” of not attending full-time for at least a period of one term, then enrolls again as a full-time student. A statement must be provided in the eligibility for this student-athlete explaining what he/she was doing during this break of enrollment. Was he/she attending part-time or none at all, was he/she working or not working, was he/she living at home, etc?

Delay of Enrollment – A delay of enrollment is when a student-athlete does not enroll full-time in the term immediately following high school graduation. (This term is not considered as the summer term for a May/June/July high school graduate.) Like the break of enrollment, a statement as to why this student-athlete was not enrolled immediately after high school graduation must be provided in the eligibility. The statement also needs to include what the student was doing during this time.

Eligibility – Transfers

Article V, Section 3.C

Case 1
Definition - Transfer

Student-athletes who have been enrolled full-time and attended any college beyond the first 15 calendar days of a term OR who have participated in an athletic contest and at a later date enroll/attend classes at another college are considered transfer student-athletes.

Case 2
Transfer Tracking Form – Requirement

SITUATION:

Student-Athlete R transfers from a university to Community College A. Since they are transferring from a non-member institution and did not participate in athletics, do they need a Transfer Tracking form?

ANSWER:

The NJCAA Transfer Tracking form is not required. However, it is strongly recommended to use this form to confirm participation and collect information for all transfers.

Case 3
Transfer Tracking Form – Returning Student-Athlete

SITUATION:

Student-Athlete R attended university X in the fall of 2015 as a full-time student. Student-Athlete R transferred to Community College A in the spring 2016 term and participated in his first season of baseball. Is Student-athlete R required to have a Transfer Tracking Form on file from University X to be eligible in the spring 2018 season of baseball?

ANSWER:

The NJCAA Transfer Tracking form is not required. However, it is strongly recommended to use this form to confirm participation and collect information for all transfers.

Case 4
Transfer Student-Athlete who withdrew in Previous Terms

SITUATION:

Student-Athlete R, attends Community College A full-time for three terms. Student-Athlete R has withdrawn from all classes in each of the three terms because of personal and medical issues. Can Student-Athlete R transfer to Community College B and be eligible?

ANSWER:

Student-Athlete R must have withdrawn to part-time or completely from Community College A on or before the 15th calendar day of that term in order to not have that term count as a full-time term. Because the student-athlete was full-time after the 15th day of that term, he/she is considered as a transfer student.

Case 5
Transfer Student-Athlete who has Graduated from a Community College

SITUATION:

Student-Athlete R graduates from Community College A. He/she decides to enroll at Community College B and pursue another course of study. Is Student-Athlete R eligible to participate in athletics at Community College B?

ANSWER:

Yes. Student-Athlete R is eligible in those sports which he/she has not participated in for two or more seasons. Student-Athlete R must satisfy the transfer rules of Article V, Section 3.C even though he/she has graduated from Community College A.

Transcripts

Case 1
Transfer Grade Reports vs. Transcripts

SITUATION:

Community College A has a transfer student-athlete that they would like to certify for the fall semester. The student-athlete has grade reports from their prior institutions, but not official transcripts. Does the grade report suffice as a document to use for credit and GPA certification, and will this be accepted as part of the audit process?

ANSWER:

Effective August 1, 2014, the NJCAA requires official transcripts or copies of official transcripts to be on file for NJCAA eligibility purposes. Neither unofficial transcripts nor grade reports are permissible to be used for NJCAA eligibility.

Case 2
Transfer Transcripts from a Previous Institution

SITUATION:

After one term of attendance at a four-year institution, Student-Athlete R transfers to Community College A. The four-year institution does not release Student-Athlete R's transcript. Can Student-Athlete R participate in athletics at Community College A without submitting a transcript to verify his/her eligibility?

ANSWER:

No. The official transcripts are necessary to verify Student-Athlete R's academic standing at the four-year institution and to certify their NJCAA eligibility. Grade reports or unofficial transcripts are no longer acceptable documents to determine the student-athlete's eligibility. The student-athlete will remain ineligible until the official transcripts are received and the student meets all NJCAA requirements.

Case 3
Participate in Fall Sport (Fall Golf) and Transfer in Same Year – Eligible for Participation?

SITUATION:

At the completion of the fall term, Student-Athlete R transfers from Four-Year Institution X to Community College B. Both Four-Year Institution X and Community College B provide a fall and spring golf season in which the records do not carry over from the fall to the spring. If Student-Athlete R participated in fall golf at Four-Year Institution X, is he/she eligible to participate in spring golf at Community College B, providing he/she meets all other provisions of the Eligibility Rules when transferring?

ANSWER:

Yes. Student-Athlete R is not participating in the same sport season because fall golf is considered a separate sport season from spring golf in the NJCAA. In the NJCAA, both a fall and spring season are offered in the following sports: Baseball, Bowling, Golf, Lacrosse, Soccer, Softball and Tennis. However, if Community College B's fall golf records carry over to the spring golf season, golf would be considered a two-term sport and therefore the student-athlete would be ineligible for the spring term since they were not enrolled as a full-time student at the college for which they choose to play when the sport season began. The institution the student is transferring from must consider fall and spring golf as two separate seasons as well.

Case 4
Non-Member College Drops the Sport – Eligible to Participate?

SITUATION:

Student-Athlete R participates in basketball during the fall 2017 term at Four-Year Institution X during the 2017-2018 academic year. Four-Year Institution X drops the sport after the end of the fall 2017 term. Can Student-Athlete R transfer to a member college in the NJCAA and be eligible to participate in basketball during the spring 2018 term?

ANSWER:

No. Because the student-athlete was not enrolled full-time by the 15th calendar day of the fall 2016 term at the NJCAA member college to which he is transferring when the basketball season began, he would be ineligible for the spring 2018 term.

Case 5
Transferring – Using a +/- Grading System

SITUATION:

Community College B has Student-Athlete R who transferred from Community College A. Community College A uses a +/- (plus/minus) scoring system while Community College B does not. If Student-Athlete R got a B- at Community College A, which would be a B at Community College B (with different point values), how would this be calculated into the GPA at Community College B?

ANSWER:

Community College B must use the grade as a B- even though Community College B does not use the +/- grading system since the grade of B- is recorded as such on an official college transcript.

Academic Eligible Transfer - Examples

Case 1
Accumulation of Credits after Transferring

SITUATION:

The following is the academic record of Student-Athlete R:

Fall semester - attends Four-Year Institution X and passes 12 semester credit hours with a 2.00 GPA.

Spring semester - attends Four-Year Institution X, enrolls in 12 credit hours and passes six (6) credits with a 3.00 GPA; participates in baseball.

Fall semester - attends Community College A, enrolls and passes six (6) semester credit hours as a part-time student.

Is Student-Athlete R eligible to participate in baseball at Community College A during the following spring semester?

ANSWER:

Yes. Student-Athlete R has passed an accumulation of 24 semester credit hours with a 2.00 GPA or higher prior to his full-time enrollment at Community College A, he is academically eligible to participate. The six (6) credit hours taken during the fall semester at Community College A can be used for satisfying the academic progress requirements.

Case 2
Transfer after being Enrolled Part-Time – No Probation

SITUATION:

What is the eligibility status of a student-athlete who has only been enrolled part-time at Community College A and subsequently transfers to Community College B? Is a probationary period required before the student-athlete is eligible to compete in the intercollegiate athletic program at Community College B?

ANSWER:

No. The status of the student-athlete while enrolled at Community College A was that of a part-time student. Since the student has not attempted any full-time terms, they would be academically eligible upon transfer to another NJCAA member college.

Academic Ineligible Transfer – Examples

Case 1
Student-Athlete Transferring from a Semester College to a Quarter College

SITUATION:

Student-Athlete R attends Four-Year Institution X one semester and earns 12 semester credit hours with a 3.00 GPA. During the fall semester, Student-Athlete R participates in cross country. Following the fall semester, Student-Athlete R does not attend college again until the following year when he/she enrolls at Community College A during the spring quarter. At the completion of the spring quarter, Student-Athlete R earns 12 quarter credit hours with a 3.00 GPA. Is Student-Athlete R eligible for a second season of cross country competition at Community College A the following fall quarter?

ANSWER:

Yes. Student-Athlete R has one full-time semester term and one full-time quarter term. The hours must be converted to quarter hours since the student is looking to participate at a quarter hour school. After the conversion, the student has two and a half (2.5) quarters term attempted and has accumulated 30 quarter hours with an associated GPA of 3.00. Two and a half (2.5) quarter terms multiplied by 12 hours is a requirement of 30 quarter hours to be eligible for a second season of participation. Student-Athlete R has met that minimum accumulation requirement of 30 quarter hours with a GPA above the minimum 2.00.

The general rule is that the conversion itself cannot make a student eligible.

Case 2
Ineligible Student Transferring

SITUATION:

Student-Athlete R Transfers from Community College A for the fall 2016 term to participate in basketball at Community College B. However, Student-Athlete R is academically ineligible for the fall term of basketball. How long is Student-Athlete R ineligible?

ANSWER:

Student-Athlete R is transferring as an ineligible student-athlete. The student must sit out 16 weeks and complete one academic term of probation. Therefore if he/she after the end of the fall term satisfies one of the academic progress

requirements, he/she will be eligible for the spring term of basketball. This is provided they have a Transfer Tracking Form on file and they have a Transfer Waiver Form if applicable.

Case 3

Probation Period for Ineligible Transfer from a Four-Year Institution

SITUATION:

Student-Athlete R initially enrolls in Four-Year Institution K for the fall 2016 term. After attending both the fall 2016 and spring 2017 semesters and participating in basketball, Student-Athlete R would like to transfer to Community College B for the fall 2017 semester. If Student-Athlete R transfers as an ineligible transfer, what is the length of his/her probation period?

ANSWER:

The length of the probation period for ineligible transfers from any institution is 16 calendar weeks, and the completion of one academic term along with meeting the academic progress requirements of Article V, Section 2.D.2.

Probation

Case 1

Requirements for Probation

SITUATION:

Student-Athlete R is required to serve a probationary period of 16 weeks and complete one academic term since they did not meet the academic progress requirements of Article V, Section 2.D.2. The basketball season spans over both the fall and the spring terms. Can Student-Athlete R begin participation on the basketball team once the probationary period is over and the student has made the appropriate academic progress?

ANSWER:

Yes. Once the probationary period is over and if the student meets the academic progress requirements of Article V, Section 2.D.2, the student may be added to the eligibility roster provided they meet all other participation requirements.

Case 2

Probation Period – Member Colleges

SITUATION:

Student-Athlete R is a football player at Community College A and participates in the first game of the 2017 season which occurs before the start of the fall term. After participating in this game, Student-Athlete R decides to transfer to Community College B for their 2017 football season. Is Student-Athlete R immediately eligible to compete at Community College B during the 2017 season even if he receives a signed Transfer Waiver from Community College A, is academically eligible and is enrolled full-time at Community College B by the 15th calendar day of that fall term?

ANSWER:

No. Due to the fact that Student-Athlete R participated before the term began and then decided to transfer, he has been charged with a season of participation as well as has been charged with a full-time term of enrollment. They would be transferring as an ineligible transfer therefore must serve a probationary period.

Case 3

Probation Period – Dressing for a Contest

SITUATION:

May Student-Athlete R dress for a home game while serving his/her probationary period?

ANSWER:

No. NJCAA bylaws do not allow an ineligible student-athlete to dress for athletic contests. This restriction applies to all ineligible student-athletes not just ones serving probation.

Case 4

Probationary Period – Full-time Status

SITUATION:

Are student-athletes who are serving probation because of not satisfying the transfer provisions in Section 3.C required to be enrolled full-time?

ANSWER:

Yes. The students transfer status is determined on the 15th calendar day of the first full-time term following transfer. At the end of the probationary period the student must meet one of the academic progress requirements of Article V, Section 2.B.2. Failure to meet one of the requirements of 2.B.2 will result in the student remaining an ineligible transfer. The transfer status will not be determined until full-time enrollment takes place.

Summer School

Case 1

Accumulation of Credits after Transferring

SITUATION:

Student-Athlete R attends Community College A during the fall and spring semesters of their first year of college. They do not participate in cross country during their first year of college enrollment. During the fall semester, Student-Athlete R passes 12 credit hours with a 2.000 GPA. Spring semester, Student-Athlete R passes only 10 of the 12 credit hours with a 2.000 GPA. Can Student-Athlete R transfer to Community College B and make up the 2-credit hours during the summer session so that they can participate in a season of cross country during the following fall semester at Community College B?

ANSWER:

Yes. Student-Athlete R can make up deficient credits necessary for the total accumulation of credits to meet academic progress requirements at any college of their choice, including Community College B. If Student-Athlete R does not satisfy the appropriate academic progress requirements by the 15th calendar day of the following fall term at Community College B, they will be ineligible during that fall term. An official transcript from both Community College A and Community College B must be on file with the eligibility forms to verify the eligibility of Student-Athlete R.

Case 2**Using Summer School to make up Credits****SITUATION:**

Student-Athlete R attends Community College A full-time during the fall and spring semesters and participates in a fall sport. At the completion of the spring semester, Student-Athlete R did not pass 24 credit hours as required for a second season student-athlete. Student-Athlete R would like to transfer to Community College B for his/her second season in the fall sport. Can Student-Athlete R make up deficient credits during a summer session at another college in order to satisfy the second season academic progress requirements prior to his/her enrollment in the following fall term at Community College B?

ANSWER:

Yes. Student-Athlete R can make up deficient credits during a summer session at any college including Community College B. Once Student-Athlete R enrolls full-time in the fall term at Community College B, he/she must satisfy the second season participation requirements prior to the start of his/her second season. If Student-Athlete R does not satisfy the academic progress requirements by the 15th calendar day, he/she will be ineligible during the fall term.

Case 3**Part-Time Summer Credits - Eligible Transfer****SITUATION:**

The following is the academic progress of Student-Athlete R:

Fall semester - attends Four-Year Institution X, enrolls in 12 credit hours and passes nine (9) credit hours with a 2.000 GPA; does not participate.

Spring semester - attends Four-Year Institution X, enrolls in 12 credit hours and passes nine (9) credit hours with a 2.000 GPA; does not participate.

Summer session - attends Community College A and enrolls in and passes six (6) credit hours with a 3.00 GPA.

If Student-Athlete R transfers to Community College B at the beginning of the following fall semester, will he/she be eligible to participate in athletics?

ANSWER:

Yes. Student-Athlete R is academically eligible based upon Article V, Section 2.D.2.d - two previous full-time terms with an accumulation of 24 semester credit hours with a 2.000 GPA or higher.

Double Transfer

Case 1**Double Transfer using the Previous Term's Grades from Summer School****SITUATION:**

The following is the academic record of Student-Athlete R:

Fall semester - attends Community College A, enrolls in and passes 12 credits with a 1.75 GPA. (Participates in cross country, first season.)

Spring semester - attends Community College A, enrolls in 12 credits and passes zero (0) credits.

Summer session - attends Community College B, enrolls in and passes 12 credits with a 2.00 GPA.

Can Student-Athlete R transfer to Community College C and participate in cross country during the following fall semester?

ANSWER:

Student-Athlete R is academically eligible at Community College C prior to his/her second season of participation by meeting the requirements of Article V, Section 2.D.2.c. The Student-Athlete will be a second season athlete in cross country and must also meet the requirements of section 2.D.3.

Case 2**Section 10.B.1 – Double Transfer Using the Accumulation of Credits****SITUATION:**

The following is the academic record of Student-Athlete R:

Fall semester - attends Community College A, enrolls in and passes 12 credit hours with a 1.75 GPA.

Spring semester - attends Community College A, enrolls in 12 and passes 10 credit hours with a 4.00 GPA.

Summer term - attends Community College B, enrolls in and passes four (4) credit hours with 2.00 GPA.

If Student-Athlete R transfers to Community College C for the beginning of the following fall semester, does Student-Athlete B meet the academic requirements of an eligible transfer?

ANSWER:

Yes. Student-Athlete R meets the academic requirements of Article V, Section 2.D.2.d. Student is academically eligible. Student may need a Transfer Waiver Form.

Case 3
Double Transfer from a Member College that Does Not have the Sport

SITUATION:

Student-Athlete R initially attends Community College A during the fall 2016 semester. While at Community College A, Student-Athlete R competes in volleyball. Student-Athlete R attends Community College B the following spring 2017 semester as a full-time student. Community College B does not have a volleyball program. Does Student-Athlete R need to obtain a Transfer Waiver to participate in volleyball at Community College C the following fall 2017 term?

ANSWER:

Student-Athlete R requires a Transfer Waiver from all member colleges in which they were signed to an NJCAA Letter of Intent in the previous, current or upcoming academic year. Transfer Waivers are only required for those students who were previously signed to a Letter of Intent.

Case 4
Double Transfer – Community and Four-Year Institution

SITUATION:

Student-Athlete R attends Community College A during the fall and spring terms of his/her first year of college. Both terms, Student-Athlete R enrolled in 12 credit hours and passed 10 credit hours during each term. The following summer term Student-Athlete R transfers to Four-Year Institution X. At the completion of the summer term, Student-Athlete R passed 12 credit hours with a 2.000 GPA. If Student-Athlete R transfers to Community College B at the beginning of the following fall semester, will he/she be eligible? Will a Transfer Waiver Form from Community College A be necessary?

ANSWER:

Student-Athlete R is an eligible transfer from Four-Year Institution X (2.D.2.c) and therefore will be immediately eligible for a first season of competition in a given sport. Student-Athlete R will be required to obtain a Transfer Waiver form from Community College A if he/she was signed to an NJCAA Letter of Intent with Community College A in the previous, current or upcoming academic year.

Transfer Waiver Form

Case 1
Rule of Thumb – Transfer Waiver

SITUATION:

What is the rule of thumb when determining if the student-athlete who has transferred from a member college needs a Transfer Waiver?

ANSWER:

The student-athlete will need a Transfer Waiver if and only if they were signed to a Letter of Intent with a member college in the previous, current or upcoming academic year.

Case 2
Transfer Student-Athlete – Letter of Intent Signee

SITUATION:

Student-Athlete R initially enrolls at Community College A for the 2016-2017 academic year and signs an NJCAA Letter of Intent. At the completion of one semester Student-Athlete R has passed 15 credit hours with a 2.75 GPA. Student-Athlete R did not participate in basketball while attending Community College A. Student-Athlete R would like to attend Community College B for the 2017-2018 academic year and participate in his first season of basketball. Is the student eligible to play at Community College B?

ANSWER:

Student-Athlete R has attempted one full-time term therefore he must meet the academic requirements of Article V, Section 2.D.2.b to be an eligible transfer. The student meets 2.D.2.b by having accumulated 12 or more credits with a GPA of 1.75 or higher. Due to the fact Student-Athlete R is a transfer and was signed to a Letter of Intent in the previous year he must have a signed Transfer Waiver to be immediately eligible.

Transfer Tracking Form

Case 1
Using the Eligibility Affidavit in Determining Previous Participation for a Transfer

SITUATION:

Student-Athlete R has previously attended another college prior to transferring to Community College A. The athletic director at Community College A has the student-athlete complete the Eligibility Affidavit and the student indicates on the affidavit that he has not participated in any collegiate athletics. What should the athletic director's next step be in determining Student-Athlete R's participation or does the athletic director have enough information from the affidavit to determine the transfer's eligibility?

ANSWER:

Although the student-athlete has completed the Eligibility Affidavit, the athletic director should follow up the student's statement of non-participation by doing the following: sending the Transfer Tracking Form to the other college to complete and return back to Community College A. The Transfer Tracking Form is **not** mandatory but highly recommended for student-athletes who were either enrolled as a full-time student beyond the 15th calendar day of the term or they participated in

intercollegiate athletics. The forms purpose is to aid member colleges in determining and confirming previous collegiate participation.

COMMENT:

Please be aware that although verbal statements from other colleges regarding a transfer's eligibility may be helpful, statements and remarks should always be in writing preferably signed by the athletic or compliance director and **not** the coach.

It should also be mentioned that in some cases transfer students may not be entirely truthful with the athletic staff about their eligibility or participation either because they do not understand the eligibility rules or they will say anything to try to get another season of eligibility. If you do not follow up their statements by checking with their previous colleges and it turns out that these transfers are, in fact, ineligible, the responsibility lies on the athletic director and the result could be a sanction up to or including probation.

Article V, Section 3.A.2: "Student-athletes who falsify any academic and/or athletic participation record shall be ineligible for further competition in an NJCAA member college at any time." By having the students complete and sign the Eligibility Affidavit and/or the Amateurism Questionnaire they are telling the college about their previous eligibility and if they have falsified this information, they could be banned from participation in the NJCAA. And again, it is the responsibility of the athletic department to follow up on their statements.

Two Term Sports

Case 1

Participation in a Two-Term Sport (Basketball) and Transfers within the Same Year – Eligible for Participation?

SITUATION:

Student-Athlete R transfers from Four-Year Institution X to Community College B at the end of the fall quarter and in time for winter quarter enrollment. At Four-Year Institution X, he/she participated in one junior varsity basketball contest. Is Student-Athlete R eligible to participate in basketball at Community College B, which begins its schedule during the winter quarter?

ANSWER:

No. Participation in the basketball game at Four-Year Institution X prior to transferring exempts Student-Athlete R from being eligible for basketball at Community College B during the same academic year because of this rule: a student-athlete cannot participate in the same sport during the same year at two different colleges.

Student-Athlete R will be eligible, however, for any *other* sport which *begins* during the winter quarter at Community College B providing he/she satisfies the provisions of the academic progress requirements prior to his/her transfer to Community College B.

Case 2

Two-Term Sport (Basketball) Athlete Transferring after the end of the First Term

SITUATION:

Student-Athlete R attended Community College A during the fall 2017 term as a full-time student-athlete past the 15th day of the term. Student-Athlete R is also a member of the men's basketball team at Community College A but does not participate during the fall term and wishes to transfer to Community College B after the end of the fall term. He is also looking to participate at Community College B during the spring term. Is he eligible to participate during the spring term?

ANSWER:

No. Because Student-Athlete R was not enrolled full-time during the fall term at the college where he wants to participate (Community College B) he is ineligible to compete during the spring term at Community College B.

Case 3

Mid-Year Transfers of a Two-Term Sport – Ineligible

SITUATION:

Student-Athlete R attends Community College A during the fall 2017 as a full-time student and does not participate in intercollegiate sports. She transfers to Community College B after the end of the fall 2017 term and wishes to participate in swimming which is a two-term sport. Is she eligible to participate during the spring 2018 term if she meets all academic progress eligibility requirement?

ANSWER:

No. Student-Athlete R needed to be full-time at the college where she wishes to participate during the term in which the sport starts. In this case, she was attending Community College A during the fall term (the term in which the sport started), therefore she would be ineligible for competition during the spring term at Community College B.

Amateur Eligibility

Case 1

Give Lessons for Compensation

SITUATION:

Student-Athlete R is an NJCAA tennis athlete. During the summer months Student-Athlete R coordinates to instruct lessons to adult beginners on a fee for lesson basis. Is this permissible under current NJCAA bylaws?

ANSWER:

This would be permissible under current NJCAA bylaws provided the fee which Student-Athlete R receives is appropriate for the service provided and consistent with the appropriate going rate.

Case 2
Prize Money – Based on Athletic Ability

SITUATION:

Student-Athlete R who is a lacrosse athlete participates in a basketball half-court shooting contest where if he makes the shot he can win a \$200 cash prize. Is Student-Athlete R permitted to accept this cash prize without jeopardizing his NJCAA amateur status?

ANSWER:

If the student accepts the prize and the prize was won on or after his 19th birthday or after his initial enrollment as a full-time college student, he will have jeopardized his NJCAA amateur status in the sport of basketball since the award is won using athletic ability in the sport. If student-Athlete R wins and accepts the prize prior to his 19th birthday or his initial full-time enrollment in college he will not have jeopardized his NJCAA amateur status.

NOTE: Regardless of his age when he wins and accepts the cash prize for the half-court basketball shot, Student-Athlete R has not jeopardized his lacrosse eligibility as the contest was not based on lacrosse ability or skill.

Case 3
Golf and Hole-In-One

SITUATION:

While competing in an open golf tournament, Student-Athlete R wins a car for a hole-in-one. May Student-Athlete R accept the prize and retain his/her amateur status?

ANSWER:

If Student-Athlete R wins and accepts the prize on or after his/her 19th birthday or after his/her initial full-time enrollment in college, Student-Athlete R has forfeited his/her NJCAA eligibility in golf for accepting the prize since the prize is earned based off of athletic ability. If Student-Athlete R wins and accepts the prize prior to his/her 19th birthday or their initial enrollment in college (whichever comes first) then their NJCAA eligibility remains in place. The previous exception for golf was deleted effective August 1, 2014.

Case 4
Participation in Road Races

SITUATION:

Student-Athlete R participates in a summer 10K and road races to stay in condition for the upcoming cross country season. May Student-Athlete R accept prize money or gift certificates for merchandise?

ANSWER:

If Student-Athlete R wins and accepts the prize on or after his/her 19th birthday or after his/her initial full-time enrollment in college, Student-Athlete R has forfeited his/her NJCAA eligibility in running sports in the NJCAA by accepting the prize since the prize is awarded based on athletic ability. If Student-Athlete R wins and accepts the prize prior to his/her 19th birthday or their initial enrollment in college (whichever comes first) then their NJCAA eligibility remains in place.

Case 5
Participation in Adult Bowling Leagues

SITUATION:

Student-Athlete R participates in an adult bowling league. At the end of the league, prizes are awarded based on league standings and individual averages. May Student-Athlete R accept prize money or other forms of compensation based on his/her league performance?

ANSWER:

If Student-Athlete R wins and accepts the prize on or after his/her 19th birthday or after his/her initial full-time enrollment in college, Student-Athlete R has forfeited his/her NJCAA eligibility in the sport of bowling by accepting the prize since the prize is based on athletic ability and performance. If Student-Athlete R wins and accepts the prize prior to his/her 19th birthday or their initial enrollment in college (whichever comes first) then their NJCAA eligibility remains in place. The previous exception for bowling was deleted effective August 1, 2014.

Case 6
Use of the TAC Trust Fund

SITUATION:

Student-Athlete R participates in both cross country and track and field for Community College A. Student-Athlete R participates in meets which pay athletes based upon their performance. Can Student-Athlete R place these funds into the TAC Trust Fund and continue to have eligibility within the NJCAA?

ANSWER:

No. Athletes with collegiate eligibility remaining are not allowed entrance into the TAC Trust Fund. Once the athlete enters into the TAC Trust Fund he/she forfeits all collegiate eligibility.

Case 7
Participation in Professional Baseball

SITUATION:

Student-Athlete R is a baseball player and is drafted by a professional organization out of high school at the age of 17. Student-Athlete R signs a contract with the professional organization and participates in the minor leagues. Student-Athlete R is unconditionally released from the professional organization at the age of 18. Is Student-Athlete R eligible to participate in baseball at the NJCAA level following his professional career as outlined?

ANSWER:

Yes. Since Student-Athlete R was unconditionally released prior to his 19th birthday, he has maintained his NJCAA amateur status in baseball and may participate in the NJCAA. Had Student-Athlete R been released after his 19th birthday or after his initial full-time enrollment in college, he would not be eligible in the NJCAA in the sport of baseball.

Case 8
Acceptance of Prize Money – TENNIS

SITUATION:

Prior to enrollment in any college at the age of 18, Student-Athlete R participated in a tennis tournament and was awarded a winning prize of \$75.00. Can the \$75.00 be considered as expense money so that Student-Athlete R can participate in tennis at a NJCAA member college?

ANSWER:

No. In this case, the individual had to win to receive the money. The \$75 is prize money and Student-Athlete R can maintain their tennis eligibility since the prize was won and accepted prior to their 19th birthday or their initial full-time enrollment in college.

Note: Prize money in the sport of tennis is researchable through the following websites: www.itftennis.com, www.wtatennis.com and www.atpworldtour.com.

Case 9
Declares for a Professional Draft

SITUATION:

Prospective Student-Athlete R declares for the NBA Draft, but does not get drafted by any NBA team. Is Student-Athlete R eligible to participate within the NJCAA in the sport of basketball?

ANSWER:

No. Once a student-athlete declares their intent to participate in professional athletics, by signing a contract, hiring an agent, participating professionally OR entering the professional draft, that student-athlete would no longer retain eligibility within the NJCAA in that sport provided the student enters the draft on or after his 19th birthday or after his initial full-time enrollment in college (whichever comes first). Withdrawal from the draft prior to being drafted does not change the fact the individual declared for the draft.

Case 10
Amateur Status – Student-Athletes Tutoring vs. Teaching/Coaching

SITUATION:

Student-Athlete R is a tutor at Community College A during the academic year. Is this a violation of NJCAA bylaws?

ANSWER:

No. Tutoring is not considered the same as teaching a class. If Student-Athlete R was hired by the college to teach a class or coach in any capacity at the college, the student-athlete would be in violation of this rule.

Case 11
College Arranging Employment for the Student-Athlete

SITUATION:

The men's tennis coach at Community College A is employed outside of the college at a city owned tennis academy. In the recruitment of Student-Athlete R to their Division I program, the coach promises employment at this tennis academy should Student-Athlete R choose to sign with Community College A. Is this a violation of the Eligibility Rules?

ANSWER:

Yes. Community College A or a representative of their athletic interest may not arrange for, offer or guarantee a student-athlete employment of any kind during the recruitment process, or at any time thereafter, on or off campus regardless of the division of the sport.

Case 12
Playing Ability Test / PGA Apprentice Program

SITUATION:

May a student-athlete participate in golf at a member college if he/she has taken the PGA Playing Ability Test (PAT)?

ANSWER:

Yes. An NJCAA student-athlete may maintain his/her amateur status even if he/she has participated in a Playing Ability Test. If the student-athlete enrolls in the PGA Apprentice Program on or after their 19th birthday or after their initial enrollment in college (whichever comes first), they are no longer eligible in golf in the NJCAA.

Case 13
Professional Sport Participation

SITUATION:

Student-Athlete R played professional soccer prior to initially enrolling as a full-time college student when he was 18 years old. Does this participation preclude such a student-athlete from competing on Community College A's soccer team?

ANSWER:

No. Student-Athlete R's amateur standing in the sport of soccer remains in place since the student's participation in professional soccer took place prior to his 19th birthday and prior to his initial enrollment as a full-time college student.

Case 14
Professional Sport Participation

SITUATION:

Student-Athlete R played indoor professional soccer at the age of 20. Does this participation preclude such a student-athlete from competing on Community College A's soccer team?

ANSWER:

Yes. The individual participated in professional soccer beyond the age of 19 therefore has forfeited his NJCAA amateur status in the sport of soccer. The fact that it was indoor soccer does not have a bearing since it was the same sport using the same carryover skills just in a different format. The same would apply to volleyball / beach volleyball, arena football / football etc.

Case 15
ITA Amateur Reimbursement Form and NJCAA Certification (Tennis)

SITUATION:

Student-Athlete R is a tennis athlete and has participated in nine professional main draw events in tennis. Since Student-Athlete R has participated in less than 10 main draw events, is Student-Athlete R automatically eligible in the NJCAA?

ANSWER:

No. Student-Athlete R is not automatically eligible in the NJCAA based on having only participated in nine main draw events in tennis. Student-Athlete R must meet the allowances of Article V, Section 4 just as all other NJCAA athletes must do. The previous exception that existed for tennis was deleted effective August 1, 2014. The ITA Amateur Reimbursement Form is no longer required for NJCAA participation.

Case 16
Main Draw Events (Tennis)

SITUATION:

Student-Athlete R participates in an ITF main draw or other comparable main draw event during the summer between their first and second seasons of NJCAA tennis. They know they cannot accept the prize money should they qualify for it but has Student-Athlete R forfeited their remaining NJCAA eligibility and amateur status by participating in this main draw event after their initial full-time enrollment in college?

ANSWER:

Yes, Student-Athlete R has forfeited their remaining NJCAA eligibility and amateur status by participating in this professional main draw event. Main draw events are professional events and participation in these events on or beyond their 19th birthday or after their initial full-time enrollment in college forfeits the student's NJCAA amateur status.

Case 17
Semi-Professional Team

SITUATION:

Student-Athlete R participates on the Up-State Marauders Semi-Professional Football team for one season following high school graduation at the age of 19. Student-Athlete R did not receive any compensation for playing on the Up-State Marauders Semi-Professional Football team and was responsible for all of his expenses including travel. Does Student-Athlete R's participation with the semi-professional team affect his NJCAA eligibility in any manner?

ANSWER:

Yes. Due to the fact the Up-State Marauders refer to themselves as a semi-professional team and the fact that Student-Athlete R participated with the semi-professional team on or after his 19th birthday, Student-Athlete R's participation with the team has nullified his NJCAA eligibility in the sport of football.

Case 18
Expenses Received

SITUATION:

Student-Athlete R participates on a European club basketball team. While on the team the individual receives \$2,000 per month to cover all expenses including, transportation, housing and meals. What must be on file to assure the student has maintained NJCAA amateur status?

ANSWER:

An individual's participation on an amateur team where expenses were covered or provided must have the following documents on file to assure compliance with NJCAA bylaws:

1. Detailed breakdown of all expenses showing the expense and payment of expenses. In this case the expenses must total in excess of the \$2,000 monthly allotment.
2. Written statement from the governing association that the club team is an amateur team.
3. Statement from the club team identifying the period of time the individual was associated with the club and what the specifics of the association were.

Seasons of Participation

Case 1
Definition

The NJCAA charges a student a year of eligibility for participation against outside competition on a varsity, junior varsity or club team. In cases where an athlete is participating on a team not directly affiliated with a college but the team requires the student to be enrolled at the college in order to participate, the NJCAA will charge the student with a season of eligibility for that participation.

Case 2
Eligibility After a Break in Enrollment

SITUATION:

Student-Athlete R initially enrolls at a four-year institution. After four consecutive full-time terms of attendance, Student-Athlete R withdraws and does not attend for a period of five years. While at the four-year institution, Student-Athlete R did not participate in any athletics. If Student-Athlete R enrolls at an NJCAA member college, will he/she be eligible to participate in athletics?

ANSWER:

Yes. A student-athlete has unlimited terms (semesters, quarters, trimesters) to complete two seasons in any one particular sport.

Case 3
NJCAA College Offering Four-Year Degrees

SITUATION:

Community College A offers four-year degrees in certain specialized areas of emphasis. May student-athletes at Community College A participate even though they may be in their junior or senior year academically?

ANSWER:

Yes. Student-athletes may only participate two seasons in each one of the NJCAA certified sports. Student-athletes may be in their junior year academically yet have only participated one season previously. Such student-athletes must be academically eligible and may only participate two seasons. The degree must be through the NJCAA member college, not part of a satellite program of a separate college.

NOTE: Transcript must show hours gained through that NJCAA member college.

Case 4
First Season in Two Different Sports

SITUATION:

The following is the academic record of Student-Athlete R:

Fall semester - enrolls in and passes 12 credit hours with a 2.00 GPA (Participates in soccer.)

Spring semester - enrolls in and passes six (6) credit hours with a 2.50 GPA

Fall semester - enrolls in and passes three (3) credit hours with a 3.00 GPA

Is Student-Athlete R eligible to participate in tennis in the upcoming term?

ANSWER:

Yes. This upcoming season will be the first season of participation in spring tennis. Student-Athlete R's eligibility is based upon the last full-time term of attendance in which Student-Athlete R passed 12 credit hours with a 2.000 GPA. Student-Athlete R does not need 24 semester hours because this will be the first season of participation in tennis.

Case 5
Dresses for Competition but No Participation

SITUATION:

Student-Athlete R, a member of a team competing on an intercollegiate level in an NJCAA certified sport at a member college dresses for and is a member of the squad or team for one game on the college's published schedule. Student-Athlete R did not compete in such athletic contest and immediately thereafter returned his/her uniform and withdrew as a member of the squad or team. Is Student-Athlete R charged with a year of competition in that particular sport?

ANSWER:

No. Student-Athlete R will not be charged with a season of competition in the NJCAA because he/she did not participate in an athletic contest in that sport. Even if Student-Athlete R had participated in the pre-game warm-up and had his/her name included in the official game book, the student-athlete would not be charged with a season of competition. In this case the member college must complete the Non-Participation Form and submit the form online.

Case 6
Participation in only One Contest

SITUATION:

Student-Athlete R, a member of Community College A's intercollegiate basketball team, dresses for and is a member of the basketball squad for the full year. Student-Athlete R only participates in one contest during the regular season. Has Student-Athlete R used a season of the eligibility for his/her participation in this one contest?

ANSWER:

Yes. Participation in any fraction of any regularly scheduled contest during the collegiate year shall constitute one season of participation in that sport.

Case 7
Charged with a season of participation at a Non-Member college but would not have been charged under similar conditions at an NJCAA Member College

SITUATION:

Student-Athlete R, has transferred from Four Year College X where they were affiliated with the basketball team but did not participate in any officials games. When Four Year College X completed the Transfer Tracking Form they indicated that the student used a season of basketball eligibility while at Four Year College X. Since Student-Athlete R never played in any contests should they be charged with a season of participation?

ANSWER:

While at Four Year College X, Student-Athlete R is under their rules and bylaws. When determining NJCAA eligibility, an NJCAA member institution may not apply NJCAA rules to a situation that happened at a non-member college. The student was charged a season of eligibility while at Four Year College X based on the governing regulations of that college and the association which they are a member. NJCAA bylaws cannot be applied to situations or season of participation that did not occur at NJCAA member colleges.

College Graduate

Case 1**Eligibility of a Community College Graduate****SITUATION:**

After two years of college attendance, Student-Athlete R completes the degree requirements and graduates from Community College A. During the two years of college attendance, Student-Athlete R was a member of the basketball team during his/her freshman year and did not go out for the team during his/her second year of college. After graduating from Community College A, Student-Athlete R decides to return to the same college to obtain a degree in another subject. Can Student-Athlete R participate in basketball during his/her third year of college?

ANSWER:

Yes. The fact that he/she has already graduated from Community College A does not affect his/her eligibility in any one particular sport. Student-Athlete R's academic eligibility is based on the previous term or terms of full-time enrollment.

Case 2**Eligibility of a Four-Year Institution Graduate****SITUATION:**

Student-Athlete R, a graduate with a Bachelor's Degree from a four-year institution, enrolls in Community College A as a full-time student. Is Student-Athlete R eligible to compete in bowling at Community College A if he/she has never competed collegiately?

ANSWER:

Yes. Even though Student-Athlete R has graduated from a four-year institution, he/she has two seasons of eligibility in any one of the certified sports of the NJCAA, subject to the academic provisions of the NJCAA.

Case 3**Eligibility After Diploma****SITUATION:**

Student-Athlete R was awarded a diploma upon completion of a one year drafting program at Community College A. After the lapse of a number of years, Student-Athlete R enrolls in the two-year construction technology curriculum at Community College A. Does the diploma preclude Student-Athlete R from being eligible to compete in the intercollegiate athletic program of Community College A?

ANSWER:

No. Even though awarded a diploma, Student-Athlete R remains eligible to participate for two seasons in any one sport, subject to the eligibility rules of the NJCAA.

Prep Schools

Case 1**Prep Schools- First year****SITUATION:**

Student-Athlete R graduates from high school in May of 2016. During the 2016-2017 academic year he/she attends a prep school and participates in their basketball program and wishes to attend Community College A for the 2017-2018 year. Has he/she used a season of eligibility during the 2016-2017 year?

ANSWER:

No. The NJCAA would not count his/her participation at the prep school towards the two years of eligibility in the NJCAA. Therefore the 2016-2017 season will not count as a season of eligibility and Student-Athlete R will have two seasons of NJCAA eligibility in the sport of basketball. He/she would be entering Community College A as an incoming freshman and his/her delay of enrollment statement will need to be documented on the eligibility form.

Case 2**Prep Schools- Second Year****SITUATION:**

Student-Athlete R graduates from high school in May 2015. He enrolls in a NJCAA member college for the fall 2015 and spring 2016 academic term and participates in his first season of basketball. In the 2016-2017 academic year the student attends a prep school and participates on their basketball team. The student enrolls at a NJCAA member school for the fall 2017 academic term as a full-time student. Does this student have any NJCAA eligibility remaining in the sport of basketball?

ANSWER:

No. The NJCAA allows a student to attend a prep school immediately out of high school and participate in a sport without using a season of eligibility. The fact that this student has competed at a member college using his first season of NJCAA eligibility, then attends a prep school, it is the NJCAA's interpretation that this student has used two seasons of eligibility in basketball and has exhausted his NJCAA eligibility. The only exception the NJCAA has for not counting prep school participation is when it is during their first year of post high school participation.

Case 3
Prep Schools- Second Year

SITUATION:

Student-Athlete R graduates from high school in May, 2015. Attends a prep school during the 2015-2016 and 2016-2017 academic years and participates in basketball both years. Fall 2017 Student-Athlete R enrolls at Community College A. Has Student-Athlete R used a season of basketball eligibility? How many credits does student-athlete R need to eligible?

ANSWER:

Yes, Student-Athlete R has used one season of NJCAA basketball eligibility since he attended and participated at the prep school the second year out of high school. Student-athlete R has used one season of NJCAA basketball eligibility and is a second season athlete. However, because Student-athlete R has never been enrolled full-time in college an exception to the second season athlete eligibility progress requirements may be waived by the NJCAA National Office.

Junior Varsity

Case 1
Participation at Four-Year Institution (Junior Varsity)

SITUATION

Student-Athlete R participates in one junior varsity basketball contest at a four-year institution. The next year Student-Athlete R transfers to Community College A. How many seasons in basketball does Student-Athlete R have at Community College A?

ANSWER:

One. This section allows only two seasons in any one sport regardless of the amount of playing time. It should also be noted that junior varsity and club participation are considered the same as varsity participation.

Case 2
Participation at NJCAA Institution (Junior Varsity)

SITUATION:

Student-Athlete R participates in two soccer games on the member college's junior varsity team. Are they charged a season of eligibility for this participation?

ANSWER:

Yes, Any competition against outside individual or team while representing an institution is charged with a season of eligibility.

Case 3
A "How To" for Junior Varsity Eligibility

SITUATION:

If a member college has a varsity and a junior varsity team in the same sport, how is the college to submit eligibility?

ANSWER:

- *The college is to keep records of those who are on each team and when they participate; varsity and JV. Student-athletes may not participate in more than the number of games/scrimmages allowed as listed in the Sport Procedures. Baseball example: student-athletes are only allowed to play in 56 games in the spring season therefore if a student-athlete who participates on the JV team in 30 games and is moved up to the varsity team may only participate at the varsity level for a maximum of 26 games for a maximum of 56 games for the entire regular season.
- * Stats accumulated in JV games are not to be submitted as national stats. Only stats earned at the varsity level are to be entered into the online stats program.
- *Eligibility must be submitted for all student-athletes participating on either the JV or varsity team.
- *Participation on either the JV or the varsity team constitutes a season of eligibility being used regardless of the number of games which they participated.
- *In the case of an eligibility audit, all information for all student athletes in the program must be submitted regardless if they are on the JV or varsity program.

Club Teams

Case 1 College “Club” Team Participation

SITUATION:

Student-Athlete R attended University X for two semesters and participated on the “club” soccer team during the fall semester. The club soccer team at University X regularly competes against other university club teams in the area but never against a varsity team. Student-Athlete R transfers to Community College A and wants to play soccer. How many seasons of NJCAA eligibility does he have remaining?

ANSWER:

Student-Athlete R has one (1) season of NJCAA eligibility remaining in the sport of soccer. Participation in intercollegiate sports regardless of the level (varsity, JV, club), will utilize a season of NJCAA eligibility.

Sport Examples

Case 2 Definition of a Season – FALL BASEBALL Example

SITUATION:

Student-Athlete R attends Community College A for one term and participates as a member of the fall baseball team. At the completion of the term, Student-Athlete R does not enroll at any college. The next academic year, Student-Athlete R enrolls at Community College B and after satisfying the transfer rules, is permitted to participate in the spring baseball program. How many seasons of baseball eligibility has Student-Athlete R completed after the spring season at Community College B?

ANSWER:

One. Student-Athlete R has completed one season in the fall and one season in the spring, and will have one season left at a NJCAA member college to compete in both fall and spring baseball.

Case 3 Definition of a Season – GOLF Example

SITUATION:

Student-Athlete R attends Four-Year Institution X during the fall term and participates as a member of their golf team. After completing the term passing 15 credit hours with a 3.00 GPA, Student-Athlete R withdraws from Four-Year Institution X. The next academic year, Student-Athlete R enrolls at Community College B and participates in golf during the spring season. Is Student-Athlete R participating in his/her first or second season of spring golf?

ANSWER:

First. Since fall golf is considered a separate sport season from spring golf in the NJCAA, Student-Athlete R has two seasons of spring golf and one season left in fall golf.

Case 4 Number of Seasons – TENNIS Example

SITUATION:

Student-Athlete R participates in two seasons of fall tennis at a NJCAA member college which does not carry its record over to the spring term. How many seasons of spring tennis does Student-Athlete R have left?

ANSWER:

Two. NJCAA bylaws provide for a fall season and a spring season in the following sports: Baseball, Bowling, Golf, Lacrosse, Softball, Soccer and Tennis.

Note: If the records are carried over to the spring term then the student-athlete has exhausted their NJCAA eligibility in tennis as their participation in the fall will constitute a full year of participation both fall and spring season being used.

Case 5 Sport Season Which Spans Over Two Terms – GOLF

SITUATION:

Community College A is a member of a conference which conducts regular season golf matches during the fall and spring terms. The matches which are conducted during the fall and spring terms are used to determine a regional champion. If a student-athlete participates only during the fall term, but not during the spring, will he/she have used a season of spring golf?

ANSWER:

Yes. Because the records are carried over into the spring term, golf at Community College A is a two-term sport and not a sport with two seasons (a fall season and a separate spring season). The eligibility requirements will be like the sport of basketball with a continued season. A student-athlete's participation during the fall term will count as a full season of golf eligibility.

Case 6 Participation at Two Different Colleges During the Same Year – TENNIS

SITUATION:

Student-Athlete R attends Four-Year Institution X during the fall term and participates in their fall tennis program. Is Student-Athlete R eligible to participate in tennis at Community College A during the spring term of the same academic year if all other eligibility rules are satisfied?

ANSWER:

Yes. In those sports listed in NJCAA bylaws as having two distinct seasons (fall and spring), a student-athlete can participate at two different colleges during the same academic year providing the fall season at the four-year institution was not

their regular season of competition and the fall season records at Community College A are not carried over from the fall to the spring season.

Case 7
Records Carried over to the Spring Season – BASEBALL

SITUATION:

Community College A utilizes their fall baseball season as their league season, and wants to carry the records over to the spring season. May student-athletes that were not full-time students at Community College A in the fall participate in the spring baseball season?

ANSWER:

No. In this case the baseball season at Community College A will be considered as a two-term sport and not a sport with two seasons (a fall season and a separate spring season). The eligibility requirements will be like the sport of basketball with a continued season.

Case 8
Participation in the Canadian College Baseball Conference (CCBC)
or a Similar Canadian College or University Affiliated Baseball League

SITUATION:

Student-Athlete R graduated high school in May 2016 and spent that following academic year (2016-2017) attending a college in Canada that has a baseball program affiliated with the Canadian College Baseball Conference (CCBC), formally known as the British Columbia College Baseball League (BCCBL). After the end of the academic year and his first season of baseball participation in the CCBC, Student-Athlete R wants to transfer to an NJCAA member college to play baseball. Has Student-Athlete R used a season of eligibility participating for a team in the CCBC? Is Student-Athlete R eligible for participation at the NJCAA member college?

ANSWER:

Yes, Student-Athlete R has used one season of eligibility in baseball. The NJCAA will be counting participation on a CCBC team or similar Canadian college or university affiliated league as using eligibility within the NJCAA. This participation includes participation at the varsity and club levels as well as participating as either a part-time or full-time student at that college/university.

Therefore, Student-Athlete R's participation on the CCBC team during the 2016-2017 academic year will be counted as a first season of eligibility. In order to be eligible for participation at the NJCAA member college, Student-Athlete R will need to satisfy Article V, Section 2.D.3 as well as the other eligibility rules for a non-United States citizen and transfer student.

Hardships

Case 1
Clarification on the Season Schedule

Situation:

NJCAA member colleges are permitted to play a maximum of 56 baseball games during the spring season. Community College A plays 35 games in the spring season. When calculating the 20% participation and the mid-point, what schedule is considered?

Answer:

The season schedule is based off of the maximum number of games allowed to be played. In a 56 game schedule a student is permitted to have participated in 12 games and the mid-point of the season is between the 28th and the 29th game.

Case 2
Procedure for Hardship Application

SITUATION:

What is the proper procedure for requesting a NJCAA Hardship Waiver?

ANSWER:

There are two types of hardships that can be applied for through the NJCAA Office of Eligibility.

Hardship #1 involves an injury or illness that results in the student-athlete's inability to complete a season and must be documented with a medical doctor's statement.

Hardship #2 involves cases other than those effecting a season of competition that are beyond the student-athlete's control.

There are application forms for each type of hardship available on **MVP site**. Each form must be completed and signed by all parties with each request. Hardships may not be submitted to the National Office by student-athletes, parents or other outside parties unrelated to the college. The following information must be included with each request:

1. Appropriate hardship request form.
2. Letter from the Athletic Director explaining the situation, circumstances, amount of participation, etc.
3. All of the student-athlete's post-secondary/college transcripts.
4. Documented proof of the hardship (i.e., Medical Doctor's (MD) statements, medical records, letters of verification from parents and others who are familiar with the case).
5. Printed season schedule with the student-athlete's participation in each contest identified on the schedule.

Case 2 Medical Hardship – Second Half of Season

SITUATION:

Community College A has an 11-game football schedule. Student-Athlete R is injured during the first half of the college's sixth game and as a result is incapacitated for the remainder of the college's intercollegiate football season. Is Student-Athlete R's injury considered to have occurred during the first half of the college's season?

ANSWER:

No. In as much as the injury or illness occurred in the sixth contest of an 11-game schedule, the participation would be considered as having occurred during the second half of the institution's season and would not be approved by the National Office.

Case 3 Medical Hardship – Second Half of Season

SITUATION:

Student-Athlete R participates in the first two soccer games of a 22 game schedule prior to an injury. Student-Athlete R did not participate in any other games until the last game of the regular season. Will Student-Athlete R qualify for an additional year of eligibility under the hardship rule?

ANSWER:

No. If Student-Athlete R competed during the second half of the season schedule, he/she will not be granted a hardship season even though his/her competition during the conference championship was on a limited basis and came as a result of the original injury. In reality, the original injury did not result in incapacity to compete for the remainder of the season.

Case 4 Medical Hardship – Participation in More than 20% but in Only 2 Contests

SITUATION:

Student-Athlete R is in training for the NJCAA Half Marathon Championship. In preparation for that event, Community College A registers Student-Athlete R to compete in three road races. During the second road race, Student-Athlete R incurs a season ending injury. Is Student-Athlete R eligible to receive a medical hardship for that season?

ANSWER:

Yes. Although participation in two of three road races constitutes 67% of the regular season schedule, NJCAA hardship regulations allow for a student-athlete to participate in no more than 20 percent of the college's regular season schedule OR have participated in no more than two of the institutions' completed events in that sport, whichever is greater. Because Student-Athlete R participated in only two road races and those races were in the first half of the schedule, he/she would be eligible to receive a hardship.

Case 5 How Postseason Contests Affect the Hardship Rule

SITUATION:

Community College A conducts a 30-game schedule in basketball which includes a conference championship at the end of the season. Subsequent to the 30 games, Community College A participates in regional competition. When determining 20 percent and the first half of the regular season schedule for the application of the hardship rule, does one include postseason contests such as the regional tournaments?

ANSWER:

No. For the purpose of this bylaw, the regular season schedule excludes any games or contests which are used to qualify teams for national competition. In this case, a student-athlete must be incapacitated as the result of an illness or injury during the first 15 games of the 30-game schedule and he/she could not have participated in more than six games which is 20% of the regular season.

Case 6 When to Apply for the Hardship

SITUATION:

Student-Athlete R participates for Community College A in one wrestling match during the 2016-2017 season and is injured. Student-Athlete R wants to participate for Community College A during the 2017-2018 season. When should Community College A file for NJCAA hardship approval?

ANSWER:

Community College A should file for hardship approval immediately following the end of the 2016-2017 season in case the student-athlete returns to participation during that season. Under no circumstance may Student-Athlete R begin a third season of wrestling under the assumption that "approval will be granted". Prior hardship approval must be granted by the NJCAA National Office before Student-Athlete R may begin participation in his hardship season.

NOTE: Hardships may not be granted retroactively after participation in a third season of competition has already begun.

Case 7 Application of the Hardship Rule for Multi-Team Events

SITUATION:

A college offers individual sports (i.e.: cross country, golf, swimming, tennis, track and field, wrestling) as well as team sports (baseball, basketball, lacrosse, soccer, softball, volleyball). For the purpose of determining the number of contests in which a student-athlete participates prior to an incapacitating injury or illness, how are tournaments and multiple team vs. team events treated in terms of being considered a contest?

ANSWER:

In individual sports as listed above, any competition involving participants from more than two institutions conducted and organized as one event at one location on one calendar day (i.e.: triple dual meet in wrestling, team invitational track meet) shall count as one contest, even though team scores against all participating colleges are kept separately or the student-athletes participate against more than one opponent. Each day of an individual's participation in a tournament or meet in an individual sport shall count as one contest.

An institution's participation against another institution in each contest in a tournament, doubleheader or multiple team engagement in team sports shall count as one contest. For example, a doubleheader on the same day in baseball would count as two games. A doubleheader in softball would count as one date. (Please refer to NJCAA Sport Procedures for when to use games/contests and dates for hardship submissions to the National Office.)

Case 8
Hardship During First Season

SITUATION:

Student-Athlete R participates in the first cross country meet of his/her first term of college. Prior to the next scheduled meet, Student-Athlete R becomes seriously ill and withdraws completely from the term and does not attend the following spring term. If Student-Athlete R returns to college the following year, will he/she be eligible to participate in cross country?

ANSWER:

If a hardship is approved by the NJCAA Office of Eligibility, Student-Athlete R may participate in his/her first season of competition. To participate in a second season, regardless of hardship approval, Student-Athlete R must have passed an accumulation of 24 semester credit hours or 28/36 quarter credit hours with a 2.000 GPA or higher.

Case 9
Application of the Hardship Rule

SITUATION:

Student-Athlete R is injured and incapacitated during the third game of a 30-game schedule. The NJCAA National Office grants a hardship season. Are there any stipulations connected with the hardship?

ANSWER:

Yes. The hardship granted by the NJCAA only pertains to eligibility within the NJCAA, and is not subject to automatic approval by any other intercollegiate athletic organization. Hardships awarded by the NJCAA will grant an entire season of participation back to the student-athlete.

Case 10
Second Season Application of the Hardship Rule

SITUATION:

While enrolled at Community College A, Student-Athlete R participates in volleyball in the fall term. She becomes ill in the spring term and withdraws completely from college prior to the completion of the term. The following fall will be the student's second season of volleyball. Will Student-Athlete R be granted a hardship waiving the second season requirements so she can participate in her second season of volleyball?

ANSWER:

No. Student-Athlete R will not be eligible to participate in her second season of volleyball as she has not met the second season academic accumulation requirements. It should be noted that the NJCAA does not exempt any student from meeting the accumulation requirements for a second season of participation.

Case 11
Application of the Hardship Rule

SITUATION:

Student-Athlete R initially enrolls in Community College A and participates in football. Student-Athlete R is injured during the second game and as a result is incapacitated for the remainder of the college's intercollegiate football season. If approved, how many contests must Student-Athlete R sit out during the next season?

ANSWER:

If approved, the student will be granted their entire season back in the case of a hardship. Beginning in the 1996-1997 academic year, the NJCAA no longer grants a partial season in the case of a hardship. If approved the entire season would be granted back to the student-athlete.

Case 12
Application of the Hardship Rule – Baseball Example

SITUATION:

Student-Athlete R is a pitcher for Community College A's baseball team and pitches in the first 8 games of a 56-game schedule. In the 40th game, he pitches in 3 innings then has a season ending injury. Will a medical hardship be approved for Student-Athlete R?

ANSWER:

No. Although Student-Athlete R has played under 20% of the season, he has played past the halfway point during the season. The halfway point of the season was game 28. Participation in any fraction of any regularly scheduled contest shall constitute as one contest. In this case, pitching in one inning constitutes as playing in one game.

Case 13
Hardship from a Four-Year Institution

SITUATION:

Student-Athlete R attends a four-year institution as a first year student-athlete and is injured in the first soccer match of the season. What process should be followed in order to regain that season of eligibility if the student-athlete transfers to a NJCAA member institution?

ANSWER:

The four-year institution must first apply for hardship status with the association/athletic conference that governs athletics at their level. If Student-Athlete R gains hardship approval from the NCAA or the NAIA, a copy of that approval must be forwarded to the NJCAA with a cover letter from the member college Athletic Director for adoption. Approval from the four-year governing body must be granted prior to review by the NJCAA. The NJCAA cannot rule on hardships of an academic or athletic nature that occurred at a non-member institution.

Case 14
Definition of a “Red-Shirt”

SITUATION:

Student-Athlete R participates in two baseball games early in the season, and then does not participate for the remainder of the season. There is no injury or illness situation present that causes Student-Athlete R to cease participation. May Student-Athlete R regain this season of NJCAA baseball?

ANSWER:

No. Once a student-athlete participates in one contest, the only avenue to regain a season of eligibility is through the injury/illness provisions of Article V, Section 5.B. Within the NJCAA, the term red-shirt would only refer to a student-athlete that is not submitted on eligibility and does not participate in any game or contest during the season. During this red-shirt season, the student-athlete may not participate in open competition using college expenses, equipment, etc.

Case 15
Required in the Medical Documentation

SITUATION:

When applying for a NJCAA Medical Hardship what is the minimum information that is required from the doctor?

ANSWER:

At a minimum, the information from the Medical Doctor must include the following for hardship consideration.

1. Name of patient.
2. Date patient was seen by doctor.
3. Detailed diagnosis of the injury.
4. Plan of treatment for the injury.
5. Projected recovery time.

This information must be on the doctor's letterhead and signed by the Medical Doctor (MD).

Case 16
NJCAA College that Permanently Drops a Sport After Games have been Played

SITUATION:

Community College A begins their basketball season during the fall term. At the end of the fall term, Community College A decides to permanently drop their basketball program. Can student-athletes who participated as members of the Community College A team transfer to Community College B and join their team during the following term?

ANSWER:

Yes. The student-athletes may transfer to any NJCAA member college and begin participation after the completion of the term as long as they are academically eligible. Student-athletes may also apply for a hardship to regain that year of eligibility only if he/she does not participate at another college during that same academic year.

Case 17
NJCAA College that Cancels Remainder of Season After Games have been Played

SITUATION:

Community College A begins their basketball season during the fall term. At the end of the fall term, Community College A determines that an insufficient number of players remain on the team due to academic and discipline issues and is unable to complete the season. Community College A makes the decision to cancel the remainder of the season. The college will field a basketball team the following year. Can student-athletes who participated as members of the Community College A team transfer to Community College B and join their team during the following term?

ANSWER:

No. Community College A has only cancelled the remainder of the season and has not dropped the program. Student-athletes may apply for a hardship to regain that year of eligibility provided they meet the hardship parameters.

Eligibility – Penalties

Case 1

Using an Ineligible Player during the Regular Season

SITUATION:

After the basketball season, Community College A learned that Student-Athlete R who had participated in all of the regular season games was ineligible. An investigation revealed that Community College A had no knowledge until after the season that Student-Athlete R was ineligible and in reality had used due diligence in checking the eligibility of each player prior to the start of the season. Must Community College A forfeit all of the games in which Student-Athlete R participated?

ANSWER:

Yes. The penalty for using an ineligible player is forfeiture of all of the games in which such player participated even though it was not done knowingly by the school and/or the student-athlete. If it was done knowingly by the school and/or the student-athlete, additional sanctions could be levied.

Case 2

Reporting Forfeitures

If your college is required to forfeit a game(s) there are two things that the National Office is requesting of your college:

1. Send forfeiture letters to those teams/colleges for the games/events that are being forfeited. Copies of these forfeiture letters should be sent to the National Office and to your regional director and/or conference office.
2. The NJCAA National Office will update the win/loss record on that sport's schedule posted on the NJCAA website. Game and individual statistics will remain the same, however any records broken during that game(s) will not count.

Case 3

FYI's about Forfeitures

1. Only games that have been *won* are required to be forfeited. Losses are not to be forfeited.
2. When a forfeit of a game is required, the college must send a letter of forfeiture regardless if that team is at a non-member or a member college. There have been false assumptions that if a game was played against a non-member college/team then the forfeit does not count or that college/team does not need to be notified which is not true.
3. Forfeiture letters can contain any information that the college feels is pertinent. Some colleges give detailed descriptions as to the reason of the forfeiture, the name of the student, etc. The National Office would like to see at least the name of the sport and the dates of those games that have been forfeited.
4. Forfeiture letters need to be written on college letterhead and have the athletic director's signature for verification of the forfeited game(s).
5. The National Office would like to see faxed, mailed or scanned copies of the signed forfeiture letters for office files. Emails without scanned letters will not be accepted as a substitute for a forfeiture letter.
6. Individual sport forfeitures – if a student-athlete in an individual sport (bowling, cross country, golf, half marathon, swimming/diving, tennis, track and field, and wrestling) is found ineligible, *what* is to be forfeited? The student-athlete's individual scores and place/rank are to be forfeited; essentially as if the student-athlete never participated in that competition. If the student-athlete participated as part of a team (doubles in tennis, a golf tournament, or relay, for example) then that team's rank/place and scores will be forfeited.
7. Double forfeitures – there have been cases of both teams who have participated in the same competition who are required to forfeit. In that case, both teams record the game as a forfeit where there is no winner.

Case 4

Using an Ineligible Student-Athlete that has Lost their Amateur Status in the NJCAA

SITUATION:

Community College A competes in the entire basketball season. After the conclusion of the basketball season it is discovered that Community College A had competed the entire season using a student-athlete who had previously competed on a professional team beyond their 19th birthday. What are the penalties associated with the violation?

ANSWER:

NJCAA bylaws do not allow for a student-athlete to have previously participated on a professional team beyond their 19th birthday or their initial full-time enrollment in college (whichever comes first). All games contested and won by Community College A must be forfeited. NJCAA bylaws also requires the team be prohibited from postseason participation the next academic year.

Case 5

Using an Ineligible Player during the Postseason

SITUATION:

After the volleyball season, it was discovered by Community College A that Student-Athlete R dropped to below full-time status before the start of the regional tournament which is a postseason competition. Participating while being enrolled in less than 12 hours is a violation of NJCAA enrollment requirements and Student-Athlete R was ineligible for competition at the time she dropped below full-time. What penalties are enforced at this point seeing that this ineligible student-athlete participated in the postseason? Does Community College A forfeit all of the games in which Student-Athlete R participated?

ANSWER:

Yes. The penalty for using an ineligible player is forfeiture of all of the games in which such player participated even though it was not done knowingly by the school and/or the student-athlete. An automatic penalty of athletic probation for Community College A's volleyball program for the next academic year for allowing an ineligible student-athlete to participate in the postseason. The volleyball program will not be allowed to participate during the following year in any Regional, District, or National Championship competitions (postseason competitions).

Eligibility – All-Star Competitions

Case 1 All-Star Competition

SITUATION/ANSWER:

NJCAA student-athletes may compete in all-star competitions, only if the event is sponsored by a conference and/or region of the NJCAA. An NJCAA Athletic Event Questionnaire must have been filed by the conference or region with the NJCAA National Office. If the conditions listed above are satisfied, the student-athlete may receive the support of the NJCAA member college. ***Also, those student-athletes participating in these all-star competitions where the college is paying for all expenses, eligibility for each participant must be submitted prior to that competition.***

If the event is not sponsored by a conference or region, the NJCAA member college may not be involved with providing support of any type for this event. This would mean that the NJCAA member college may not provide support which may include but is not limited to: entry fees, equipment, transportation, lodging, meals, etc. for the student-athlete.

Case 2 All-Star Competition – Online Eligibility

SITUATION:

Region A sponsors an annual All-Star baseball game in the fall to promote the region's second year players. Do the student-athletes who are chosen to participate in this fall all-star contest have to be academically eligible in order to participate?

ANSWER:

Those student-athletes participating in all-star competitions sponsored by the region or conference must be eligible athletes and must have been submitted on the online eligibility system prior to their participation even though the season in question is outside of the traditional championship season.

Case 3 Unattached Participant

SITUATION:

While attending Community College A, Student-Athlete R becomes academically ineligible to compete in track and field during the spring term. Is it permissible for Student-Athlete R to travel with the track team and compete as an unattached entry?

ANSWER:

No. Ineligible athletes may not be transported or receive expenses from a member college to attend or participate as an unattached competitor in open contests or events. This student-athlete may transport him/herself to this competition, however the student may not represent the college in any fashion (wearing clothes with the college's name, showing in the results as a representative of the college, etc.). The coaches may not advise or coach the student-athlete, the student-athlete should not sit in the college's team area, the student must pay for all expenses (food, travel, lodging, entry fees, etc.) associated with this competition.

Case 4 Participation with Outside Club Teams during the College Season

SITUATION:

Student-Athlete R, a member of Community College A's track and field team, is invited to participate in a track and field meet which is not a part of Community College A's schedule. Can Student-Athlete R participate in the track and field meet?

ANSWER:

Yes. Student-Athlete R can participate in the track meet as an "unattached" entry. Under no circumstances can Student-Athlete R be a representative of another track team or club and also be a member of a college track team.

Case 5 Individual Participation in Non-Scheduled Events

SITUATION:

Student-Athlete R is a member of the cross country team at Community College A. While the cross country season is in progress, Student-Athlete R enters a "road race" which is not a part of Community College A's schedule. Can Student-Athlete R participate in such an event without NJCAA approval?

ANSWER:

Yes. Student-Athlete R may participate in the "road race" without NJCAA approval providing he/she does not in any way represent Community College A. Student-Athlete R may not wear the college uniform nor shall the college pay the entry fee or any expenses related to the event.

Case 6 State Games

NJCAA coaches and facilities may be involved with the official “state games” of their respective state under the following guidelines:

- The state games must request approval from the NJCAA National Office by use of the NJCAA Event Questionnaire AND a letter of request from the appropriate authority for the state games (ex. Nebraska Sports Council).
- The state games must be multi-sport.
- The state games must be held during the off-season (as defined by NJCAA Sports Procedures for each sport).
- The state games may be the one and only “official state games” for that year.
- If the event is held on a member campus, NJCAA coaches may also be involved in the administration of the event.
- No member of the member college’s staff, or the college itself including its respective booster club members, may be involved in providing expenses to any student-athlete, including transportation.
- There currently is no limit as to how many student-athletes from each NJCAA member college may be on a given team, in any sport.
- No college apparel may be used, and no college equipment may be used if the games are held off campus.
- No participant may sign an NJCAA Letter of Intent at the state games location, during the state games event.
- The competition must be organized and scheduled by the outside state games authority. (State games commission.)
- NJCAA coaches may not participate on the same team with current NJCAA student-athletes or athletes that have signed an NJCAA Letter of Intent with their college.
- Practice for the state games event must occur in compliance with the current NJCAA Off Season practice.

This ruling will allow NJCAA coaches to be directly involved with administration and coaching of their own student-athletes during those official state games receiving NJCAA approval.

Case 7 Competing Against International Teams

SITUATION:

Community College A schedules a basketball game with a team from a foreign country. Does such a game require NJCAA notification?

ANSWER:

Yes. NJCAA member college teams participating in games involving international competition must send a NJCAA Athletic Event Questionnaire to the NJCAA National Office.

Region/Conference Sponsored Showcase

Case 1 Region Sponsored Showcase / Combine

SITUATION:

Region A sponsors and organizes a baseball combine which is held in the fall. During the combine all participants have an opportunity to display their skill level in running, hitting and throwing. Is it permissible to divide the participants up into teams and have them play 3-4 innings to further display their skill level?

ANSWER:

No. It is not permissible to conduct simulated game competition under NJCAA bylaws. Under the region/conference sponsored showcase allowance only skill demonstration is permitted. No game simulation is permitted.

Case 2 Outside Sponsored Showcase / Combine

SITUATION:

Region A would like to offer a baseball combine to promote its second year athletes. Is it permissible to contract with an outside group to organize and run the combine?

ANSWER:

No, NJCAA bylaws only permits the region or conference to organize and run the combine. The region or conference may not work with an outside group or individual to facilitate the activity. Association with an outside group or individual to run the showcase/combine would be a violation of NJCAA bylaws.

Health

Physical Exams

Case 1 Physical Examination

SITUATION:

Community College A sets up a day to have all athletes come to campus and have a physical administered by certified and licensed medical care providers. Is this permissible to do?

ANSWER:

Yes. Community College A may set up a day and have physical provided for all student-athletes in the program. It is permissible for the college to pay the expenses associated with this service.

Case 2
Physical Examination

SITUATION:

Community College A uses a player who did not pass a physical examination in compliance with NJCAA bylaws. Does this subject the college and/or the person involved to any penalty or sanctions?

ANSWER:

Yes. Community College A must forfeit all the games in which the player competed. In addition, if it can be proved that this was done knowingly, the college may be subject to additional sanctions.

Case 3
Date of Physical Examination

SITUATION:

In order to meet the entrance requirements of Community College B, high school Student-Athlete R receives a physical exam on March 15, 2017. Will this physical exam meet the provision of NJCAA bylaws qualifying Student-Athlete R to compete in all sports for the 2017-2018 academic year?

ANSWER:

The physical examination date of March 15th will qualify Student-Athlete R to participate in those sports which have their first scheduled contest on or before April 15, 2018. It will be necessary for Student-Athlete R to be re-examined for those sports which practice or have competitions after April 15th.

Case 4
Physical Exam – 13 Months

SITUATION:

Student-Athlete R, a second season men's soccer player, receives a physical examination administered by a qualified health care professional licensed to administer physical examinations on September 15th of his initial season of competition. As a second season athlete, when will Student-Athlete R need to have another physical examination to remain eligible under the rules of the NJCAA?

ANSWER:

Student-Athlete R must receive another physical examination no later than 13 months after the original exam was given. In this case, the examination must be administered prior to October 15th of the current year to allow Student-Athlete R to continue his participation in men's soccer.

Case 5
Physical Exam Prior to the First Practice

SITUATION:

Community College A holds their first volleyball practice on August 25th, and the first competition on September 5th. When must the student-athletes at Community College A have their physical exam?

ANSWER:

Each student-athlete must have completed and passed their physical exam prior to the first practice date for that particular sport, for that particular student-athlete. If the student-athlete practices on August 25th, the exam must be successfully cleared prior to this date.

Case 6
Physical Exam for Off Season Workouts

SITUATION:

Community College A holds off season workouts for the volleyball team during the summer prior to August 1st. Does the prospective player need to have a physical in order to participate in off season training?

ANSWER:

Yes. In order to participate in any workout associated with the college program, all participants must have a valid physical on file and be enrolled in the current academic term.

Article VI - Scholarship & Letter of Intent

General

Case 1
Cash Payments

SITUATION:

Student-Athlete wants to pay their tuition or other similar fee/charge at the college in cash. Are cash payments an acceptable means for payments from student-athletes?

ANSWER:

Should financial documents be requested as part of the audit process or as part of an inquiry from the NJCAA National Office, "Cash Payment" is not an acceptable form of financial documentation. Student-Athletes needing to make a "Cash Payment" should be advised to further document the transaction. The NJCAA National Office will require additional information to clarify this unacceptable financial transaction.

Permissible Aid

Case 1 Divisional Limits

Division I	Tuition and Fees, Room and Board, Course related books, up to \$250 in course required supplies and Transportation costs one time per year to and from the college.
Division II	Tuition and Fees, Course related books and up to \$250 in course required supplies.
Division III	No Athletic Aid is permitted.

Case 2 Tuition and Fees

SITUATION:

Community College A offers a tuition and fees scholarship to Student-Athlete R. May Community College A pay the parking fee for the student-athlete?

ANSWER:

No. The NJCAA interprets the "Fees" portion of Tuition and Fees to be course related fees. In addition to course related fees the NJCAA will allow for graduation fees and dormitory fees, provided the student-athlete is signed to a room and board scholarship. Parking fees are not course related and are not required for all students. The student is responsible for paying the parking fee even if they are on a full scholarship.

Case 3 Required Course-Related Books

SITUATION:

Community College A offers a tuition, fees and books scholarship to Student-Athlete R. May Community College A purchase pens, pencils and notebook paper for Student-Athlete R?

ANSWER:

No. This section of the bylaws only allows those books and required supplies as listed on the syllabus as required by the college and the instructor for that specific course. The student's Letter of Intent must indicate an allowance for course required supplies if those are part of their terms of the Letter of Intent.

Case 4 Transportation to and from College – Airfare

SITUATION:

Community College A awards Student-Athlete R the maximum grant-in-aid as provided under NJCAA bylaws for a Division I program. Included is a one-way airfare to Community College A at the beginning of the fall term. Can Community College A pay for Student-Athlete R's airfare to his/her home and back to the college during the Christmas break if they paid for his/her initial trip to the college?

ANSWER:

No. NJCAA bylaws allow transportation costs one time per academic year for a round trip. Community College A could pay for Student-Athlete R's transportation back home at Christmas but not for the return trip to college since that leg of the trip had already been provided.

Case 5 Transportation to and from College – By Car

SITUATION:

Student-Athlete R receives a full scholarship from Community College A for the upcoming academic year. Included in this scholarship is transportation for the year, on a one time round trip basis. May Community College A pay for the round trip if Student-Athlete R is going to drive from his/her home to the college?

ANSWER:

Yes. The college may pay mileage for one round trip from the student-athlete's home to the college by the most direct route. The reimbursement should be consistent with the amount paid to college employees for the use of their personal vehicle, at the particular college involved. (Please refer to Article VI, Section 1.A.4.)

Case 6
Transportation to and from Other Events

SITUATION:

Community College A offers a full scholarship to Student-Athlete R for the academic year. May Community College A transport Student-Athlete R to events such as, but not limited to: daily ride to the college campus, ride home after late night games and practices, professional games, scouting trips, combines, exposure camps, etc., during the academic year?

ANSWER:

NJCAA scholarships **may not** include any of the above listed trips because this goes above and beyond the scholarship allowances. The only transportation allowance for Division I scholarships is limited to one round trip provision to and from campus.

Case 7
\$250 Course Required Supplies

SITUATION:

Student-Athlete R is a scholarship volleyball player studying in the Medical Assistant program at Community College A. As a student in the Medical Assistant program the college requires all students to wear medical scrubs to class and also to clinics. Is it permissible for Community College A to provide medical scrubs to Student-Athlete A as part of her scholarship/Letter of Intent?

ANSWER:

Yes. It is permissible for Community College A to provide course required supplies to Student-Athlete A provided the terms are included on the student's Letter of Intent. A limit of \$250 is set for the entire academic year per student-athlete for course required supplies. In order to cover the cost of such supplies the requirement must be listed in the college catalog or on the course syllabus.

Case 8
Host Families

SITUATION:

Student-Athlete R is a student-athlete from out of the area who signs an NJCAA Letter of Intent with Community College A for the 2017-2018 academic year. There is a host family that is interested in having Student-Athlete R live with them during the year. Can Student-Athlete R live with a host family while also having signed an athletic scholarship at Community College A?

ANSWER:

Yes, only if all of the following conditions apply:

1. Host families are offered to all students at Community College A.
2. The host family program at the college is run by the college and not by the athletic department.
3. No one in the athletic department arranges the host family for the student-athletes.
4. If a Division I scholarship is given to the student-athlete, housing may not be a part of the athletic scholarship.

Case 9
Adopt a Player Program

SITUATION:

May Community College A, a Division II program, initiate an Adopt a Player program for their athletic department?

ANSWER:

Each college, regardless of division, may utilize the adoptive parent program stipulated in NJCAA bylaws. Pay careful attention to the "occasional and excessive" stipulations. Within Division II and III, no housing arrangement may exist between the "adoptive parent" and the student-athlete.

Additional Benefits

Case 1
Meal Allowance / Reimbursement outside of the academic term.

SITUATION:

Community College A brings all volleyball players onto campus on August 1st to begin in season practice. Is Community College A permitted to provide meals to those members of the volleyball team who are not on a board scholarship?

ANSWER:

Yes. It is permissible for member schools to provide meals to all student-athletes who are required to be on campus for athletic reasons during periods of time outside of the official dates of the term. The meals may not exceed \$15 per day or the amount of on campus dining charges. Once the term begins, this benefit is no longer permissible to those students not on a board scholarship.

Case 2
Meal Allowance / Reimbursement

SITUATION:

Community College A brings all basketball players onto campus on January 1st following the winter break. The school does not have on campus dining available. Is it permissible for Community College A to negotiate with a local establishment to provide meals to the players at a cost of \$25 per day during the time period of January 1st to January 15th when the spring term begins?

ANSWER:

No. It would not be permissible to negotiate with a local establishment to provide meals to the student-athletes as the per day cost of \$25 is in excess of the allowable \$15 per day. Since the college does not have on-campus dining, the maximum allowance is limited to \$15 per day per student-athlete. The college may negotiate with a local establishment to provide this service but may not exceed \$15 per day.

Case 3

Meal Allowance / Reimbursement inside of the Academic Term

SITUATION:

Community College A schedules baseball games during spring break when the college is closed. Since the student-athletes are required to be on campus for practice and games, may the college provide meals to those student-athletes required to be on campus over spring break?

ANSWER:

Yes. The athletic department may provide meals to all student-athletes who are required to stay on campus when the college is closed within an academic term. The college may provide meals one time in the fall term and one time in the spring term for no more than seven (7) consecutive days not to include Saturday and Sunday. Meals may be provided to all athletes who are required to remain on campus for practice or games regardless of division.

Case 4

Meal Allowance Home Athletic Contest

SITUATION:

Community College A is hosting a baseball double header. Is it permissible for the college to purchase drinks and sandwiches for all of the players on the team between games even though it is a home contest?

ANSWER:

Yes. NJCAA bylaws allow member colleges to provide one meal per day to all student-athletes participating in a home athletic contest on game day.

Case 5

Campus Housing Allowance

SITUATION:

Community College A brings all volleyball players onto campus on August 1st to begin in season practice. Is Community College A permitted to open the dorms to student-athletes who are not on a room scholarship? The dorms are closed to all students other than student-athletes.

ANSWER:

Yes. It is permissible for Community College A to open the dorms up to student-athletes who are not on a room scholarship and provide them with a place to stay while they are required to be on campus even though the dorms are not yet available to other students who are non-athletes. This allowance is permissible from the first day of in season practice until the beginning of the official academic term. Once the term begins, this benefit is only allowable to those student-athletes who are on a room scholarship.

Case 6

Campus Housing Allowance

SITUATION:

Community College A sponsors a Division III soccer team. Community College A has on-campus dormitories. Is it permissible to bring all soccer players onto campus on August 1st and provide housing for all of the players in the dorm?

ANSWER:

Yes. It is permissible for Community College A to provide housing to the members of the DIII soccer team provided the benefit is only provided during the time period outside of the regular academic term and the student-athletes are required to be on campus. The benefit is only allowable during the in season portion of the year.

Case 7

Off-Campus Housing Allowance

SITUATION:

Community College A sponsors a Division II softball team. Community College A does not have on-campus dormitories. Is it permissible to bring all softball players onto campus on August 15th and provide housing for all of the players in a local hotel?

ANSWER:

No, since the college does not have dorms it is not permissible to provide housing for any student-athlete, especially not a Division II student-athlete. The students in this case are fully responsible for taking care of their own living arrangements. NJCAA bylaw only allows for housing on campus.

Case 8

Housing Information

SITUATION:

May Community College A, who has a Division II program, provide housing information/materials to student-athletes?

ANSWER:

Yes. As long as the athletic department does not arrange for the housing between the student-athletes and the complex or owners of the complex, there is no violation. Housing materials may be provided to all student-athletes regardless of the division in that sport. Division II and III programs may only provide the housing materials. No member of the athletic department or its representatives may have any other dealings regarding the students housing beyond providing the materials.

Case 9

Coach/Athletic Director Assisting Student-Athlete in Housing Arrangements

SITUATION:

Community College A does not provide on-campus housing for their students. The coach/athletic director wants to help his/her student-athletes by giving them the name of an "apartment finder" located in the town to help his/her student-athletes in

finding housing. Is the coach/athletic director at Community College A permitted to give out the name and contact information to his/her student-athletes?

ANSWER:

Yes. The athletic department may provide housing information but cannot arrange housing for the student-athletes. Please remember that only Division I may provide housing/room and board scholarships. Divisions II and III **may not** provide athletic scholarships that include housing/room or board.

Letter of Intent Number Limits

Case 1

Scholarship Limitations (NJCAA Sport Procedures)

SITUATION:

Community College A has 12 returning second season baseball players who they submit on NJCAA Letters of Intent as receiving athletic aid. How many additional scholarships does Community College A have remaining in the sport of baseball?

ANSWER:

Community College A has 12 remaining scholarships to give to reach the maximum number of scholarships allowed in the sport of baseball (24) as per NJCAA Sports Procedures. Community College A may not exceed a total of 24 players on scholarship for the academic year.

Case 2

Scholarship Limitations (NJCAA Sport Procedures)

SITUATION:

Community College A has 12 available Letters of Intent to offer in women's basketball and the college signs 12 individuals to those 12 Letters of Intent. Community College A also signs 5 individuals in women's basketball to Letters of Intent for "No Athletic Aid". Is Community College compliant with the rules as per the numbers in the NJCAA Sports Procedures?

ANSWER:

No. Community College A is in violation of this bylaw because in the sport of basketball only 15 individuals may sign NJCAA Letters of Intent regardless of the amount of athletic scholarship that student is receiving from the college. Therefore in this case 17 women's basketball players have signed NJCAA Letters of Intent, thus exceeding the maximum number of signees allowed by two (2) student-athletes.

The numbers listed per sport under the "# of Letter of Intent Signees/ Scholarships" column in the Sports Procedures is the number of individuals who may sign a Letter of Intent during that academic year. Those athletes who sign Letters of Intent for "No Athletic Aid" are still counters towards the total number of signees.

Non-Athletic Aid

Case 1

Non-Athletic Aid Letters of Intent = Counters

SITUATION:

Community College A is a Division III college who cannot offer athletic scholarships of any type in any sport. Community College A desires to utilize the NJCAA Letters of Intent for their student-athletes by selecting "No Athletic Aid" on the NJCAA Letter of Intent. Are those signees of these Letters of Intent counters towards the maximum number of student-athletes on scholarship in that sport?

ANSWER:

Yes. A signee of an NJCAA Letter of Intent counts towards the overall maximum number of individuals in that sport regardless of the amount of athletic scholarship. Example: A Division III baseball program may sign 24 student-athletes to "no athletic aid" Letters of Intent. Another example is a Division I soccer program may sign 14 student-athletes to Letters of Intent who are receiving some form of athletic aid leaving only 4 other student-athletes who may sign NJCAA Letters of Intent with no athletic aid for a total of 18 Letters of Intent signees.

Case 2

Athletic Aid – Ineligible Athlete

SITUATION:

Can an academically ineligible player receive institutional athletic aid from the college he/she has signed with?

ANSWER:

Yes. A student-athlete may receive athletic aid if an NJCAA Letter of Intent has been properly executed. The letter of intent for the ineligible player is one of the allowable counters and is considered when determining the overall number of letter of intents allowed.

Case 3

Entertainment Allowance

SITUATION:

Community College A is participating in an out-of-state tournament and on their way to the tournament they stop at a four-year institution to see a home basketball game at that college. Can Community College A pay for their team's tickets?

ANSWER:

Community College A is permitted to expend money for reasonable entertainment expenses when traveling for intercollegiate competition. The monies used must be approved through the regular financial approval processes of the college.

Case 4
Entertainment Allowance

SITUATION:

Community College A is wanting to take their men's basketball team to see the local four-year university's game. Is it permissible to pay for tickets and provide transportation to the local four-year university's basketball game as a team outing?

ANSWER:

It is not permissible to provide tickets or transportation to the local university's basketball game as a team outing since the trip is not associated to intercollegiate competition travel nor is it a leadership activity.

Case 5
Complimentary Admissions – Home Athletic Contests

SITUATION:

Community College A would like to boost attendance at home games. Is it permissible for each member of the team to provide a list of names of people who can attend the home games free of charge?

ANSWER:

NJCAA bylaws allow for every member college to provide a maximum of four (4) complimentary admissions per home game to each student-athlete in the sport in which the individual participates.

Case 6
Complimentary Tickets – Local University

SITUATION:

Community College A would like to take the members of the basketball team to see a game at the local university. Is it permissible for Community College A to coordinate with the local university to provide complimentary tickets for the members of the basketball team?

ANSWER:

No. It would not be permissible for the college to coordinate for the complimentary tickets since the outing is not associated with Community College A's intercollegiate travel. Providing the game tickets would be above and beyond the permissible allowances of what a member college may provide to student-athletes.

Impermissible Aid

The following are examples of impermissible aid. In no way does this section of the casebook cover all impermissible aid.

Case 1
Housing/Financial Agreement Between Coach and Student-Athlete

SITUATION:

Community College A does not award any financial aid to student-athletes. Since on-campus student-athlete housing does not exist, each student-athlete is responsible for finding his/her own room and board. Is it permissible for the coach to enter into a housing agreement with Student-Athlete R? Would this be possible if Community College A did award financial aid to student-athletes?

ANSWER:

No in both cases. The coach is not permitted to enter into any kind of a financial agreement with the student-athlete. This is viewed as financial assistance which is not administered by the college.

Case 2
Housing Arrangements with Coach

SITUATION:

The following situations **are prohibited** by the NJCAA bylaws in this section.

1. The coach at Community College A owns rental units that he rents to members of any of the college's athletic teams.
2. A coach allows members of his/her program to rent the basement of their house during the summer months.
3. Student-Athlete R, a basketball player at Community College A is kicked out of the dorm in the middle of the fall term. Student-Athlete R then moves into the home of the basketball coach for the duration of the semester.
4. Athlete R is signed to a Division I full ride which includes housing. When the student arrives on campus his apartment is not ready. A member of the college coaching staff permits Student-Athlete R to stay with them until his apartment is ready.
4. In a Division III setting, any arrangement made by the coach which allows a student-athlete to live rent free or reduced rent.
5. Coach collects rent from student-athletes, then writes a personal or college check to the landlord.
6. Coach collects rent from student-athletes and then pays the landlord to ensure payment.

Case 3
Financial Assistance – Posting Bail for Student-Athlete

SITUATION:

Student-Athlete R, a basketball player at Community College A, gets in trouble with the police and is placed in jail. May the coach at Community College A post bail to get Student-Athlete R out of detention?

ANSWER:

No. Neither college personnel nor a member of the college's athletic interest may post the bail for Student-Athlete R. Additionally, it should be noted that the college may not provide for legal counsel and may not co-sign a loan for any student-athlete.

Case 4
SEVIS Fees

SITUATION:

Community College A is recruiting a player from Brazil. Anyone wishing to enter the United States either as a student or an exchange visitor with a Form I-20 or DS-2019 dated on or after September 1, 2004 must pay the SEVIS (Student and Exchange Visitor Information System) fee before going to the United States Embassy or Consulate for their visa interviews. May Community College A pay this fee on behalf of the student-athlete?

ANSWER:

No. NJCAA bylaws makes no provisions for Community College A to pay for this fee within any sport division (I, II or III) of the NJCAA due to the fact that this is a United States government fee not a college related fee.

Case 5
Game Tickets to Professional Games

SITUATION:

A minor league baseball team located in Community College A's city wants to honor the college baseball team by inviting Community College A's team to come to one of their home games. The minor league team will be paying for the costs of the game tickets for the student-athletes on the baseball team at the college. Is there a violation if Community College A allows this professional team to pay for these game tickets or any other expenses for their student-athletes?

ANSWER:

Yes. Free game tickets to any event that are given to student-athletes in the NJCAA are above and beyond an NJCAA athletic scholarship/Letter of Intent. Therefore it would be a violation if these student-athletes accepted free game tickets to this event. The team may be verbally honored at the event by being announced, but that is the only recognition the team and the college may receive.

Case 6
Expending Athletic Scholarship Funds Prior to a Student's Signing of an NJCAA Letter of Intent

SITUATION:

Student-Athlete R is being recruited to play football at Community College A for the fall 2017 season. He has not yet signed a NJCAA Letter of Intent at any member college including Community College A but attends the football tryouts at Community College A. (This tryout session is not an official recruiting trip to the campus.) Community College A pays for his travel expenses to get to campus as well as paying for his room, board, and food while attending the tryouts. After the tryouts, Community College A does not keep Student-Athlete R on the team and he does not sign a Letter of Intent. As a result, Student-Athlete R must leave the college and does not attend classes that fall term. Is this a violation on the part of Community College A?

ANSWER:

Yes. The college paid for his expenses to attend the tryouts prior to any signing of an NJCAA Letter of Intent. The college may pay for the expenses if Student-Athlete R was on an official recruiting trip or has signed a valid NJCAA Letter of Intent. However in this case, the tryouts were not part of an official recruiting trip therefore none of his expenses could be paid for prior to signing an NJCAA Letter of Intent.

Case 7
Expending Team Travel Funds Prior to a Student's Signing an NJCAA Letter of Intent

SITUATION:

Student-Athlete R, a volleyball player at Community College A, attends the college and participates in her first season during the fall 2017 term. She was recruited by the college but has not yet signed a Letter of Intent. She has been traveling with the team to away matches where her food, transportation and lodging have been paid for by the college. Has a violation of this rule occurred in this situation since she has not signed a Letter of Intent?

ANSWER:

No. The college may pay for the expenses associated with traveling to away games which in this case would not be a violation. However, if and when Community College A decides to offer her a Letter of Intent, once the signatures of Student-Athlete R and the athletic director are entered into the online Letter of Intent program, the college *at that point* may start paying for those provisions as outlined in her athletic scholarship.

Case 8
Recruiting Athletes – Loaning Money

SITUATION:

While recruiting Prospective Athlete R, the coach at Community College A loans him/her a small sum of money for personal needs. Can this loan be construed as an inducement for Prospective Athlete R to attend Community College A?

ANSWER:

Yes. Any financial agreement outside of NJCAA bylaws is a violation.

Case 9
Student-Athlete Employment – Athletic Camps

SITUATION:

NJCAA bylaws restrict a member college or its representatives from arranging employment for any of its student-athletes or its recruits. That being the rule, in many cases the student-athletes are the most qualified to serve as counselors in athletic camps. How may a student-athlete serve as a camp counselor and remain within the bylaws of the NJCAA?

ANSWER:

The following process must be adhered to in order to utilize a current student-athlete and or LOI signee as a camp counselor at the member college:

1. Athletic camps must be conducted on campus.
2. There must be a formal application process where anyone interested could apply.
3. Student-athletes must go through the formal application process just as all other candidates.
4. College must document that the most qualified applicant was selected for the camp counselor position(s).
5. All camp counselors must be paid the going rate for similar duties and position.

Cancellation of Scholarship

Case 1

Cancellation of Grant-in-Aid & Reimbursement – Student Leaves Team Before First Game

SITUATION:

Student-Athlete R, a basketball player at Community College A, accepts an athletic scholarship for the 2017-2018 academic year. On October 1st, prior to Community College A's first date of competition, Student-Athlete R voluntarily leaves the team. Can Community College A demand reimbursement of Student-Athlete R's athletic scholarship?

ANSWER:

Because Student-Athlete R voluntarily left the team prior to Community College A's first contest, Student-Athlete R will be responsible for all expenses from October 1st until the end of the term or the year in which the scholarship was awarded. Those expenses would be pro-rated from October 1st, based on the cost of attending Community College A as reflected in the college catalog.

Case 2

Cancellation of Grant-in-Aid & Reimbursement – Student Leaves Team in Middle of Season

SITUATION:

Student-Athlete R, a member of Community College A's basketball team, voluntarily withdraws from the team in the middle of the season. Can Community College A cancel Student-Athlete R's basketball grant-in-aid as a result of him/her withdrawing from the team?

ANSWER:

No. The grant-in-aid cannot be canceled because Student-Athlete R quit the team after the start of the season. Cancellation is permissible only if the student-athlete withdrew prior to the start of the regular season.

Case 3

Cancellation of Grant-in-Aid & Reimbursement – Student Leaves After Term

SITUATION:

Student-Athlete R signs an NJCAA Letter of Intent in baseball and attends Community College A during the fall term. After the fall term, Student-Athlete R does not return to Community College A. Can Community College A demand reimbursement of all athletic aid received during the fall term?

ANSWER:

No. Community College A cannot demand reimbursement or any scholarship moneys for the fall term.

Letter of Intent

General

Case 1

General Information

The following guidelines have been established to help clarify the interpretation of adding, canceling and releasing athletes receiving athletic aid. In addition, the use of summer school by scholarship athletes has also been addressed.

- The NJCAA academic year begins on August 1st and ends on July 31st.
- If athletic aid for the summer term is awarded, it must be included on an NJCAA Letter of Intent.
- Summer school is considered part of the previous fall and spring academic year, not part of the upcoming calendar/academic year. A class beginning prior to August 1st would be considered part of a summer school term.

ADDING:

- A student-athlete must be provided with written notification of the terms of the original grant-in-aid within the first 15 calendar days after the beginning of classes of the academic terms in which he/she is receiving aid.

- Special permission from the NJCAA National Office must be obtained for any student-athlete being awarded athletic aid after the first 15 calendar days of the term.
- If the grant-in-aid becomes vacant, it may be awarded to a different individual for the remainder of that academic year, beginning with the next term.
- Limitations on the number of scholarships allowed by NJCAA bylaws are listed in the NJCAA Sports Procedures Chart.
- A student-athlete may be added to a college's scholarship list for summer school if they remain in compliance with the above items.

CANCELLATION:

- Cancellation of a grant-in-aid, during the period of its effectiveness is permitted for the following reasons:
 - If the student-athlete becomes ineligible for participation in athletics because of academic and/or disciplinary reasons;
 - For misconduct (unrelated to athletic ability) found by the person or body in charge of general discipline at the institution, after following the same procedures as in other disciplinary matters, to be serious enough to warrant permanent suspension or dismissal from the athletic program;
 - If the student-athlete voluntarily withdraws from a sport prior to the institutions first competition in that sport;
 - Graduation.
- An athletic scholarship may be canceled based on the four reasons listed above and can be replaced at the next term, or at any term thereafter. A Release Agreement for the vacating student-athlete must be signed and submitted online with the NJCAA National Office at the time of replacement, and the new student-athlete's Letter of Intent must be submitted online by the 15th calendar day after the beginning of classes in the first term the student-athlete is receiving aid.
 - Cancellation/replacement must be at term, not mid-term.

Case 2 Clarification on NJCAA Letters of Intent

The following case is regarding NJCAA Letters of Intent: *who* is to be submitted online, *who* is to sign a Letter of Intent and *who* is considered to be a counter towards the total number of Letters of Intent/athletic scholarships.

All NJCAA Letters of Intent are to be submitted online starting with the 2007-2008 academic year. In the past there were two ways to report scholarships to the NJCAA: the Letter of Intent and/or the Scholarship Certification Form. The Scholarship Certification Form is no longer being used beginning with the 2007-2008 academic year. All athletes receiving athletic aid *must* sign a Letter of Intent and that Letter of Intent must be submitted online.

A common misconception is that *every athlete* on the roster must sign a letter of intent. That is not currently, nor has it ever been, an accurate statement. **ONLY those athletes receiving athletic aid must sign a letter of intent and that letter of intent must be submitted online.**

Please keep in mind - All athletes who will be participating during the season (regardless of whether or not they are signed to a letter of intent) must have their eligibility submitted online through the Online Eligibility Program.

An example: A men's basketball team has 20 players, only 15 may sign an NJCAA Letter of Intent as per the NJCAA Sport Procedures. If a college was required to sign every player on their roster to an NJCAA Letter of intent, then the roster of certified players would be limited to 15 players. This is not an accurate interpretation of the rules. Only if your college is giving athletic aid to a student-athlete must an NJCAA Letter of Intent be signed by the athlete and that NJCAA Letter of Intent submitted online.

Walk-ons:

Must "walk-ons" sign an NJCAA Letter of Intent? That answer is "yes" ***only if*** that walk-on is receiving athletic aid. That NJCAA Letter of Intent must be submitted online and the walk-on is now considered a counter towards the overall number of individuals permitted on scholarship in that sport. If that walk-on is not receiving athletic aid, he/she may sign a letter of intent for no athletic aid but it is ***not*** mandatory.

No Athletic Aid:

Additional confusion centers around those athletes who are signing NJCAA Letters of Intent but are not receiving athletic aid: "no athletic aid". A college may choose to sign a student-athlete to an NJCAA Letter of Intent without offering any athletic aid. That NJCAA Letter of Intent would bind the student-athlete to that college and would also count towards the maximum number of allowable NJCAA Letters of Intent as per the numbers in the NJCAA Sports Procedures.

Maximum Number of Signees:

In reviewing the NJCAA Sports Procedures, the third column from the right is titled: "# of Letter of Intent Signees/ Scholarships". This is a head-count of individuals who have signed Letters of Intent which includes those athletes receiving athletic aid ***and*** those who have signed an NJCAA Letter of Intent whether or not he/she is receiving athletic aid.

The Rule of Thumb here is: Any individual who signs an NJCAA Letter of Intent is a counter regardless of the amount of athletic scholarship he/she is receiving.

Example: Baseball is allowed 24 individuals signed to an NJCAA Letters of Intent. Twenty (20) athletes have been recruited, are receiving athletic aid and have signed NJCAA Letters of Intent. At that point the college has four (4) Letters of Intent left for

athletes to sign. Those final four Letters of Intent can be walk-ons, recruits or individuals receiving no athletic aid. If a college signs student-athletes to the remaining four Letters of Intent, regardless of the amount of athletic aid and regardless of what type of athlete (recruited, a walk-on, etc.), the college has signed 24 Letters of Intent and has reached the maximum number of Letters of Intent allowed to sign in the sport of baseball.

Case 3 Online Letter of Intent Q&A

The following questions and answers are regarding the Online Letter of Intent program. All student-athletes receiving athletic aid will need to sign NJCAA Letters of Intent for the 2017-2018 academic year.

1. **Question:** When must a college complete and file a NJCAA Letter of Intent?
Answer: Any time a college is providing athletic aid to a student-athlete or are using the NJCAA Letter of Intent to commit a student-athlete to their college, an online form must be completed and submitted.
2. **Question:** Do I have to complete an online Letter of Intent for each student-athlete I am having commit to my college but am offering no athletic aid?
Answer: The only way for a recruit to “commit” to a member college is through the online Letter of Intent system. You must still complete the online Letter of Intent, have it signed by all appropriate parties, and submitted online. If the college is not providing any scholarship money you would simply indicate, “No Athletic Aid” in the scholarship information on the online Letter of Intent. This will count as one of your Letters of Intent/scholarships allowed per the NJCAA Sports Procedures in that sport.
3. **Question:** Do I have to sign all of my walk-ons with the online NJCAA Letter of Intent system?
Answer: No. You are not obligated to sign a player if he/she is not receiving any athletic aid and you are not concerned about committing him/her to your college with an NJCAA Letter of Intent.
4. **Question:** What do I do with the physical NJCAA Letter of Intent once it has been signed by all parties?
Answer: All NJCAA Letters of Intent must be kept on file at the college and submitted should your program be audited. The signature dates that were handwritten on the physical forms must match the signature dates entered online. A violation has occurred if the information and signature dates on the signed NJCAA Letter of Intent do not match the information on the submitted Letter of Intent online.
5. **Question:** Can I input the signing date on the NJCAA Letter of Intent form prior to the student-athlete's signing if I know the date the student will sign?
Answer: No. The only printed date that should appear on the signed NJCAA Letter of Intent is the Athletic Directors date of signature. All other dates must be handwritten by the person signing the form; once the signatures and dates are obtained you must go back into the online Letter of Intent program, enter those dates and submit the form once all signature dates are entered. Sanctions will be imposed by the NJCAA National Office if the correct signing procedures are not followed.
7. **Question:** What do I need to do if the form goes “Inactive”?
Answer: Once the form becomes inactive it is invalid and a new form must be recreated, resigned and resubmitted.
8. **Question:** How do I release a student-athlete from his/her Letter of Intent?
Answer: The Release Agreement must be completed and submitted through the online Letter of Intent program. The Release Agreement form can be found under the **Action** column to the right of the student's name. Click on release option, complete and print the form. **The form must be signed by the student-athlete (as required on the form), athletic director and president to be valid.** If the student-athlete's signature is not required per the Release Agreement the form can be submitted without the student's signature. Once all the signatures and dates are obtained you must go back into the online Letter of Intent program and enter the signing date and submit the Release Agreement. The status of that student's Letter of Intent will show as “Released” once the form has been submitted.
9. **Question:** What do I do with the physical Release Agreement once it is signed?
Answer: All Release Agreements must be kept on file at the college and included in the file should your program be audited. The physical forms submitted must match the online forms in terms of information and signing dates. If the forms submitted do not match the information submitted online the college will be notified of a violation.

Case 4 Faxed Copies of the LOI

SITUATION:

Student-Athlete R receives their NJCAA Letter of Intent in the mail and accepts the offer and signs the LOI. Student-Athlete R sends a faxed copy of the signed LOI back to Community College A. Is the faxed copy of the signed LOI a valid and official copy?

ANSWER:

Yes. The NJCAA considers the signed faxed copy a valid and official document. The NJCAA requests that the original still be collected but the member college may act using the signed faxed document as valid and official. The faxed copy and the original should both be filed in the student's eligibility file to answer questions regarding the timeline and process for the signing when possible.

Case 5 Dividing Scholarships

SITUATION:

Community College A is a Division I community college offering 24 full baseball scholarships. Can Community College A offer 48 players each half a scholarship? Can they offer 12 full scholarships and 24 half scholarships?

ANSWER:

No. A scholarship is counted by the individual, not by the dollar amount. Community College A can offer 24 scholarships to 24 individuals, regardless of the dollar amount. No athletic aid can be offered to any individuals over the 24 limit.

Case 6**Scholarship Limitation – Summer Term****SITUATION:**

Community College A has utilized 15 men's basketball scholarships for the academic year. At the completion of that year, Community College A wishes to scholarship Student-Athlete R, who is a transfer student-athlete, for the summer term. Can they scholarship Student-Athlete R?

ANSWER:

No. Community College A does not have an available scholarship to use for Student-Athlete R. The NJCAA defines an academic year as August 1st-July 31st. Therefore, Community College A has already utilized all of their available scholarships (15 in men's basketball), they have no scholarships available for Student-Athlete R during the summer session. In order to offer a scholarship to this student-athlete, the college must first release one student-athlete as per the reasons in Article VI, Section 1.D.1 prior to signing this student-athlete to a Letter of Intent for the summer term.

Case 7**NJCAA Letters of Intent – Manager Scholarships****SITUATION:**

Community College A wishes to give an athletic scholarship to the manager of their men's basketball team. Does this scholarship count towards the overall number of scholarships allowed for the sport of basketball as per the NJCAA Sport Procedures?

ANSWER:

No. Manager scholarships are monitored by individual colleges, regions, and/or conferences in the NJCAA and are not to be submitted in the online NJCAA Letter of Intent program. However, if a manager receiving an athletic scholarship participates during the season or any season thereafter, he/she would then be considered a student-athlete and would count towards the overall number of maximum scholarships. They would be counters in the current year as well as retroactively in years which they received the managers scholarship. Appropriate penalties would be assessed should the college be over the allowable limits in any of those years.

Case 8**NJCAA Letter of Intent - Club Team****SITUATION:**

May Community College A, who has declared themselves a club team, utilize the NJCAA Letter of Intent to bind a student-athlete to their college?

ANSWER:

No. Only intercollegiate varsity/JV programs may utilize the NJCAA Letter of Intent.

Signing Procedures

Case 1**Signing NJCAA Letter of Intent by 15th Calendar Day of the Term****SITUATION:**

Can Community College A's athletic and financial aid departments go ahead and start giving athletic scholarships to members of their men's basketball team at the start of the fall term even though the student-athletes haven't signed NJCAA Letters of Intent?

ANSWER:

No. According to NJCAA bylaws, the original terms of the grant-in-aid (athletic scholarship) must be submitted online in the form of an online NJCAA Letter of Intent by the 15th calendar day of the term where the athletic scholarship starts. In this case, these athletic scholarships started in the fall term, therefore the Letters of Intent were required to be submitted online by the 15th calendar day of the fall term.

Case 2**Signing Athletes to Letters of Intent After the 15th Calendar Day of the Term****SITUATION:**

Community College A signs 12 student-athletes in volleyball to NJCAA Letters of Intent at the beginning of the fall term. During the middle of the fall term the college is allowed to sign two (2) more student-athletes in volleyball to Letters of Intent due to the athletic department receiving more athletic scholarship money. What is the correct procedure to follow as per this bylaw?

ANSWER:

Community College A must make this request in writing to the NJCAA National Office asking permission to sign additional student-athletes to scholarships after the 15th calendar day of the fall term. This letter should contain the names of the student-athletes, the sport, and the reason(s) as to why these athletes are receiving these athletic scholarships after the 15th calendar day of the fall term.

Case 3

Issuing a Letter of Intent to Another Athlete Within the Same Academic Year

SITUATION:

Community College A signed eight (maximum number of letters of intent) student-athletes in men's golf by the 15th calendar day of the fall term. The college had to release one student-athlete from his letter of intent during the fall term. When can that athletic scholarship be issued to another student-athlete on the men's golf team?

ANSWER:

That athletic scholarship may be awarded to another member of the men's golf team after the end of the fall term and that letter of intent must be submitted online by the 15th calendar day of the spring term since that is the term in which that athletic scholarship will be started.

Case 4

NJCAA Signing Date

SITUATION:

Student-Athlete R is being recruited to compete in volleyball and track & field. Which signing date must Student-Athlete R abide by when signing a NJCAA Letter of Intent?

ANSWER:

NJCAA Letters of Intent must be signed and submitted separately – one for each sport. The signing date for each sport must be abided by.

Case 5

Submitting NJCAA Letter of Intent

SITUATION:

Community College A signs Student-Athlete R to a 2017-2018 NJCAA Letter of Intent and the form is signed in accordance with the signing procedures and within the signing dates indicated on the form. Community College A then mails the Letter of Intent to the NJCAA National Office. Is this proper procedure?

ANSWER:

No. All signings of letters of intent beginning with the 2007-2008 academic year and beyond must be submitted online and the original signed copies of the letters of intent should be kept on file at the college and submitted to the NJCAA National Office only upon request or as part of the college's eligibility audit.

Case 6

Submitting NJCAA Letter of Intent

SITUATION:

Community College A offers a NJCAA Letter of Intent to a student-athlete. The student-athlete completes and returns the form within the 14 day period specified on the Letter of Intent. Must Community College A submit this Letter of Intent to the National Office via the online letter of intent system?

ANSWER:

Yes. Community College A must submit all NJCAA Letters of Intent online once the student-athlete has signed the agreement. Sanctions will be imposed on Community College A if the letter of intent is not submitted in the online.

Case 7

Submitting NJCAA Letter of Intent

SITUATION:

Student-Athlete R is issued an NJCAA Letter of Intent for volleyball on January 1st. After considering all other options and offers, Student-Athlete R signs the Letter of Intent on January 16th. The college attempts to submit the letter of intent online on January 17th. Is this letter of intent valid?

ANSWER:

No. Student-Athlete R has 14 calendar days from the date of issuance to sign the letter of intent. If the letter of intent is not signed within that 14-calendar day period, it immediately becomes invalid and the form will be unable to be submitted online. In this case the letter of intent would need to be reissued, resigned and resubmitted online.

Case 8

Signing a High School Senior to a Current NJCAA Letter of Intent

SITUATION:

Community College A has an available NJCAA Letter Of Intent slot in the current year. Is it permissible to sign a high school senior to a letter of intent for 'No Athletic Aid' in the current year so other colleges cannot recruit the athlete in his/her senior year?

ANSWER:

No. This practice would be in violation of NJCAA bylaws as community College A is only signing the student to an NJCAA letter of intent so other colleges cannot recruit the student. Member colleges are permitted to sign a high school student that has yet to graduate to a current letter of intent only when the high school student is receiving a benefit.

Case 9

Student Signing the NJCAA Letter of Intent Prior to the Athletic Director

SITUATION:

Student-Athlete R signs a NJCAA Letter of Intent for baseball on November 1st, the NJCAA signing date. He then returns the signed form to the school on November 5th, at which time the Director of Athletics signs and dates the form. Is this letter of intent valid?

ANSWER:

No. The NJCAA Letter of Intent must be signed and dated by the Director of Athletics prior to presentation for the student-athlete's signature. In this case the NJCAA Letter of Intent is invalid. The college is then responsible for informing the student-athlete immediately of the letter of intent's invalid status. In this case the letter of intent would need to be reissued, resigned and resubmitted online.

Case 10**Signing Date for the NJCAA Letter of Intent****SITUATION:**

Student-Athlete R signs an NJCAA Letter of Intent for soccer on November 1st, the national signing date for soccer. How many days does the administering institution have to submit the letter of intent online?

ANSWER:

The institution must electronically submit the NJCAA Letter of Intent within 21 calendar days of the student-athlete's signature. If it is not submitted within that 21-calendar day period, the Letter of Intent will be considered invalid. The college is then responsible for informing the student-athlete immediately of the Letter of Intent's invalid status where that Letter of Intent would need to be reissued, resigned and resubmitted online.

Case 11**Handwritten Signature Dates on the Original, Signed NJCAA Letter of Intent****SITUATION:**

Community College A enters all signature dates and then prints the NJCAA Letters of Intent for each person (student-athlete, parents, coaches, president) signing. Is this a violation since all signature dates are already entered into those letters of intent?

ANSWER:

Yes. All signature dates other than the date of signature (date of issuance) for the athletic director must be handwritten by each person signing the NJCAA Letters of Intent. If the signature dates are printed on the Letter of Intent instead of handwritten, the college will be notified of a signing violation.

Case 12**NJCAA Letter of Intent Procedures – “No Athletic Aid”****SITUATION:**

Community College A is planning on using the NJCAA Letter of Intent. Community College A, however, is a non-scholarship institution. Does Community College A still need to complete the scholarship information on the NJCAA Letter of Intent?

ANSWER:

Yes. All NJCAA Letters of Intent must be fully completed upon submission to the NJCAA National Office online. Therefore if a student-athlete is not receiving an athletic scholarship, the scholarship information must read “No Athletic Aid.”

Case 13**Amending an Athletic Scholarship Online - Increase****SITUATION:**

Student-Athlete R is originally given \$200 in athletic aid for the academic year to be used for books. During the course of the year Student-Athlete R's athletic aid is upgraded to \$400 for books. How is this upgrade recorded?

ANSWER:

Any time a student-athlete's athletic aid is upgraded, the NJCAA Letter of Intent must be edited through the online letter of intent program using the edit option for that student-athlete's letter of intent that has already been submitted online. The edited letter of intent must be attached and filed with the original letter of intent.

Case 14**Amending an Athletic Scholarship Online - Decrease****SITUATION:**

Student-Athlete R is originally given \$1,000 in athletic aid for the academic year to be used for tuition. During the course of the year the Athletic Director would like to decrease the student-athlete's athletic aid down to \$200 due to the student receiving an academic scholarship. What are the proper steps for a decrease to be permissible.

ANSWER:

In order to decrease the terms of an NJCAA Letter of Intent, the new terms of the scholarship must be in writing and signed by the Athletic Director and the student-athlete. This signed statement must be sent to the NJCAA National Office, once received and approved, the online NJCAA Letter of Intent can be edited.

Case 15**Second Year Athletic Aid**

Effective August 1, 2014, the Second Year Signing Agreement Form is no longer used in the NJCAA. A student who received a scholarship for their first year should be resigned to a second year NJCAA Letter of Intent no later than June 15th. If the student is not resigned on or before June 15th then the student-athlete becomes recruitable by other NJCAA member colleges beginning on June 16th.

Addendums

Case 1 NJCAA Letter of Intent - Addendums

SITUATION:

Community College A wishes to create an addendum to the NJCAA Letter of Intent for all student-athletes to sign listing additional conditions in order to retain their athletic scholarships. Is this permissible and what type of conditions may Community College A outline in this addendum to the NJCAA Letter of Intent?

ANSWER:

Yes. Community College A is allowed to develop an addendum to the NJCAA Letter of Intent. The addendum must be signed at the same time as the letter of intent and attached to the signed copy of the letter of intent for the conditions of the addendum to be valid. Any information the college feels is pertinent may be listed in the addendum. A common addendum includes a statement indicating the student-athlete must adhere to the documented student-athlete code for the college. Common terms for the code are must attend practices, must attend games, must attend study halls, etc.

Case 2 NJCAA Letter of Intent - Addendums

SITUATION:

Community College A wants to begin using addendums for all of their student-athletes. Is it permissible for Community College A to add criteria to the addendum which is contradictory to NJCAA bylaws? An example may be, "In the case where a student-athlete is injured, the college may cancel the student's letter of intent and athletic scholarship".

ANSWER:

It is not permissible for a member college to put language in an addendum statement which is contradictory to NJCAA bylaws. The college may add language that strengthens NJCAA bylaws and holds a student to a higher standard but may not contradict NJCAA bylaws.

Multi-Sport Athletes

Case 1 Multi-Sport Scholarship Athlete Participating in Multi-Division Sports

SITUATION:

Student-Athlete R attends a NJCAA member school and signs a letter of intent to participate in football (DI) and receives a full scholarship including room and board. At the end of the fall academic term Student-Athlete R decides he wants to play baseball in the spring term. Is Student-Athlete R eligible to play baseball in the spring since he signed a DI scholarship for football?

ANSWER:

Multi-sport student-athletes may only receive scholarship funding at the maximum of the lowest division. Therefore, if the baseball program at Community College A is a Division I program, Student-Athlete R could play baseball provided there is a Letter of Intent available in the sport of baseball for him. If the baseball program is a Division II or Division III program, the student-athlete would not be eligible to participate since he had received a scholarship in excess of what is allowable for the division.

Case 2 Multi-Sport Scholarship Athlete Participating in Multi-Division Sports – Example 2

SITUATION:

Student-Athlete R is recruited by Community College A to play both volleyball and softball. At Community College A, volleyball competes at the DII level and softball competes at the DI level. What is the maximum scholarship that Student-Athlete R may be awarded and receive?

ANSWER:

Student-Athlete R may only receive a scholarship for tuition, fees, up to \$250 in course required supplies and books which is the maximum of a DII scholarship and compete in both DI softball and DII volleyball. If Student-Athlete R receives a scholarship package that includes room and or board they would not be eligible to participate in DII volleyball due to being over awarded by the maximum of the lowest division.

Case 3 Distributing NJCAA Scholarships

SITUATION:

Community College A has already signed 24 baseball players to scholarships for the current academic year. Community College A has signed only six (6) of eight (8) potential scholarships in men's golf. Can Community College A sign an individual to one of the two (2) remaining golf scholarships and have that person participate in baseball as a non-scholarship player?

ANSWER:

No. Signing a scholarship in the sport of golf indicates an intention to participate in that specific sport. The only situation that may be allowed is if the student-athlete were certified to play in both sports and did indeed practice and play with both teams. Providing athletic aid in a sport in which the student-athlete does not intend to participate in order to circumvent the scholarship limitations in another sport would be a violation of NJCAA bylaws.

In this scenario, this student-athlete would be a counter in both baseball and golf and therefore in this case there would be 25 student-athletes on scholarship in baseball which would be a violation in being over the maximum number of scholarships in the sport of baseball.

Case 4
Signing NJCAA Letters of Intent in Two Sports at Two Schools

SITUATION:

Student-Athlete R signs an NJCAA Letter of Intent to play football for Community College A. Community College B wants to sign Student-Athlete R to an NJCAA Letter of Intent in baseball. Can Student-Athlete R sign NJCAA Letters of Intent for both sports at separate institutions?

ANSWER:

No. The NJCAA Letter of Intent is not sport specific. Student-Athlete R cannot sign an NJCAA Letter of Intent with more than one NJCAA member college per academic year. Furthermore, Student-Athlete R must receive a signed NJCAA Release Agreement from Community College A if he wants to attend Community College B and compete in baseball.

Transfer Waiver Requirement – NJCAA Letter of Intent Signee

Case 1
Transfer Waiver Requirement for Letter of Intent Signee

Effective August 1, 2014, to be immediately eligible, a student-athlete who was signed to an NJCAA Letter of Intent in the previous, current or upcoming academic year must receive a Transfer Waiver.

Case 2
Transfer Waiver Requirement for Letter of Intent Signee

SITUATION:

Student-Athlete R signs an NJCAA Letter of Intent with Community College A. Following the completion of his/her first year of attendance, Student-Athlete R decides to transfer to Community College B. Does Student-Athlete R need an NJCAA Transfer Waiver and an NJCAA Release Agreement to be immediately eligible for athletic participation at Community College B?

ANSWER:

To be immediately eligible for athletic participation at Community College B, Community College A must have signed the Transfer Waiver form. Effective August 1, 2014, any student-athlete who was signed to a NJCAA Letter of Intent in the previous, current or upcoming academic year is required to have a signed NJCAA Transfer Waiver to be immediately eligible. Without the Transfer Waiver the student is ineligible for participation if they signed an NJCAA Letter of Intent at any time in the previous, current or upcoming academic year. The Release Agreement is also required if the letter of intent has not expired.

Case 3
Transfer Waiver Requirement for Non-Letter of Intent Signee

SITUATION:

Student-Athlete R is a walk on at Community College A during the 2016-2017 academic year and participates in all of the teams games that season. Student-Athlete R decides to transfer to Community College B for the 2017-2018 academic year. Does Student-Athlete R require an NJCAA Transfer Waiver to be immediately eligible at Community College B?

ANSWER:

Since Student-Athlete R was not signed to a letter of intent in the previous, current or upcoming academic year, Student-Athlete R may transfer to any NJCAA member college and be immediately eligible without needing a transfer waiver. This is obviously provided they meet the academic requirements for participation.

Case 4
Transfer Waiver Requirement for Transfer Back to Home District

SITUATION:

Student-Athlete R signs an NJCAA Letter of Intent with Community College A. Following the completion of his/her first year of attendance, Student-Athlete R decides to transfer to Community College B which is located in their home district. Does Student-Athlete R need a NJCAA Transfer Waiver to be immediately eligible for athletic participation at Community College B?

ANSWER:

Since Student-Athlete R was signed to an NJCAA Letter of Intent in the previous, current or upcoming academic year, a signed transfer waiver is required from Community College A for Student-Athlete R to be immediately eligible at Community College B. The home district exception was deleted effective August 1, 2014.

Case 5
Transfer Waiver Requirement – Student Did Not Receive a Second Year Scholarship Offer

SITUATION:

Student-Athlete R signs an NJCAA Letter of Intent with Community College A and participates in his first season of competition with Community College A. Following the completion of his first season of participation, Community College A notifies the student that they will not be offering the student a scholarship for the second upcoming academic year. Student-Athlete R decides to transfer to Community College B. Does Student-Athlete R need a NJCAA Transfer Waiver to be immediately eligible at Community College B since Community College A did not offer him a scholarship for the second year?

ANSWER:

Since Student-Athlete R was signed to a letter of intent in the previous, current or upcoming academic year, a signed transfer waiver is required from Community College A for Student-Athlete R to be immediately eligible at Community College B. The Second Year Signing Agreement exception was deleted effective August 1, 2014.

Case 6

Transfer Waiver Requirement – DIII Student-Athlete Signed to an NJCAA Letter of Intent with “No Athletic Aid”

SITUATION:

Student-Athlete R signs an NJCAA Letter of Intent with Community College A and participates in a Division III sport. Student-Athlete R signs an NJCAA Letter of Intent with Community College A for no athletic aid. Student-Athlete R now wants to transfer to Community College B and participate. Does Student-Athlete R require a transfer waiver to be immediately eligible at Community College B?

ANSWER:

Since Student-Athlete R was signed to a letter of intent in the previous, current or upcoming academic year, a signed NJCAA Transfer Waiver is required from Community College A for Student-Athlete R to be immediately eligible at Community College B.

Case 7

Transfer Waiver Requirement – DIII Student-Athlete Not Signed to an NJCAA Letter of Intent

SITUATION:

Student-Athlete R participates at Community College A in a Division III sport. Student-Athlete R now wants to transfer to Community College B and participate. Does Student-Athlete R require a NJCAA Transfer Waiver to be immediately eligible at Community College B?

ANSWER:

Since Student-Athlete R was never signed to a letter of intent in the previous, current or upcoming academic year, a transfer waiver is NOT required from Community College A for Student-Athlete R to be immediately eligible at Community College B.

Case 8

Transfer Waiver Requirement – Failure to Enroll

SITUATION:

Student-Athlete R signs an NJCAA Letter of Intent with Community College A during her senior year in high school in preparation for the upcoming college season. During the summer, Student-Athlete R contacts Community College A and notifies them that she has lost the love for the sport and is just going to attend the local college and take classes and not play sports. Community College A releases Student-Athlete R to free up the letter of intent slot. Student-Athlete R enrolls at Community College B and now wants to play sports again. Does Student-Athlete R need a NJCAA Transfer Waiver from Community College A to be immediately eligible at Community College B?

ANSWER:

Since Student-Athlete R was signed to an NJCAA Letter of Intent in the previous, current or upcoming academic year, a transfer waiver is required from Community College A for Student-Athlete R to be immediately eligible at Community College B.

Simulated Letter of Intent Signing

Case 1

Simulated Letter of Intent Signing

SITUATION:

Community College A participates in a simulated signing of a NJCAA Letter of Intent for that sport. Is this a violation of the NJCAA bylaws?

ANSWER:

Yes. Signing a student-athlete to any document other than an official NJCAA Letter of Intent signifying the student has committed to the college would be in violation of NJCAA bylaws. No representative of a member college, the college coaching staff or a representative of the member college's athletic interest may take part in any event that would indicate that a student-athlete has signed a NJCAA Letter of Intent with the college. This practice is not permitted at any time during the academic year. This would include a picture and/or an article appearing in the news media which indicates the student has “committed” to such and such college. Signing a student-athlete to a simulated Letter of Intent or staging a Letter of Intent signing for the media would provide benefits to the college that organized the event without actually signing the student to an NJCAA Letter of Intent. If you want to show the student-athlete has committed to a member college then the student must be signed to an NJCAA Letter of Intent and must be a counter in that sport.

Case 2

Offering Written Contract Before Signing an NJCAA Letter of Intent

SITUATION:

Community College A is recruiting Student-Athlete R. Prior to the official signing period in baseball, the coach at Community College A provides a written copy of the athletic aid Community College A will be offering Student-Athlete R on November 1st (the official signing date in baseball). Is it legal for Community College A to provide a student-athlete with a written copy of the verbal offer being made? If Community College A includes a disclaimer on the written copy of the offer indicating that it is not a binding contract, but for informational purposes only, is it legal?

ANSWER:

Institutions, regions and/or conferences may not provide a written offer prior to the NJCAA signing date.

Case 3 Signing Conference Letters of Intent

SITUATION:

Community College A is not using the NJCAA Letter of Intent. Instead, it is using its own conference letter. The conference signing date for football is January 15th, however the National signing date is not until after that date. Which signing date must Community College A abide by?

ANSWER:

Community College A must abide by the NJCAA signing date. No NJCAA member college can sign a student-athlete to an institutional, conference or state Letter of Intent prior to the NJCAA signing date.

Case 4 Signing Institutional Letter of Intent

SITUATION:

Community College A signs Student-Athlete R to an institutional letter of intent or athletic aid agreement. Can that institutional form be used to replace the NJCAA Letter of Intent?

ANSWER:

No. A college providing any type of athletic aid to a student-athlete must have a NJCAA Letter of Intent electronically on file with the NJCAA National Office. The institutional agreement may be signed at the same time or after the NJCAA Letter of Intent but may not be signed prior to the NJCAA Letter of Intent.

Case 5 Signing Institutional Letter of Intent – No scholarship

SITUATION:

Community College A signs Student-Athlete R to an institutional letter of intent to document the athlete's commitment to the college even though no scholarship is being offered. Is this permissible under current NJCAA bylaws?

ANSWER:

No. A college may not sign a student to an institutional letter of intent to document the student's commitment to the college without also signing an NJCAA Letter of Intent. The only manner in which a student can show their commitment to a member college is through the official NJCAA Letter of Intent system. Signing an athlete to any commitment letter other than the NJCAA Letter of Intent is a sanctionable violation.

Release Agreements

Case 1 General Information

RELEASE

- The NJCAA Release Agreement is available in the online Letter of Intent program to cancel a NJCAA Letter of Intent/Scholarship. Article VI, Section 2.D.1 provides the allowable reasons for cancellation. Listed below are samples of the practical situations for cancellation that fall under the formal circumstances as listed in Section 2.D.1.
- The following are situations that would allow a scholarship to be cancelled:
 1. Ineligible student-athlete.
 2. Discipline for misconduct unrelated to athletic ability.
 3. Voluntary withdrawal prior to the institution's first contest.
 4. Failure to enroll (by the 15th calendar day of the term).
 5. Transfer.
 6. Withdrawal within the first 15 calendar days of the term.

Case 2 General Information

The following refer to situations that would allow a scholarship to be reissued:

1. Ineligible student-athlete - college is responsible for reasonable documentation of the ineligibility.
2. Disciplinary cancellations - college is responsible for reasonable documentation of the disciplinary situation.
3. Misconduct cancellations - college is responsible for reasonable documentation of the situation.
4. Voluntary withdrawal prior to the first contest - must have the signature of the withdrawing student-athlete on a Release Agreement prior to issuing the replacement scholarship.
5. Student-athletes who fail to enroll within the first 15 calendar days - college is responsible for reasonable documentation of the failure to enroll.
6. Student-athletes who transfer - must have the signature of the transferring student-athlete on a Release Agreement prior to issuing the replacement scholarship.
7. Student-athletes who sign professional sports contracts - must have the signature of the original student-athlete on a Release Agreement prior to issuing the replacement scholarship.
8. Student-athletes who join the military or go on a church mission - must have the signature of the original student-athlete on a Release Agreement prior to issuing the replacement scholarship.

9. Student-athletes who withdraw from classes within the first 15 calendar days of the term - college is responsible for reasonable documentation of the withdrawal.

Case 3
Cancellation of Scholarship During the Term

SITUATION:

Community College A, based on valid disciplinary reasons, chooses to revoke Student-Athlete R's athletic aid on October 15th of the fall term. May Community College A replace Student-Athlete R and put Student-Athlete W on scholarship as of October 15th?

ANSWER:

No. Community College A must wait until the end of that term before replacing Student-Athlete R with Student-Athlete W on scholarship.

Case 4
NJCAA Release Agreement

SITUATION:

Student-Athlete R signs an NJCAA Letter of Intent with Community College A. Before the term begins, Student-Athlete R decides not to attend Community College A, and is unavailable to sign a Release Agreement. What can Community College A do to free that Letter of Intent and scholarship from Student-Athlete R?

ANSWER:

The Release Agreement form indicates the situations that require a student-athletes signature. In those situations if the student-athletes signature is not obtained the Release Agreement cannot be submitted and the Letter of Intent remains valid. In those situations that do not require the student-athletes signature, documentation must be provided showing the student-athlete graduated, withdrew, loss of eligibility, discipline, or failure to enroll.

Case 5
NJCAA Release Agreement

SITUATION:

Can a student-athlete who signs an NJCAA Letter of Intent with Community College A for the academic year and then transfers to Community College B during the term of that Letter of Intent, receive athletic aid from Community College B?

ANSWER:

No. A student-athlete who is bound by a Letter of Intent to Community College A is unrecruitable and cannot receive institutional athletic aid from Community College B without first receiving a signed Release Agreement from Community College A.

Case 6
Transfer Paperwork Requirements

SITUATION:

Student-Athlete R is signed to a Letter of Intent and participates at Community College A during the 2016-2017 academic year. Student-Athlete R transfers to Community College B for the 2017-2018 academic year. What documents are required for the student to be eligible at Community College B?

ANSWER:

At a minimum, the following documents must be on file at Community College B for Student-Athlete R to be considered for NJCAA eligibility at Community College B. Additional documents may be required based on the student specific history and situation.

1. NJCAA Transfer Waiver since the student was signed to a Letter of Intent in the previous academic year.
2. Complete official transcripts or copies of the student's official academic transcript.

Case 7
Transfers *without* a Release Agreement/Transfer Waiver

SITUATION:

Student-Athlete R, signs an NJCAA Letter of Intent for the 2017-2018 academic year at Community College A but never enrolls. Student-Athlete R chooses to go to Community College B instead and enrolls in the fall 2017 term. In what capacity may Student-Athlete R participate at Community College B?

ANSWER:

If Student-Athlete R does not receive a Release Agreement signed by Community College A, he/she cannot participate, practice, become a manager, be associated with athletics nor may Student-Athlete R receive athletic aid at Community College B during the 2017-2018 academic year. Student-Athlete R may have contact with athletics staff at Community College B if and only if they are released from their letter of intent at Community College A or the terms of the signed NJCAA Letter of Intent expire. In addition, a Transfer Waiver is required if they are to be considered for participation at Community College B.

Case 8
Release Agreements - Student Responsible for Paying Expenses at Release Date

SITUATION:

At the end of the women's basketball season Student-Athlete R asks her athletic director for a Release Agreement so she can be a recruitable athlete. She also wants to receive the remainder of her athletic scholarship for the academic year. Can the student still receive her athletic scholarship after a Release Agreement has been signed and submitted online?

ANSWER:

No. As per the bylaw: a Release Agreement that is submitted online is for a student-athlete "no longer receiving or intending to receive athletic aid." Therefore once the Release Agreement has been submitted online, the student-athlete is

responsible for paying for his/her own educational and living expenses from the date the release is granted through the remainder of the year. The student-athlete will also become a recruitable athlete at the time of the release or the end of the term which the sport ended, whichever is later.

Case 9

Scholarship Limitation – Graduation

SITUATION:

As of March 12th, Community College A has 15 basketball players receiving athletic aid, 13 players that began the season and two more that were added at the beginning of the spring semester. Of those 15 players, nine of them will graduate from Community College A on May 15th. Can Community College A add nine additional players for the upcoming summer school session due to the nine players lost to graduation?

ANSWER:

Yes. Community College A will need to submit Release Agreements online for each of the nine student-athletes when they graduate to free up those scholarships prior to signing the new nine student-athletes to Letters of Intent for the summer session.

Letter of Intent Signee – Non-attendance

Case 1

NJCAA Letter of Intent Signee Attending Non-Member School

SITUATION:

Student-Athlete R signs an NJCAA Letter of Intent with Community College A. Student-Athlete R then decides to attend a college which is not a member of the NJCAA. Is Student-Athlete R's NJCAA Letter of Intent automatically invalid?

ANSWER:

No. Community College A must submit a Release Agreement online to gain the Letter of Intent slot. Student-Athlete R may not return to a NJCAA member school and participate in athletics or receive athletic aid in that same academic year until the terms of his/her original Letter of Intent is completed or the Release Agreement has been signed and submitted online. If the student returns to a member college, they would require a Transfer Waiver from Community College A since they were signed to a Letter of Intent in the previous, current or upcoming academic year.

Case 2

NJCAA Release Agreement for a 4-Year Multiple Transfer

SITUATION:

Student-Athlete R signs an NJCAA Letter of Intent at Community College A for the 2017-2018 academic year in the sport of baseball. He decides before the start of the fall 2017 term that he wants to go to an NCAA institution instead. Student-Athlete R is not released from his NJCAA Letter of Intent. After attending the NCAA institution during the fall term he decides to transfer to Community College B to participate in baseball during the spring 2018 term. Does Student-Athlete R need a signed Release Agreement from Community College A in order to participate at Community College B?

ANSWER:

Yes. Student-Athlete R's Letter of Intent is for the 2017-2018 academic year at Community College A. This Letter of Intent does not automatically become invalid because of his attendance during the fall term at a non-member college and therefore he must be released by Community College A before he is recruitable by any other NJCAA member college for the remainder of the 2017-2018 academic year. In this case, the original terms of the Letter of Intent have not been fulfilled and therefore the Release Agreement must be signed.

If the Release Agreement is not signed by Community College A, he remains unrecruitable and may not have any contact with any member of the athletic department at Community College B or any other member college. Student-Athlete R may not practice or be involved in any way with any athletic team at Community College B until the original terms of the Letter of Intent at Community College A have been fulfilled. Student-Athlete R also requires a Transfer Waiver from Community College A in order to be certified for participation.

Recruitment

Recruitable Athlete

Case 1

Non-Letter of Intent Signee – Season Over – Still in Term

SITUATION:

Student-Athlete R is a walk-on volleyball athlete at Community College A. She is unhappy with her playing time during the season and as soon as the season is over she begins contacting other NJCAA member colleges looking for a team for the following year. Is this student in violation of NJCAA bylaws?

ANSWER:

Yes. Student-Athlete R would be in violation of NJCAA bylaws. While she is not on a Letter of Intent she is still enrolled in the term when the volleyball season ended. She does not become a recruitable athlete until the end of the fall term.

Case 2
NJCAA Letter of Intent Signee – Representative Contact

SITUATION:

Student-Athlete R is a basketball player signed to an NJCAA Letter of Intent at Community College A. Student-Athlete R's mother contacts Community College B to see if there is interest in her son for the following year. Has a violation of NJCAA bylaws taken place?

ANSWER:

Yes. Student-Athlete R's mother is acting as a representative of Student-Athlete R who is currently in season and signed to an NJCAA Letter of Intent. The mother would not be able to make this contact until Student-Athlete R is released from his Letter of Intent and the spring term has come to an end.

Case 3
Released – Still in Term

SITUATION:

Student-Athlete R is a basketball player signed to an NJCAA Letter of Intent at Community College A. Immediately at the end of the season Student-Athlete R is released from their letter of intent. When does Student-Athlete R become recruitable once released?

ANSWER:

Student-Athlete R will become recruitable at the end of the spring term which is the end of the term which the basketball season ended. Even though they have been released they have to wait until the end of the term.

Case 4
Recruitable Athlete from the NJCAA – Conditional Release

SITUATION:

Student-Athlete R signs an NJCAA Letter of Intent with Community College A. Subsequently, he/she decides they would rather attend Community College B, which is located in the same Region. Can Community College A release Student-Athlete R with the limitation that he/she may not attend Community College B?

ANSWER:

No. The Release Agreement does not allow a college to release a student-athlete conditionally. Community College A can release the student-athlete which makes them recruitable. In order for the student-athlete to be eligible, they must receive a signed NJCAA Transfer Waiver from Community College A since they were signed to an NJCAA Letter of Intent in the previous, current or upcoming academic year.

Case 5
Student-Athlete Signs a Letter of Intent at a College and Visits the Campus at Another College

SITUATION:

Student-Athlete R, is currently under NJCAA Letter of Intent at Community College A for the 2017-2018 academic year, but is thinking of transferring to Community College B for the 2018-2019 academic year. At this time, the season has ended but the spring term is currently in session. He/she shows up on Community College B's campus and has tried to contact the athletic director and/or coach about participating on the basketball team during the 2018-2019 season. What are the procedures for Community College B to follow if the student-athlete is currently on a NJCAA Letter of Intent at Community College A? When does the student-athlete become recruitable? What are the penalties for violating this rule?

ANSWER:

Because Student-Athlete R is currently still under the 2017-2018 NJCAA Letter of Intent at Community College A, this student-athlete is not recruitable by any other NJCAA member college until a NJCAA Release Agreement has been signed and the academic term which the sport season ended has concluded.

Since Student-Athlete R is still under the letter of intent at Community College A and the term which the sport season ended is still in session, the athletic director/coach/athletics interest at Community College B is prohibited from talking to or communicating with that student-athlete even if the student-athlete is on their campus.

Case 6
Recruiting Visit After Signing NJCAA Letter of Intent

SITUATION:

On April 15th, Student-Athlete R signs an NJCAA Letter of Intent for basketball. Can Student-Athlete R still receive a recruiting visit prior to the start of the next academic year?

ANSWER:

No. Once a student-athlete is signed to an NJCAA Letter of Intent, he/she immediately becomes unrecruitable and cannot be provided with an expense paid official recruiting visit nor can they be contacted by another NJCAA member college.

On Campus Recruiting– Official Visit

Case 1
Official On-Campus Recruiting Visit – High School Athlete

SITUATION:

Community College A wishes to bring a high school student-athlete to their college on an official recruiting visit during his/her junior year in high school. Is this a violation of NJCAA rules?

ANSWER:

Yes. A recruit must have completed their junior year of high school in order to receive an official visit to a NJCAA member school. Since he has not yet completed his junior year of high school it would be in violation of NJCAA bylaws.

Case 2**Official Recruiting Visits Limited to Campus & Local Community****SITUATION:**

Community College A is located 100 miles from the nearest airport, in a large metropolitan area. Community College A plays a Saturday and Sunday doubleheader in the metropolitan area. May Community College A fly recruits into the metropolitan area and let them attend the weekend games?

ANSWER:

No. The recruiting visit is from the student-athlete's home to the college campus by direct route. At no time may part of the recruiting visit be games or a visit to any other campus, town or city.

Case 3**Official On-Campus Recruiting Visit – Transporting Student to and from Airport****SITUATION:**

Student-Athlete R is on an official recruiting visit to Community College A, which is located 90 miles from the nearest airport and/or bus terminal. May Community College A transport Student-Athlete R from the airport and/or bus terminal to the campus for the one official visit?

ANSWER:

Yes. NJCAA bylaws allow full compensation for one round trip by the most direct route. A college employee may pick up the potential student-athlete and transport him/her from the terminal to the campus and back to the terminal. Additionally, a college employee may pick up a potential student-athlete at his/her home and transport to the college and back home for the one official college visit.

Case 4**Official On-Campus Recruiting Visit – Entertainment Expenses****SITUATION:**

While Student-Athlete R is on campus for a recruiting visit, may the college provide entertainment expenses for the Student-Athlete R, and may the college pay for long distance telephone calls made by Student-Athlete R?

ANSWER:

The NJCAA member college may pay for reasonable entertainment expenses during the recruiting visit. However, cash may not be given directly to the recruit. Therefore, the ticket, pass, or admissions fee must be purchased by the college for the prospective student-athlete. Entertainment must be limited to the community the college is located in and may not be for excessive entertainment. Receipts for all expenditures must be turned into the college accounting office to maintain consistency with NJCAA regulations.

The college may not pay for long distance telephone calls made by the recruit while on the recruiting visit.

Case 5**Official On-Campus Recruiting Visit – Professional Sport Entertainment****SITUATION:**

Student-Athlete R visits Community College A, which is located 20 miles from a major metropolitan area. In fact, only a river separates the two communities. During the official recruiting visit, may Community College A take the potential student-athlete to a professional sports event in the major metropolitan city?

ANSWER:

No. Community College A is not located within the city. The duration of the recruiting visit must be limited to the community in which the college is located. **Under no circumstances may the prospect be taken to a professional sports event.**

Case 6**Official On-Campus Recruiting Visit – Automobile Rental & Reimbursement for Mileage****SITUATION:**

Community College A is recruiting Student-Athlete R whose hometown is 100 miles from Community College A. On his/her official recruiting visit, Student-Athlete R would like to rent a car and be reimbursed by Community College A for the full cost of the rental. Is this allowable?

ANSWER:

No. Community College A may reimburse Student-Athlete R *only* for the mileage factor that a college employee would be reimbursed. Assuming a mileage factor of \$.36 per mile, Student-Athlete R could be reimbursed \$36.00 for his/her rental (100 miles x \$.36/mile).

Case 7**Official On-Campus Recruiting Visit – Greens Fees****SITUATION:**

A high school recruit is on an official paid recruiting visit at Community College A. He/she is being recruited for the golf program and the golf coach at Community College A wants to watch him/her play a round of golf at a local golf course. Is the golf coach allowed to pay for the high school recruit's greens fees while on his/her recruiting trip?

ANSWER:

No. The golf coach may not pay for the high school recruit's greens fees at a golf course on or off campus while the recruit is on his/her official paid recruiting visit.

Case 8

Official On-Campus Recruiting Visit with Parents

SITUATION:

Community College A is recruiting Student-Athlete R for softball and intends to transport her to campus for an official visit. What expenses may Community College A incur if Student-Athlete R's parents accompany her on the trip?

ANSWER:

None. Community College A *may not* incur any additional expenses relative to Student-Athlete R's parents' travel (transportation, lodging, food, etc.). In other words, if the hotel costs more due to the fact that three individuals are staying in the room as opposed to one, the parents would have to incur the additional cost.

Case 9

Official Recruiting Visit – Hosting Football Bowl Game (off campus)

SITUATION:

Potential Athlete B is on his official visit to Community College R. The same weekend, Community College R is hosting an NJCAA Football Bowl game at an off campus facility. Is Community College R permitted to take Potential Athlete B to the Bowl Game?

ANSWER:

No. Official recruiting visits are limited to on campus activities only.

Case 10

Official Recruiting Visit – Hosting National Championship Tournament (On Campus)

SITUATION:

Community College R is hosting, on campus, the NJCAA Men's Basketball National Championship and has a team representing the college in the tournament. Potential Athlete B is on campus at the same time on an official visit. Is Potential Athlete B permitted to be admitted to the tournament at no charge?

ANSWER:

Yes. Because Community College R is represented in the tournament by its men's team and the event is on campus. Had Community College R not been represented in the tournament field, Potential Athlete B could only be admitted if they paid their own admission.

Case 11

Other Official Recruiting Visit Rules and Regulations

The following are some examples of those situations not allowed within NJCAA bylaws as they relate to official on campus recruiting visits.

1. Allowing a potential student-athlete, on a paid recruiting visit, to extend the 48-hour stay to visit friends or relatives in the area.
2. May not utilize private charter air transportation for prospective student-athletes.
3. Allowing current student-athletes to drive recruits to a community other than the community in which the member college is located.
4. Taking potential student-athletes to a professional contest or a four-year institution event not held on the community college campus. The visit must be contained to the community in which the college is located.
5. Taking potential student-athletes to a national championship not held on the college campus.
6. The college's coach may not pay for the meals, transportation and/or lodging for the parents of the potential student-athlete during the recruitment process.

Case 12

Official Recruiting Visit – Athletic Contact

SITUATION:

Prospective Student R is visiting Community College B on an official recruiting visit. Community College B has the recruit on campus for two days and is providing them housing and meals. Is Prospective Student R permitted to have athletic contact with current members of colleges sport team?

ANSWER:

While on an official visit, it is permissible for the recruit to have athletic contact with current student-athletes.

On Campus Recruiting – Unofficial Visit

Case 1

Unofficial Recruiting Visits Taken by Student who has Signed a Letter of Intent at Another Member College

SITUATION:

High School Student R has signed an NJCAA Letter of Intent with Community College A. He/she wants to visit Community College B on his/her own unrelated to athletics and not financed in any way by Community College B. Is the Athletic Director at Community College B allowed to meet with High School Student R when he/she is visiting Community College B's campus?

ANSWER:

No. The Athletic Director or any other individual associated to the athletic department at Community College B is not allowed to make any contact with High School Student R since he/she has already signed an NJCAA Letter of Intent at Community College A. It is Student-Athlete R's responsibility to inform Community College B of his/her signing an NJCAA Letter of Intent with Community College A prior to visiting their campus. (See the NJCAA Letter of Intent form.)

While on the visit to Community College B, High School Student R cannot speak with the athletic director or any athletic personnel, nor can that visit be an official paid recruiting visit. High School Student R becomes a non-recruitable athlete upon signing an NJCAA Letter of Intent at Community College A.

In addition, once High School Student R or a representative of his/her interests (i.e. high school counselor) contacts a school other than the one with which he/she has signed an NJCAA Letter of Intent, the student is in violation. Only the NJCAA Release Agreement signed by Community College A allows him/her to become a recruitable athlete.

Case 2
Unofficial Recruiting Visits – Athletic Contact

SITUATION:

Prospective Student R is visiting Community College A and Community College A has not provided any benefit to the recruit during the visit therefore it qualifies as an unofficial visit. Is Prospective Student R permitted to have athletic contact with current members of the sport team?

ANSWER:

No. It is not permissible for a recruit on an unofficial visit to have athletic contact with current member of the sport team or with anyone signed to an NJCAA Letter of Intent. If the coach wants athletic contact, this visit must be considered the recruits one and only official visit and must stay within the parameters of an official visit. If that is done, and athletic contact takes place, the visit is reclassified as an official visit and by rule is limited to one per member college.

Off Campus Recruiting

Case 1
Off Campus Recruiting Visits – Recruiting Expenses (Meals & Lodging)

SITUATION:

The baseball coach at Community College A is off campus recruiting potential student-athletes the night prior to the official signing date. The coach provides meals and lodging for potential student-athletes in their hometown in order to shield the student-athletes from other potential recruiters. Is this a violation of NJCAA bylaws?

ANSWER:

Yes. No funds may be expended, nor complimentary rooms provided during the off campus recruiting process.

Case 2
Off Campus Recruiting Visits – Recruiting Expenses (Meals)

SITUATION:

The volleyball coach at Community College A is off campus recruiting potential student-athletes for the volleyball program. May the coach purchase a meal for the potential student-athlete while off campus?

ANSWER:

No. On any off campus recruiting visit, the coach may not expend any funds other than the amount necessary for his/her own personal expenses. A recruits expenses may only be covered while on an official on campus recruiting visit with the college.

Case 3
Off Campus Recruiting Visits – Recruiting Expenses (Current Student-Athletes)

SITUATION:

The basketball coach from Community College A is on an off campus recruiting trip. May the coach take current student-athletes with him/her on the recruiting trip?

ANSWER:

No. It is not permissible for the college to provide any transportation to a student-athlete. This would also apply to scouting trips taken by the staff at Community College A.

Football Dead Period

Case 1
Football Recruiting Dead Period Limitations

SITUATION:

What are the limitations within the football recruiting dead period?

ANSWER:

The dead period is that frame of time where it is not permissible to make in-person recruiting contacts or evaluations on or off the member institutions campus, or to permit official or unofficial visits by prospects to the institutions campus. The provision of complimentary admissions to the prospect during such a dead period is prohibited. During the dead period, a coaching staff

member may not serve as a speaker at, or attend a meeting or banquet at which prospects are in attendance, and may not visit the prospects' educational institution. It remains permissible for an institutional staff member to write or telephone prospects during such a dead period.

Case 2

Football Recruiting Dead Period and the Signing Date

SITUATION:

High school Student-Athlete B has visited Community College A and desires to sign an NJCAA Letter of Intent with them. What is the earliest date that Student-Athlete B may sign an NJCAA Letter of Intent with Community College A?

ANSWER:

Student-Athlete B may sign with Community College A at 8:00 a.m. on the NJCAA football signing date. The NJCAA football dead period would prohibit Community College A from being present at this signing. Community College A may forward NJCAA Letters of Intent to student-athletes prior to and/or during the dead period. There may be no in-person contact from Monday 12:01 am (local time) prior to the First Wednesday in February until the dead period ends Friday 12:01 am (local time) following the national signing day. (Please refer to the Football section located in Article XIII – NJCAA Championships, Tournaments, Meets & Games for more on the Dead Period.)

NOTE: All times involved will be local time. For instance, the 8:00 a.m. signing time and the midnight signing time will be the local time zone within which that college falls.

Case 3

Football Recruiting Dead Period and Recruiting Visits

SITUATION:

Potential Athlete B is a high school athlete with a desire to play football at Community College A. When may Potential Athlete B take his recruiting visit to Community College A.

ANSWER:

Potential Athlete B may take the recruiting visit any time prior to the dead period and any time after the dead period for NJCAA football recruitment following their junior year of high school. Once the student-athlete signs an NJCAA Letter of Intent, he/she may not take an official recruiting trip to that college.

Tryouts & Auditions

Case 1

Tryouts & Auditions

SITUATION:

Community College A wants to hold an open tryout to see what local interest they have for building the upcoming season's roster. They advertise that anyone interested in trying out should attend the tryout event. The member college has no idea who will attend the event. Do the rules for tryout and auditions apply to their situation?

ANSWER:

Yes, the rules for tryouts and auditions do apply fully to this situation. The key here is that it is an open tryout and Community College A has no idea of who will show up for the tryout event. Had the college invited specific recruits to the event then it is no longer an open tryout and would either be an official or unofficial recruiting visit.

Case 2

Tryouts & Auditions – Official On Campus Recruiting Visit

SITUATION:

Community College A identifies a prospective athlete at one of their two permissible on campus tryouts. Is Community College A permitted to bring the recruit back to campus on an official visit?

ANSWER:

Yes. Community College A has the ability to bring anyone that is currently recruitable back to campus for an official on campus visit following an open audition.

Article VII – Sport Policies and Guidelines

Sport Procedures

Case 1

Sport Procedures – Playing Date Limitation

SITUATION:

Wrestling is allowed 20 dates in which to compete throughout the season. Community College A is scheduled to compete in a three-day tournament. Is this tournament considered one or three dates of competition?

ANSWER:

The tournament would be considered three dates, leaving Community College A to schedule competition on 17 alternate dates.

Case 2

Sport Procedures – Participating in Different Divisions/Sports

SITUATION:

Community College A competes in Division I Cross Country, but would like to run at the Division III Track and Field Championship. Is this allowable?

ANSWER:

It is allowable but would be difficult for the school to operate both programs as the higher division athletes could not participate on the lower division sport if they had received any scholarship or benefit. A college which gives no athletic aid would be allowed to compete at the Division I level in either cross country or track and field, provided that no student-athlete on the team receives any athletic aid.

Case 3

Sport Procedures – Track and Field – Multiple Dates of Competition

SITUATION:

In the sport of track and field there are multiple day competitions. An example is a student-athlete participating in the decathlon on a Friday and then in the long jump on Saturday of the Texas Relays. How many dates does this meet count as per the number of dates allowed in the Sport Procedures?

ANSWER:

Only one date would be counted for this multiple day competition within the 20 dates allowed in the sport of track and field as per the NJCAA Sport Procedures. However, competition in multiple divisions (i.e. college vs. open) in the same meet on different dates would constitute two dates.

NOTE: This case is only dealing with track and field and not other sports with the same multiple-day situation.

Case 4

Sport Procedures – Alumni Games

SITUATION:

Community College A would like to hold an alumni game with their current student-athletes and former alumni athletes in women's basketball. Does this game count towards the maximum number of contests allowed as per the NJCAA Sport Procedures?

ANSWER:

No. The NJCAA allows member colleges to hold one alumni game per academic year and this game will not count towards the number of regular season games nor will statistics from the alumni game be counted. The individuals competing on the alumni team must be actual alumni from the member college sponsoring the contest. It is not permissible to have alumni and non-alumni make up the opposing roster.

Case 5

Manager Scholarships

SITUATION:

Community College A signs a student to a manager scholarship for the current year and has the student serve in the capacity of team manager. NJCAA bylaws do not regulate manager scholarships. They would be an institutional issue. If the student who is receiving a managers scholarship in the current year chooses to participate as a student-athlete the following year, would there be any issues?

ANSWER:

If a student-athlete had previously been receiving a manager scholarship and later becomes a student-athlete, the NJCAA would review the numbers of student-athletes signed to NJCAA Letters of Intent during that time. If no letter of intent slot was available during that time period, the NJCAA would rule that the college was in violation by being over their allowable limits of scholarship recipients and sanctioned accordingly. Manager scholarships should only be used in cases where there is no chance of the individual participating as an athlete in the future.

Case 6

Cross Country/Track and Field Scholarship Limitations

SITUATION:

Community College A sponsors both track and field and cross country. For the 2017-2018 academic year, how many scholarship student-athletes are allowed in each sport? Will scholarship cross country student-athletes count towards the maximum number of scholarships allowed in track and field based on the "counter" rule?

ANSWER:

Community College A may have a maximum of 10 student-athletes receiving athletic aid in the sport of cross country. Community College A may have an additional 20 student-athletes (maximum) receiving athletic aid in the sport of track and field. In addition, cross country and track and field have been exempted from the "counter" rule. In other words, a scholarshiped cross country student-athlete would not count as one of the 20 allowable track and field scholarship student-athletes but can participate in track and field.

Case 7

Tennis Scholarship Counters in Other Sports

SITUATION:

Student-Athlete R at Community College A is receiving a Division I scholarship in the sport of volleyball. She also wants to participate in spring tennis. Because Student-Athlete R is receiving a Division I scholarship in volleyball, how is this scholarship counted within the number of tennis scholarships?

ANSWER:

The Division I volleyball scholarship will be counted as one of the three Division I scholarships allowed in tennis. Letters of Intent must be submitted online in each sport for this student-athlete.

Practice

Case 1

NJCAA Sport Procedures – First Practice Date

SITUATION:

Community College A begins its volleyball season on September 9th, when can Community College A begin practicing?

ANSWER:

Community College A can begin its volleyball practice August 1st as designated in the NJCAA Sports Procedures Chart.

Case 2

High School Student-Athlete Practicing with a Member College's Team

SITUATION:

Student-Athlete R attends high school and is a senior. Student-Athlete R does not participate in high school athletics. Can this student-athlete practice with Community College A?

ANSWER:

No. As the practice definition states in Section 6.A all participants must be enrolled/registered at the college where he/she will be practicing and have valid physicals on file. Therefore, Student-Athlete R must be enrolled at Community College A and must have a valid physical on file to practice with the team at the college.

Case 3

Requirements for Student-Athletes to Practice During the Summer

SITUATION:

Must student-athletes who want to practice with the coaching staff during the summer in the eight hour per week setting be enrolled at the college during the summer and have a current physical on file to be able to practice during the summer at the college?

ANSWER:

Yes. According to the practice definition participants must be enrolled at the college he/she is representing and have a valid physical on file. In this case the student-Athlete must be enrolled in summer classes. This practice definition covers the in season, off season, and the summer practices.

Case 4

Physical Education Classes

SITUATION:

NJCAA Member College A utilizes a physical education class to practice for the upcoming season. The class is only open to the members of the varsity basketball team, is a mandatory class for those basketball players to take, and is taught by the basketball coach. Is this a violation of the NJCAA practice definition?

ANSWER:

Yes. Enrollment in a physical education class must be voluntary in nature, open to any student at the college and not consisting of only varsity team members. Such course must be listed in the college catalog and/or schedule of courses for the term.

Case 5

Team Meetings

SITUATION:

On the first day of the fall term (August), the basketball coach holds a team meeting to discuss team rules, goals and academic strategies. Is this a violation of the NJCAA practice definition?

ANSWER:

No. This is not a violation of the practice definition. The coach may hold a team meeting to discuss team rules, goals and review academic information. However, the coach may not use the meeting to diagram plays or otherwise detail game/practice strategies.

Case 6

Reporting Before First Day of Practice

SITUATION:

The volleyball coach at Community College A requires each student-athlete to report the day prior to the allowed practice date for physical exams and equipment checkout. Is this a violation?

ANSWER:

No. This would not be a violation of the practice definition. The coach may distribute equipment, discuss team rules, etc., prior to the beginning date for practice. However, the coach may not utilize this time to view film, diagram plays, etc., prior to the date for practice.

Practice – In Season

Case 1 Off Campus Locations While In Season

SITUATION:

Community College A would like to practice off of campus in preparation for the region tournament in baseball. Is community College permitted to practice off campus while in season without special permission from the NJCAA?

ANSWER:

While in season, a college program may practice at the site of their choosing without special approval from the NJCAA National Office. This allowance exists regardless if they have their own on campus facility or not.

Case 2 Male Practice Players in a Women's Sport

SITUATION:

The women's basketball team at community College A would like to use male practice players in some of their practice sessions. Is this permissible and under what parameters must this take place to be within the allowances of the NJCAA?

ANSWER:

It is permissible for a women's team to use male practice players. The male practice players must be currently enrolled at the college and have a valid physical on file. If the athletic contact takes place and the male practice players are not students and or do not have a valid physical on file, the athletic contact must be counted as a scrimmage and is subject to the limitations associated to scrimmages.

Practice – Off Season

Case 1 Activities Considered Under the Eight-Hour Rule Weekly Limitation

SITUATION:

Do any of the following off season activities fall under the eight-hour weekly limitation rule: weight lifting, study halls, running, plyometrics and or conditioning activities?

ANSWER:

Weight lifting, running, plyometrics, and conditioning activities all fall under the eight-hour off season weekly limitation rule because all of these activities are specifically related to sport participation and conditioning. Study halls would not be included within the eight-hour per week limit as long as these do not fall under "chalk talks".

Case 2 On Campus, Off Season Practices

SITUATION:

Can the baseball coaches have individual practice sessions with players from November 15th to the end of the fall term?

ANSWER:

Yes. As long as these practices are on campus, not mandatory, the student-athletes are enrolled/registered during the fall term, have valid physicals on file and are limited to only eight-hours per week.

Case 3 Preseason Workouts

SITUATION:

Prior to the first legal date of football practice, the coach posts voluntary pre-season conditioning workouts, held at the direction of the conditioning/strength coach. Is this a violation of the NJCAA practice definition?

ANSWER:

No. If these off season practices are held on campus, are voluntary, do not exceed the eight-hour weekly limitation rule, and the student-athletes are registered at the college and have valid physicals on file.

Case 4 Summer/Off Season Practices, League Play, All-Star Games, and Camps – VIOLATIONS

SITUATION:

Relative to summer/off season practice, league play, all-star games and camps, the following activities would be considered violations of NJCAA bylaws.

1. The college may not provide or compensate student-athletes for the cost of travel to a team or individual camp off campus during the off season. This would include transportation by college vehicle or the coach's personal vehicle.
2. The college may not provide the camp fee for a student-athlete to attend either an individual or a team camp off campus during the off season.
3. If a student-athlete voluntarily attends a summer camp off campus during the off season, the college may not provide room and board nor compensate the student-athlete for any related expenses.
4. No student-athlete may utilize college equipment for their involvement in a summer camp that is off campus during the off season. An example of this would be a uniform or practice gear.

5. If student-athletes voluntarily, and at their expense, attend a summer camp off campus during the off season, the college name may not be utilized to identify the student-athlete or the team.

The institution or the student-athletes arrange a fundraiser to pay for the summer camp activities. Remember, the NJCAA bylaws mandate all funds raised in the name of the college or while representing the college, must be channeled through the college.

Case 5

Summer Practices

SITUATION:

The football coach at Community College A works with his kickers on campus each Tuesday and Thursday throughout the summer. The kickers utilize college equipment and receive direct instruction from the coach. Is this a violation of the NJCAA practice definition?

ANSWER:

This would not be a violation because the off season began the day after the team stopped advancing towards the National Championship Bowl Game until August 1st. As long as the practices are voluntary, the students are enrolled/registered in classes at the college during the summer, have valid physicals on file, and the practices are no more than eight-hours per week, there is no violation.

Case 6

Summer Practices, the Off Season and Incoming Freshmen

SITUATION:

Student-Athlete R a recent high school graduate, has signed an NJCAA Letter of Intent in the sport of basketball with Community College A. What are the requirements Student-Athlete R must meet in order to participate in summer practices that are on campus for eight-hours per week?

ANSWER:

Only if Student-Athlete R has officially registered/enrolled for the summer term and has a valid physical on file, he/she may participate with the team during the off season (the summer) on campus for eight hours per week in voluntary practices.

Case 7

Mandatory Practices During Summer

SITUATION:

Three members of a community college volleyball team also compete on a locally sponsored USVBA team during the summer. The community college volleyball coach also coaches the USVBA team off campus. There is a mandatory practice for the USVBA team twice a week throughout the summer. Is this a violation of the NJCAA practice definition?

ANSWER:

Yes. This would be a violation because the practices are mandatory. From the NJCAA member college standpoint, the practices and/or participation cannot be mandatory. If the participation were on a voluntary basis, on campus, and only eight-hours a week during the summer (off season) then the coach can hold practices. If the practices were off campus then a violation would have occurred with the coaches and players together off campus conducting athletic activities.

Case 8

Viewing Film

SITUATION:

Prior to the first legal date of wrestling practice, the wrestling coach calls a mandatory meeting to view film. Is this a violation of the NJCAA practice definition?

ANSWER:

Yes. This would be a violation of the practice definition because the meeting was mandatory and the viewing of game film was directly related to athletic preparation.

Case 9

Workouts Off Campus in the Off Season

SITUATION:

In basketball, can an entire team attend an aquatic workout either with or without the coach present during September?

ANSWER:

The bylaws allow for off season contact with student-athletes for a maximum of eight-hours per week *on campus*. Therefore if the aquatic workout is held on campus, it would be allowable and the coach could be present within the eight-hour parameter.

If the aquatic workout *is not held* on campus then the college could not expend funds specifically to allow the basketball team access to the aquatic center and the coaches could not be present if this is occurring in the off season prior to the start of the season.

Case 10

Registered for Summer Term and Participating in Off Season Activities

SITUATION:

The practice definition mandates student-athletes to be registered in that term for off season activities. If a student-athlete is taking one course in the first summer session, can he/she continue to participate under the off season definition following the end of the first summer session?

ANSWER:

Yes, as long as the student-athlete was registered in that term at the host college and have a valid physical on file at the college. The summer session/term is defined by the college catalog.

Case 11**Practicing in the Off Season Prior to the Start of the Summer Term****SITUATION:**

Community College A's spring term ends on May 1 and the summer term does not start until June 1. Are student-athletes allowed to practice during the time between the end of the spring term and the beginning of the summer term which is considered as the off season?

ANSWER:

The student-athletes in this case must be enrolled/registered for the summer term in order to practice at this time since for that time of the year, spring classes have ended and the summer term has not begun. There is not a limit to the number of credit hours these student-athletes must be enrolled in for the summer term. In addition to being enrolled for the summer term, participation must be on campus and voluntary. Athletic activity contact may not exceed a maximum of eight hours per week with anyone on the coaching staff and all participants must have a valid physical on file at the college.

Those participants who have been practicing during this time and have not yet enrolled/registered for the summer term must immediately cease practice and all other athletic activities.

Case 12**Off Season Activity Limitations – College Paying for Greens Fees during the Off Season****SITUATION:**

Community College A wants to hold practices for their golf team during the off season can Community College A pay for the greens fees for their golfers at golf courses on or off campus during the off season

ANSWER:

No. As per NJCAA bylaws, Community College A may not use college funds (including paying for greens fees) or equipment for any current or prospective student-athlete off campus during the off season. Even if the college receives approval from the National Office granting a golf course as their "home facility", the college may not expend any funds, including paying for greens fees, for any student-athlete during the off season.

Other conditions involving greens fees:

- The college may pay for greens fees for current student-athletes ONLY during the in season if there is a contract in place between the college and the golf course.
- The college may not pay for greens fees at any time for prospective student-athletes (recruits) who are on official or unofficial recruiting visits at the college.
- The coaches may not pay for greens fees at any time for prospective student-athletes (recruits) if the coaches are off campus recruiting athletes.

Case 13**Summer Camps****SITUATION:**

The head basketball coach at Community College A is working at an off campus summer camp as a coach. Student-athletes from this coach's team attend and participate at the summer camp. Is this a violation of the NJCAA off season practice definition?

ANSWER:

Yes. This is a violation because no member of the college coaching staff may have off campus athletic contact with any current student-athlete or one who has signed a valid NJCAA Letter of Intent.

Case 14**Student-Athlete Participating in a Summer Camp Demonstrating Skills****SITUATION:**

Student-Athlete R has been hired by Community College A as a camp counselor for the basketball camp run by the basketball coach. Can Student-Athlete R work demonstrating skills as part of their job as a camp counselor?

ANSWER:

Yes. As long as the camp is held on campus. The student-Athlete must have gone through the same application process as all other candidates and must be compensated the going rate as all other counselors with similar responsibilities.

If the camp is off campus, then the Student-Athlete R could not participate as this would be considered as off campus athletic contact with a current student-athlete.

Case 15**Summer Athletic Contact Between Coaches and Athletes/Signees****SITUATION:**

Eight members of Community College B's softball team compete in a local softball tournament during July. The team is sponsored by a local merchant and is coached by the head coach at Community College B. Is this a violation of the NJCAA practice definition?

ANSWER:

Yes. The head coach may not have athletic contact with his/her current players or ones who have signed NJCAA Letters of Intent off campus during the off season in this capacity.

Case 16
Summer Athletic Contact – Sport Differentiation

SITUATION:

The head softball coach at Community College A coaches a summer slow-pitch softball team off campus that has student-athletes from Community College A's softball team. Is this a violation of the off season activity limitations rule?

ANSWER:

Yes. The coach from Community College A cannot coach her own student-athletes or NJCAA Letter of Intent signees from the college during the summer (off season) if the athletic activities are occurring off campus. This rule applies even though this is a slow-pitch softball team and the coach and athletes/signees are participating on the college's softball team.

Case 17
Off Season/ Off Campus Activities

SITUATION:

Community College A leases a hitting facility that can be used after November 15th by members of its baseball team. The coaching staff would like to attend the eight-hour per week practices at that facility during the off season. Are there violations with this scenario?

ANSWER:

Yes. There are several violations. For one, Community College A cannot pay for off campus facilities to be used during the off season. Secondly, November 15th is the last day of the fall baseball season which means that any point after November 15th is the off season for baseball and a coach or member of the coaching staff cannot be present during off season, off campus athletic activities. Lastly, the eight-hour per week rule is limited to on campus activities only.

Case 18
Volunteer Coaches and Off Campus Athletic Contact

SITUATION:

Can a volunteer coach that is not contracted or paid by the college coach a team off campus during the summer (off season)?

ANSWER:

No. NJCAA bylaws state that no member of the college coaching staff may have off campus athletic contact with any current student-athlete or one who has signed an NJCAA Letter of Intent. Volunteer coaches are considered as part of the college coaching staff and must adhere to all off season limitations the same as any paid or full-time member of the coaching staff.

Case 19
Coaching Staff and Off Season/Off Campus Athletic Contact

SITUATION:

Can a part-time/volunteer coach, who is not employed by the college during the off season, have off campus athletic contact with current student-athletes?

ANSWER:

No. No member of the college coaching staff, during that academic year, may have off campus athletic contact with any current student-athlete or one who has signed a valid NJCAA Letter of Intent. Full-time, part-time, and volunteer staff, regardless of contractual status with the college, is considered part of the "coaching staff" and may not conduct practices or conditioning off campus during the off season with these student-athletes.

Case 20
Student-Athlete and Coach Employed at Same Facility – Practice Limitations

SITUATION:

Can a student-athlete be employed during the summer by the same organization as his/her coach from the community college? Example: golf student-athlete employed at the golf course where his/her coach is working or a baseball student-athlete employed at the stadium/parks and recreations/team where his coach is working.

ANSWER:

Yes. A student-athlete may be employed by the same organization as his/her coach. However, the contact between the two individuals must be work related contact and not a coach-athlete related contact for the purposes of coaching, instructing, or practicing. The golf example: the golf student-athlete and his/her coach cannot play golf together because they work at the same golf course.

Case 21
End of Coaching Contract and Off Season/Off Campus Athletic Contact

SITUATION:

The head baseball coach at Community College A is a part-time employee and his contract with the college expires at the end of the baseball season. Can the head coach have off season, off campus athletic activity with current student-athletes or those who have signed an NJCAA Letter of Intent after the end of his contract with Community College A?

ANSWER:

No. From the time the contract is signed by a coach through the end of that academic year, a member of the college's coaching staff (including but not limited to part-time, full-time, head and/or assistant, volunteer, graduate assistant and student coaches) must abide by the practice rules set forth in NJCAA bylaws. In this case, the head baseball coach cannot have athletic contact with a current student-athlete or one who has signed an NJCAA Letter of Intent off campus during the off season regardless of his part-time employment status at the college.

Case 22

Practice Definition – Off Season/Off Campus Athletic Contact before Start of Coaching Contract

SITUATION:

A coach is hired at a two-year college in June. His/her contract with the college does not begin until October 1st. From his/her date of hire until October 1st is the coach allowed to have off season, off campus athletic contact with the current student-athletes or those that have signed a Letter of Intent for the upcoming year?

ANSWER:

No. For the purposes of NJCAA bylaws, he/she became a member of the college coaching staff on the day of hire or initial agreement was struck. No member of the college coaching staff may have off season, off campus athletic contact with any current student-athlete, or one who has signed a valid NJCAA Letter of Intent.

Case 23

Off Campus – Coach Observing

SITUATION:

During the summer (off season) Student-Athlete R is a member of a recreational baseball league in the community where Community College A is located. Student-Athlete R is a student-athlete who is returning the following season to play his second season of baseball at Community College A. May Student-Athlete R's coach from Community College A watch him participate off campus during the off season in this recreational league?

ANSWER:

Yes. Student-Athlete R's coach from the college may *watch* him play during the off season off campus as long as the coach does not coach him before, during, or after the game. He may not practice with or conduct practices with the student-athlete at any time off campus, or participate with the student-athlete during those games conducted off campus during the off season.

Case 24

Off Campus – Coach Participating with Student-Athlete

SITUATION:

Student-Athlete R and the volleyball coach from Community College A are both on the same volleyball club team during the off season located off campus. May this current student-athlete and Community College A's volleyball coach participate together on the same team as per this rule?

ANSWER:

No. According to this rule, the student-athlete and the coach *may not participate* together off campus during the off season in the sport in which he/she is being recruited. If this participation together off campus during the off season occurs, a violation of this rule has been made.

Case 25

Off Campus – Coaching Against a Student-Athlete

SITUATION:

Community College A's men's basketball coach also coaches an AAU team during the summer. He has signed incoming freshman, Student-Athlete R, to an NJCAA Letter of Intent for the 2017-2018 academic year in the sport of basketball. Student-Athlete R participates in this same AAU league during the summer, but he is not a member of the team coached by Community College A's men's basketball coach. Can the AAU team that Student-Athlete R belongs to participate against this coach's AAU team during the off season off campus?

ANSWER:

Yes. The coach may coach against the team of a current student-athlete or one who has signed an NJCAA Letter of Intent. The coach may not partake in advising, coaching, or conducting a practice with that student-athlete at any time prior to, during or after the competition.

Case 26

Off Campus – Participating Against a Student-Athlete

SITUATION:

A golf course in the community holds a tournament and the golf coach at Community College A and one of his student-athletes have both entered to participate in this tournament. May this college coach and his/her student-athlete participate against one another in the off season?

ANSWER:

Yes. NJCAA bylaws allow a coach to participate against a current student-athlete or one who has signed An NJCAA Letter of Intent in the off season, off campus. However, in this case the coach may not participate *with* the student-athlete during the tournament.

Case 27

Off Campus Facilities

SITUATION:

Community College A does not have baseball, golf, or volleyball facilities on their campus however there are facilities in the community that the college may use and designate as their home facilities. As per NJCAA bylaws must the information and contract between the college and the off campus facility be sent to the NJCAA National Office for approval of *each* facility?

ANSWER:

Yes. The contract between the college and the facility must be sent to the NJCAA National Office for approval prior to the start of off season practice. Until approval is made by the National Office, those teams *may not* use these facilities during the off season.

Case 28
Gaining Approval from the NJCAA National Office for Use of Off Campus Facilities

If your college does not have a facility for a sport(s) AND the college desires for its teams to be able to use this facility only during the off season and not be in violation of the off season off campus athletic contact bylaws, the college will need to send the contract and proof of payment between the college and the facility.

During the in season, the college does not need this approval from the NJCAA National Office as it may use facilities off campus during the in season and not be in violation.

Contracts & Agreements:

If a "contract" does not exist between the college and the facility, a written "agreement" must be signed by both parties included in the information the college sends to the NJCAA National Office. Additionally, if there are no rental fees or payments required for the college to pay the facility, essentially there is no "proof of payment", however this "agreement" will also need to be included in the written contract/agreement between the college and the off campus facility.

Rulings:

If the college has sent this information to the NJCAA National Office and is awaiting an approval, those student-athletes/Letter of Intent signees may not have athletic contact with any member of the college coaching staff off campus during the off season until approval is granted.

Case 29
Multiple Off Campus Facilities in the Same Sport

SITUATION:

Community College A has a women's golf team, however the college does not have a golf course on campus. There are three golf courses in the community that the golf team would like to utilize for off season, off campus practices. May Community College A designate all three courses as their home facilities?

ANSWER:

Yes. If Community College A sends to the NJCAA National Office each contract between the college and each of the three golf courses the NJCAA National Office will review the requests accordingly.

Open Gym

Case 1
Open Gym Setting

SITUATION:

Community College A holds an open gym setting for any student on Monday-Friday from 6:00 p.m. to 10:00 p.m. If the basketball coach is the paid supervisor of this program, and current basketball players make use of the open gym, is this a violation of the practice definition?

ANSWER:

No. This would not be a violation because the coach is a paid supervisor of the open gym setting. However, the coach may **not** be involved in direction or actively coaching during this open gym setting otherwise, this will count as practice time towards the eight-hours permitted per week during the off season.

Scrimmages

Case 1
Outside Competition

Any athletic contact either by a team or an individual representing an NJCAA member college must either be categorized as an official contest or a scrimmage. It is impossible to have athletic contact with another team or individual who is not enrolled at your institution without it being either an official contest or a scrimmage.

Case 2
Scrimmage Dates are Required to be Posted on the Official Schedule

SITUATION:

Is it mandatory to post scrimmages to the regular schedule?

ANSWER:

Yes. All scrimmages must be included and designated as such on the official schedule as published by the intercollegiate department. The official schedule is interpreted as the college's website as well as the NJCAA website for the member college.

Case 3
First Scrimmage Date

SITUATION:

When can the first scrimmage occur for a sport?

ANSWER:

As per the NJCAA Sport Procedures, the first scrimmage may occur as per the "start date" listed in the NJCAA Sport Procedures for that sport.

Case 4 Classifying Scrimmages

SITUATION:

There is an early season “competition” between the soccer programs at Community College A and Community College B. Can Community College A call the competition a scrimmage and Community College B call the same competition a regular season game?

ANSWER:

No. Both colleges must classify the competition in the same manner – scrimmage or regular season competition. This should be agreed to by both colleges prior to the start of the competition.

Case 5 Ineligible Student-Athlete Participating in Scrimmages

SITUATION:

Student-Athlete R, currently enrolled in 12-credit hours as a freshman at Community College A, has not graduated from high school nor has he passed his GED. Would the student-athlete be eligible to compete in a basketball scrimmage scheduled in the last week of October?

ANSWER:

Yes. Student-Athlete R may compete in the scrimmage, however he/she will not be eligible for regular season play until official documentation of the passing of the GED. Also, the student-athlete must have a valid physical on file in order to participate in a scrimmage.

NOTE: The NCAA could deem participation in a scrimmage as a year of eligibility.

Case 6 Scrimmages – Participation Requirements

SITUATION:

Student-athletes are required to have physicals on file and must be enrolled at the college in order to practice at the college. Are these the same requirements necessary for student-athletes to participate in scrimmages?

ANSWER:

Yes. Student-Athletes must be enrolled at the college and must have valid physicals on file in order to practice, compete and scrimmage with a member NJCAA college.

Case 7 Scrimmages Against Non-Member Colleges/Teams

SITUATION:

Community College A begins basketball practice on October 1. A local NAIA college team would like to join Community College A once a week for a combined practice. Would this activity constitute a scrimmage date for Community College A?

ANSWER:

Yes. Participation versus any outside and or organized program would qualify as a scrimmage date even if the participation is strictly practice oriented.

NOTE: The number of scrimmages for some sports is limited. Refer to the NJCAA Sport Procedures for the allowed number of scrimmages per sport.

Case 8 Scrimmages and Media Coverage

SITUATION:

Community College A conducts fall baseball practice. Included in their practice schedule are some scrimmages with four-year institutions. If the four-year institution newspaper prints an article about the scrimmage, is Community College A in violation of the scrimmage rule?

ANSWER:

No. The bylaw that prohibited media coverage of scrimmages has been eliminated.

Case 9 Varsity Game Uniforms in Scrimmages

SITUATION:

May current varsity game uniforms be used in scrimmage contest?

ANSWER:

Yes. Member colleges may use official game uniforms in scrimmages if they so choose.

Case 10 Pre-Season Scrimmages

SITUATION:

Community College A attends a pre-season basketball scrimmage attended by many NJCAA basketball programs. Student-Athlete R participates in the scrimmage under the scrimmage definition of the NJCAA, then Student-Athlete R does not participate in any regular season games for Community College A. Did Student-Athlete R utilize a season of NJCAA eligibility?

ANSWER:

No. The bylaws of the NJCAA only charge a season of participation for participation in a regular season contest or postseason play. However, it should be noted that both the NCAA and the NAIA may charge a season of participation for any competition against an outside opponent. This includes exhibition, scrimmage or regular contest. Therefore, Student-Athlete R may be jeopardizing a season of eligibility at the four-year level by taking part in the pre-season scrimmage.

Case 11
Spring Volleyball Scrimmages – Participation of High School Athletes

The NJCAA has received numerous calls regarding high school athletes participating with NJCAA colleges during the spring volleyball season. Based upon those questions, the following rulings were developed using current NJCAA guidelines:

1. Anytime the participation of a high school athlete is concerned, the respective state high school activities association should be contacted and presented with the situation. Participation with a NJCAA college could jeopardize a player's remaining high school eligibility in volleyball and/or in another sport at the high school level.
2. Anyone can participate in an open gym as governed by the individual institution. All expenses, however, must be incurred by the participants. The college cannot pay for or reimburse a high school athlete for any expenses.
3. To be eligible to participate in practice sessions and scrimmages, the student must be currently enrolled at the member college and have a valid physical on file at the member college.
4. Participation must be conducted within the guidelines of a scrimmage. (Please refer to items #2 and #3 above.)
5. A high school athlete representing a NJCAA member college will be considered to have used a year of eligibility at the NCAA level, whether charged with a year of eligibility by the NJCAA or not. As an example, wearing a t-shirt with the NJCAA college's name is considered representing that school. Please be extremely cautious when inviting a high school athlete to participate with your program in the spring season.

Case 12
Scrimmaging Prior to or During Postseason Play

SITUATION:

Community College A has qualified through the region to participate in National Championship play in the sport of basketball. During the season, Community College A only utilized three of their allowable four scrimmage dates. May Community College A participate in a scrimmage following regional play, and before the National Championship?

ANSWER:

Yes. Community College A can utilize their final scrimmage date in preparation for National Championship play. A college that has not qualified for further postseason competition, however, may not participate in a scrimmage once their season is completed even though they may have scrimmage dates still available.

Case 13
Scrimmages – Spring Soccer

SITUATION:

Community College A plays 18 soccer games in the fall. How many games and scrimmages can Community College A play in the spring season?

ANSWER:

Community College A is limited to four (4) scrimmage dates in the spring. This maximum of four (4) scrimmage dates remains constant regardless of the number of official games and scrimmages that were played in the fall.

Case 14
Multi – Team Scrimmages – Spring Soccer

SITUATION:

Community College A wants to bring three (3) teams in on a Saturday in the spring and scrimmage each visiting team for 45 minutes. Under the soccer scrimmage allowances is this permissible? How many scrimmages would this count as?

ANSWER:

Yes. Community College A may bring in three teams and scrimmage each of them for 45 minutes on the same day. This type of event would use one (1) of Community College A's four (4) allowable scrimmage dates.

Case 15
Fall Soccer - Number of allowable scrimmages and games

SITUATION:

Community College A is scheduling for the fall 2017 soccer season. How many games are they permitted to schedule?

ANSWER:

Community College A may schedule a maximum of 22 games and or scrimmages in the fall.

Case 16
Spring Soccer - Number of allowable scrimmages and games

SITUATION:

Community College A played 18 games and no scrimmages during the 2017 fall soccer season. How many scrimmages can they schedule for the 2018 spring season?

ANSWER:

Community College A is limited to four (4) scrimmage dates for the spring 2018 season. No games are permitted. The four allowable scrimmage dates remain constant regardless of the number of soccer games and scrimmages contested in the fall season.

Case 17

Fall Volleyball - Number of allowable scrimmage and game dates

SITUATION:

Community College A is scheduling for the fall 2017 volleyball season. How many dates are they permitted to schedule during the fall season?

ANSWER:

Community College A may schedule a maximum of 28 dates in the fall for scrimmages, contests and/or tournaments.

Case 18

Spring Volleyball - Number of allowable scrimmage and game dates

SITUATION:

Community College A played 25 regular season dates in the fall 2017 season. How many dates do they have available during the spring season for games, scrimmages or tournaments?

ANSWER:

Community College A is limited to the number of unused dates from the fall for spring scrimmages. If Community College A played in 25 regular season dates in the fall of 2017, they would have seven (7) scrimmage dates available to them during the spring 2018 season. If Community College A participated in two scrimmage dates and 26 game dates during the fall season, they would have four (4) scrimmage dates available to them for the spring season.

Junior Varsity

Case 1

Community College Junior Varsity Program

SITUATION:

Community College A offers a junior varsity program in baseball, offering a schedule against other colleges' junior varsity teams and/or varsity teams. If the student-athletes participate in the junior varsity program do they use NJCAA eligibility?

ANSWER:

Yes. Community College A must file eligibility for all student-athletes involved and must furnish a schedule for the junior varsity program. No student-athlete may participate in more than the maximum number of contests allowed in that sport as defined by the NJCAA Sports Procedures. Each student-athlete involved in the junior varsity program should be informed that NJCAA eligibility is being utilized.

Case 2

A "How To" for Junior Varsity Eligibility

SITUATION:

If a member college has a varsity and a junior varsity team in the same sport, how is the college to submit eligibility?

ANSWER:

- *The college is to keep records of those who are on each team and when they participate; varsity and JV. Student-athletes may not participate in more than the number of games scrimmages allowed as listed in the NJCAA Sport Procedures. Baseball example: student-athletes are only allowed to play in 56 games in the spring season therefore if a student-athlete who participates on the JV team in 30 games and is moved up to the varsity team may only participate at the varsity level for a maximum of 26 games for a maximum of 56 games for the entire regular season.
- * Stats accumulated in JV games are not to be submitted as national stats. Only stats earned at the varsity level are to be entered into the online stats program.
- *Eligibility must be submitted for all students participating on either the JV or varsity team.
- *Participation on either the JV or the varsity team constitutes a season of eligibility being used regardless of the number of games which they participated.
- *In the case of an eligibility audit, all information for all student athletes in the program must be submitted regardless if they are on the JV or varsity program.

Club Team

Case 1

Declaring Club Team Status after the Start of a Varsity Season

SITUATION:

Community College A begins the women's soccer regular season and participates in the first two contests on their schedule. Due to uncertain circumstances, the women's soccer team wishes to become a club team. What is the correct procedure for Community College A to follow to become a club team after the varsity season has started?

ANSWER:

Community College A must first make this request in writing to the NJCAA National Office. Upon approval, Community College A must complete and submit a Club Declaration Form. These student-athletes have used one season of eligibility within the NJCAA.

Case 2

Individual Competition after Club Designation

SITUATION:

Community College A files an NJCAA Club Declaration Form for wrestling prior to the season schedule. At the completion of the regular season schedule, can Community College A enter as a team in the regional tournament?

ANSWER:

No. Once a college declares themselves as club status for the season they must remain as a club team for the entire season. Student-athletes competing in a recognized individual sport (bowling, cross country, golf, indoor track and field, outdoor track and field, swimming and diving, tennis, or wrestling) no longer may qualify for region, district or national competition.

Case 3**Competition during a Regional or National Championship Meet****SITUATION:**

Community College A's swimming season spans over two terms. At the beginning of the season, Community College A filed an NJCAA Club Declaration Form. Can student-athletes compete in the Regional or National Meet?

ANSWER:

No. Only those student-athletes who have been certified through the NJCAA online eligibility system are eligible for postseason competition. Members of a designated club team are not eligible for postseason competition.

Case 4**Club Team Participation in Regional, District or National Competition****SITUATION:**

Community College A files an NJCAA Club Declaration Form for their track and field team. Several members of the team have met the qualifying standards and satisfy NJCAA Rules of Eligibility. If an eligibility form is submitted prior to the deadline date, can these student-athletes participate in postseason competition as individuals?

ANSWER:

No. Individuals competing in Regional, District and National competition must be from varsity programs and may not have been on a club team during the season.

Case 5**Varsity and Club Teams in the Same Sport****SITUATION:**

Can a member college sponsor a club team and an intercollegiate varsity or JV team in the same sport?

ANSWER:

No. A college must either compete on a club basis or on an intercollegiate varsity level in any one sport. A college competing on a varsity level may also field a JV team, all members must meet the NJCAA Rules of Eligibility and have their eligibility submitted online prior to competition. Each student-athlete must conform to the regulation regarding the number of contests per sport.

Case 6**Varsity and Club Teams in the Same Sport****SITUATION:**

Can a member college sponsor a basketball club team administered by the student-activities office and an intercollegiate basketball team administered by the Athletic Department?

ANSWER:

No. A member college may not sponsor a club team and a varsity team in the same sport even if the teams are administered by different areas of the college. The member college is the member and must adhere to all NJCAA rules not just the college's athletic department.

Case 7**Fall Club Declaration in a Spring Sport****SITUATION:**

Community College A conducts their regular baseball season during the spring term. They also conduct a season during the fall term and schedule a few games. Is it possible for Community College A to declare their fall program as a club and also have a regular intercollegiate program during the spring, all of which takes place during the same academic year?

ANSWER:

No. Once a college designates a sport as being club, they cannot revert to a varsity intercollegiate program during the same academic year.

Case 8**Club Participation and Transferring****SITUATION:**

Community College A has a varsity sport that shifts to club status after 2 games. If student-athletes transfer from Community College A to Community College B, will Student-Athlete R lose a year of eligibility?

ANSWER:

Yes. NJCAA bylaws state that participation in a fraction of any regularly schedule contest during the academic year constitutes one (1) season of participation in that sport. The NJCAA charges a season of eligibility for participation on a collegiate club team.

Case 9**Eligibility Charged for Club Participation****SITUATION:**

Student-Athlete R participates in basketball at Community College A for one season on a club level basis. Community College A plans to participate on a varsity level the following year. What requirements must Student-Athlete R meet to be eligible the following season?

ANSWER:

Student-Athlete R has used one season of eligibility for his/her participation on the club team the previous season. Therefore Student-Athlete R must meet the academic progress requirements as well as requirements for second season of participation.

NOTE: Participation on a “club team” at the four-year and/or two-year non-member college level will constitute a season of NJCAA eligibility in that sport.

Case 10**Participation on a Club Team at a Four-Year Institution****SITUATION:**

Student-Athlete R participates in lacrosse at Four-Year Institution X during the previous academic year. Does his/her participation on this team constitute as using a season of eligibility even though the club lacrosse team is not affiliated with the athletic department at the university and that the team’s coach is not employed by the athletic department?

ANSWER:

Yes. As the bylaw states, any participation on a collegiate club team in any one of the certified sports of the NJCAA is counted as using a season of eligibility. Therefore Student-Athlete R would be an incoming second season athlete at the NJCAA member college he/she is transferring to.

Case 11**Participation on Club Teams before Becoming a Member of the NJCAA****SITUATION:**

Student-Athlete R participated on a club team for Community College A during the last two (2) basketball seasons. Community College A was not a member of the NJCAA during that time and therefore was not required to file the Club Declaration Form in the NJCAA. Community College A is now a member of the NJCAA and is planning to sponsor a varsity basketball team. How many seasons of eligibility does Student-Athlete R have remaining within the NJCAA in the sport of basketball?

ANSWER:

None. Student-Athlete R would not be eligible for varsity participation within the NJCAA because of the two previous seasons of participation on Community College A’s club team. Even if the college was not a member of the NJCAA and/or the Club Declaration Form was not filed with the NJCAA National Office, Student-Athlete R will still be charged with a season of eligibility for each season of participation on a college sponsored club team.

Case 12**College “Club” Team Participation****SITUATION:**

Student-Athlete R attended University X for two semesters and participated on the “club” soccer team during the fall semester. The club soccer team at University X regularly competes against other university club teams in the area but never against a varsity team. Student-Athlete R transfers to Community College A and wants to play soccer. How many seasons of NJCAA eligibility does he have remaining?

ANSWER:

Student-Athlete R has one (1) season of NJCAA eligibility remaining in the sport of soccer. Participation in intercollegiate sports regardless of the level (varsity, JV, club) will utilize a season of NJCAA eligibility.

Article IX - Constitution and Bylaw Changes

Case 1**Deadlines for Eligibility Rule Changes for Handbook****SITUATION:**

Community College A is interested in proposing their own eligibility rule change. Is a member college able to make this proposal? When are eligibility bylaw proposals voted on by the membership?

ANSWER:

Member colleges may not propose their own bylaw proposals, however if a college has a proposal, they must receive approval of their region before submission. Only the NJCAA National Office, the NJCAA Executive and Eligibility Committee members, duly elected NJCAA Presidential Representatives, NJCAA Regional Directors and NJCAA Sport Committees may submit proposals. All proposals are due to the National Office no later than December 1st of that academic year. Once proposals are approved by the Executive and Eligibility Committees they go to the membership for voting in that year at the Annual Meeting.

Article XII - National Tournament Qualification

Case 1 Determination of .500 Record

SITUATION:

Community College A plays 18 soccer games. Ten (10) days prior to the district tournament their overall record is 8-8-2 which is not a .500 winning percentage as required by the bylaw. Is Community College A eligible for district play with an 8-8-2 record?

ANSWER:

Yes. To determine the .500 record, the ties are eliminated which leaves the school with an 8-8 record which is a .500 winning percentage as required by the bylaw.

Case 2 Section 2 – Fall Qualifying for Spring Nationals

SITUATION:

Community College A's regular season in golf is in the fall. At Community College A's regional tournament, teams compete to qualify for Nationals which is in the spring. This region does not play during the spring term. What are the eligibility requirements of those student-athletes who have qualified in the fall for spring nationals?

ANSWER:

According to this bylaw student-athletes may participate in the spring nationals provided that the student-athletes are enrolled full-time at the college where they have qualified during the term when spring nationals are held. The spring class schedules for each of these student-athletes must be submitted to the NJCAA National Office prior to competition in nationals.

Case 3 Participation Prior to Postseason Competition

SITUATION:

Community College A qualifies for national tournament play in softball. Can Community College A continue to compete following the district play in preparation for the national tournament?

ANSWER:

If Community College A has not utilized their 30 playing dates (scrimmages and game dates combined) during the regular season, they may continue to compete against outside competition in **scrimmages only**. It is not permissible to schedule a regular season contest once postseason has begun. Once a team is no longer able to advance to the national championship, all competition against outside teams or individuals must stop even if they have playing dates available as per the NJCAA Sports Procedures.

Article XVIII - Sportsmanship

Ejections

Case 1 Violent Ejection – Soccer

SITUATION:

Student-Athlete R is red carded from a soccer match and the action is considered to be violent by the referee in charge of the game. How many games must the student-athlete sit out for this ejection?

ANSWER:

The NJCAA ejection policy would require the student-athlete to sit out the next two scheduled games. In this instance, the NJCAA Ejection Policy is more stringent than the NCAA soccer rules. If the student-athlete was ejected for fighting, the NCAA soccer rules would mandate a two-game suspension and would be consistent with the NJCAA Ejection Policy. In all instances of ejection, the stricter of the sport game playing rules, conference rules or the NJCAA Ejection Policy must be adhered to.

NOTE: The NJCAA Game-Ejection Form must be filed with the region in accordance with the Ejection Policy.

Case 2 Baseball Ejections – NJCAA and NCAA Penalties

Please be advised that you must apply the more stringent rule in every specific instance.

Case 3
Coach Ejected from Game

SITUATION:

The basketball coach at Community College A is ejected from a game after receiving two technical fouls on Thursday, during a three-day tournament. May the coach be involved coaching his/her team on Friday? If the coach enters the building and/or coaches the team on Friday, what are the implications?

ANSWER:

Article XVIII of the NJCAA bylaws states the NJCAA Sportsmanship and Ejection Policy. This policy would mandate that the coach be suspended for the next scheduled game in which Community College A participates. In the precise situation presented above, this coach would not be allowed to coach on Friday. Article XVIII indicates that the suspended coach/player/staff member shall not be allowed in the facility/gym/field complex before or during the contest and may not coach or participate before the game, during the play, or at halftime. Suspended individual must remain out of sight and sound of and from the venue while serving a suspension.

If the coach does not adhere to the suspension penalty, he/she will be required to sit out the next two games (penalty doubles) and the team must forfeit any victory obtained while the college was not in compliance.

Non-Compliance

Case 1
Ejection Policy Violation – Player does not Serve the Penalty for a Non-Violent Ejection

SITUATION:

Student-Athlete R is a baseball player and is ejected for a non-violent offense from the first game of a double-header. He plays in the second game of the double-header on that same day. Has the Ejection Policy been violated and if so, what are the penalties?

ANSWER:

Yes. There has been a violation of the Ejection Policy. When a student-athlete or coach is ejected from a game for a non-violent offense, a one-game suspension is to be served during the next regularly scheduled game including regular and postseason games. Because Student-Athlete R did not “sit out” the second game of the double-header, that game and all games that Student-Athlete R participates in until he serves his suspension must be forfeited. In addition, because Student-Athlete R did not sit out the next regularly scheduled game, the suspension doubles and the coach must serve the doubled portion of the violation as set forth in the Ejection Policy.

NOTE: An ejected student-athlete remains ineligible until the suspension is fully served. All games played by the student-athlete while ineligible must be forfeited.

Case 2
Article XVIII Section 1.A.2.g.1 and Section B.2.d.1
Ejection Policy Violation – College does not Report an Ejection to the Region

SITUATION:

There is a non-violent ejection of a student-athlete during a game that is being played on a Friday. The student-athlete served a one-game suspension for the following game which was game one of a double-header that is being played the next day, Saturday. The student-athlete then participates in the second game of the same double-header. The ejection is reported to the Region on the following Tuesday. Has the Ejection Policy been violated and if so, what are the penalties?

ANSWER:

Yes, there has been a violation of the Ejection Policy. Ejections must be reported to the Region by noon on the following business day. In this case, the ejection should have been reported by the college to the Region by noon on the following Monday. Because the ejection was not reported to the Region by noon on the next business day, the penalties double resulting in an additional game suspension (2 games in total) and the second game on Saturday's double-header must be forfeited for failure to report. For the first occurrence, the penalties will double, with the head coach serving the doubled portion of the penalty and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.

Case 3
Traveling While Serving Suspension Penalty

SITUATION:

The day before Community College A is to depart for a two-day road trip, Student-Athlete R (a baseball player) is ejected from the second game of a double-header for a non-violent ejection. May Student-Athlete R travel with the team on the first day of the scheduled two-day road trip and participate in Game 2 of the next day's double-header?

ANSWER:

Yes. In the case of a multiple day, multiple game road trip, Student-Athlete R would be allowed to travel with the team but would not be allowed to dress or be in the playing venue for Game 1 of the first day's double-header. Community College A must arrange for the supervision of Student-Athlete R during the game in which he is serving his suspension for the previous day's ejection.

Case 4
Sportsmanship – Wrestling

SITUATION:

Student-Athlete R is participating in the sport of wrestling and is ejected from a match due to a violent act. How long will Student-Athlete R be unable to participate based on the ejection?

ANSWER:

Based on the NCAA Rules of Wrestling, Student-Athlete R would be ejected for the remainder of the event/tournament. In addition, based on Article XVIII of the NJCAA bylaws, Student-Athlete R would also be suspended for the next two scheduled events/tournament. If a college is unable to identify the contests which must be sat out, the NJCAA National Office will view the sport schedule and issue a ruling.

Case 5**Sportsmanship – Individual Sports and the Ejection Policy****SITUATION:**

How does the NJCAA Ejection Policy affect individual sports such as cross country, golf, half marathon, track and field, swimming and diving, and tennis?

ANSWER:

If a student-athlete in the sport of cross country, golf, half marathon, track and field, swimming and diving or tennis is ejected for a non-violent action he/she would sit out the remainder of that day's competition and the next scheduled day of competition for that particular individual.

NOTE: If the individual sport playing rules provide for stricter sanctions, the stricter sanctions would apply.

Case 6**Ejection Policy – Inclement Weather****SITUATION:**

Student-Athlete R is ejected from a baseball game on March 1st. On the original published schedule for Community College A, the next scheduled game is to be played on March 5th. However, due to inclement weather a makeup game was scheduled on March 2nd to be played on March 3rd. When must Student-Athlete R sit out his one game suspension?

ANSWER:

Student-Athlete R must sit out the next regular season game as listed on the official schedule at the time of the ejection: the March 5th game. Because the March 3rd game was not on the official schedule at the time of the ejection, the student-athlete may not serve his suspension during this game.

Case 7**Ejection Policy – Incomplete Game****SITUATION:**

Community College A is playing a softball game on March 15th. On the regular season schedule for Community College A, the next 2 games are scheduled for March 16th and March 17th. During the 3rd inning of the game played on the 15th, the head coach is ejected and leaves the playing area. In the 4th inning, the officials halt the game due to rain. A complete game is not recorded. What is the status of the head coach for those games scheduled for March 16th and March 17th?

ANSWER:

Because an official game was not recorded as per the rules of that sport, the head coach must sit out the next game on the schedule on March 16th. If the rainout game that occurred on March 15th is continued or replayed at another time, the head coach must serve his/her suspension during that game.

Case 8**Ejections – Entering the Spectator Area****SITUATION:**

During a soccer game at Community College A, the ball is kicked out-of-bounds into the bleachers. Student-Athlete R, a participant in the game for Community College A, runs into the bleachers to retrieve the ball. Is Student-Athlete R in violation of the Ejection Policy for entering the spectator area (Article XVIII)?

ANSWER:

No. However, if Student-Athlete R entered the spectator area or bleachers to engage in any type of verbal or physical conflict then the student-athlete would be immediately ejected from the contest and suspended from all intercollegiate athletic contests at Community College A for the remainder of the academic year including postseason competitions and/or playoffs.

Note: This rule applies to any player, coach, or bench personnel that leaves the playing area and enters the spectator area of the facility.

Case 9**Section 1.A.1.b – Bench Personnel****SITUATION:**

Two opposing players in a basketball game get tangled up when going for a loose ball. Emotions get the best of both players and they both jump up quickly to physically challenge the other. Uniformed members of the team that are currently sitting on the bench rush onto the court when the two players physically challenge each other. What is the appropriate penalty with this situation?

ANSWER:

Even though there were no punches thrown, no fight and neither of the two players that became entangled were ejected; anyone other than the Head Coach who left the bench area should be ejected from the game for violent behavior. Article XVIII requires any bench personnel other than the Head Coach or the person serving as the Head Coach in the absence of the Head Coach who leaves the bench when a fight may break out or has broken out to be ejected for violent behavior. It is the assistant coaches and other bench personnel's responsibility to ensure that other team members do not enter the playing area. In this case, multiple individuals are ejected from the contest. Due to the multiple ejections this incident must be reported to the NJCAA National office by noon the next business day.

Case 10
Wrongfully Ejected from a Game – Video Evidence

SITUATION:

Student-Athlete R, a softball player from Community College A, was ejected for a violent behavior from a game against Community College B when it should have been Student-Athlete Q from Community College B, according to the coach at Community College A. Community College A has already sent in video evidence to the NJCAA National Office for review of this wrongful ejection. What happens to Student-Athlete R from Community College A and her two-game suspension while the National Office is reviewing the evidence? What happens if it is determined by the National Office that Student-Athlete Q from Community College B should have been the student-athlete ejected instead?

ANSWER:

Student-Athlete R from Community College A must serve her two-game suspension while the National Office is reviewing the video evidence. If Student-Athlete R serves her two-game suspension and then the National Office rules that she was wrongfully ejected, there is no further action taken.

If it is determined that Student-Athlete Q from Community College B should have been ejected, then she must serve a two-game suspension starting with the next game on the schedule after the ruling made by the National Office.

Case 11
Reporting an Ejection

SITUATION:

During a volleyball game at Community College A Student-Athlete R from Community College B receives a non-violent ejection and is ejected from the game. Which institution is responsible for reporting the ejection?

ANSWER:

The director of athletics at each institution involved shall complete the game ejection form and notify their respective region director of the ejection(s) issued; by noon local time of the first business day following the ejection.

Case 12
Non-Collegial Incident

SITUATION:

Following the conclusion of a basketball game, while going through the handshake line, two opposing players get into a verbal and physical altercation. There are no ejections since the game has concluded and the referees have left the court area. What is the required procedure for dealing with this incident?

ANSWER:

NJCAA bylaws require that all non-collegial incidents be reported to the NJCAA National Office by noon the next business day. While there were no ejections, the NJCAA National Office has the ability and authority to review the case and apply appropriate penalties/suspensions to those individuals who have failed to uphold the expected standards of conduct before, during or after a contest.

Case 13
Unsure if the Incident Should be Reported to the NJCAA National Office or Not

SITUATION:

In any incident that occurs before, during or after a contest where it could be interpreted that the individuals involved did not uphold the NJCAA expectation of developing and fostering respect for fellow participants, coaches, officials and or spectators, should this incident be reported to the NJCAA National Office?

ANSWER:

It is the expectation of the NJCAA that all participants will recognize their responsibility for proper conduct before, during and after every contest. The rule of thumb should be to report all incidents. Just because the incident is reported does not automatically mandate that suspensions will result. It is better to report and have the incident reviewed and find no violation then to not report and have an issue of non-compliance for failing to report which results in additional sanctions.



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NJCAA HONORS

The NJCAA annually recognizes individuals who have distinguished themselves on a national level through service, merit or achievement. The Committee on Service and Recognition is responsible for receiving nominations and recommending qualified candidates to the Board of Directors for final selection.

1. Nominations for awards must be made to the Chairperson of the Committee on Service and Recognition no later than **December 1st**. To be considered, nominations must be in written narrative form, between 50-350 words, contain full biographical information about the candidate and should carry the approval of the respective Regional Director.
2. Candidates not selected during the year they are first nominated may be considered the following year.
3. Awards may be made posthumously; however, it is hoped that insofar as possible, deserving persons may be identified and honored in person.
4. **The Achievement Award** is given to those who have displayed outstanding athletic ability in national, Olympic or international competition, and who possess excellent ethical character. The nominee must be out of a member college five years before eligible for nominations. (Three of these awards may be given annually.)
5. **The Service Award** is given to those, most often not an athlete, who have made significant contributions to junior college athletics on a national level for an extended period of time. Each year, one of the Service Awards is reserved for a member of the media. If there is not a qualified candidate from the media another qualified candidate may be considered. (Four of these awards may be given annually.)
6. **The Loyalty Award** is given to an active Athletic Director at a member college who has worked to uphold the ideals of the NJCAA. Significant to this award is leadership in an athletic program exemplifying excellence both on the field and in the classroom. (One of these awards may be given annually.)
7. **The Merit Award** is given to former junior college athletes who have distinguished themselves and are recognized nationally for their achievements in a variety of appropriate fields. (Three of these awards may be given annually.)
8. **The Reed K. Swenson Leadership Award** is given to outstanding Americans who have contributed in general to the intercollegiate athletic scene.
9. **The Appreciation Award** may be given to individuals and institutions at the discretion of the Executive Director of the NJCAA.
10. **The George E. Killian Award of Excellence** is given to individuals dedicated to the ideals of volunteerism, achievement, service, leadership and excellence as exemplified by the namesake of this award.
Criteria:
 - Open to all Regional Directors, Assistant Regional Directors, Coaches Association Presidents, Presidential Representatives and Officers with a minimum of two years of service to the NJCAA.
 - Two recipients named annually.
 - \$500 stipend to be awarded to the recipients region.
 - Selection is based on timeliness and assistance to the NJCAA National Office in relation to: sport committees, polls, All-American nominations, committee service, active involvement, Championship Host and Tournament Representative.

A complete history and listing of each award is available online at
www.njcaa.org/awards/honors

NJCAA ACADEMIC STUDENT-ATHLETE AWARDS

Individual All-Academic Awards

The NJCAA will honor student-athletes in all sports for outstanding academic achievement according to the following criteria:

Nomination Criteria

- Must have completed 2 full-time semesters or 3 full-time quarters of college work.
- Must have participated in at least one season at the varsity level at the college from which he/she is nominated.
- Minimum of 24 semester-hours or 36 quarter-hours completed in the current academic year.
- Minimum 3.6 grade-point average on a 4.00 scale
 - **NJCAA All-Academic First Team:** 4.00 GPA on a 4.00 scale
 - **NJCAA All-Academic Second Team:** 3.80 to 3.99 GPA on a 4.00 scale
 - **NJCAA All-Academic Third Team:** 3.60 to 3.79 GPA on a 4.00 scale

Nomination Process

1. In order to ensure consistency and fairness across teams, ALL All-Academic Award nominations should be completed by the same staff member.
2. NJCAA member college Athletic Directors will be responsible for the online submission and the accuracy of the information submitted. If requested, the athletic director must provide supporting documentation.
3. In computing the final grade-point average, ALL course hours from the current academic year must be included and any class completed and grade posted by the deadline must be used:
 - a. Inclusive of all failing grades (Fs)
 - b. With the exception of remedial/developmental course work which cannot be used to meet the requirements for this award.
 - c. Transfer hours (hours completed at another institution) completed during the current academic year must be included.
 - d. Not including hours completed outside the current academic year (August 1 – June 15)
4. Nomination must be made during academic year in which participation occurred.
5. **Deadline date for online submission for all sports: JUNE 15**
6. The list of Academic Award winners will be released to the appropriate media.
7. Requests for exceptions must be submitted in writing to the NJCAA Executive Director no later than June 1st of the year of participation for the award. All rulings will be made in conjunction with the chair of the All-American Committee.

NJCAA TEAM ACADEMIC AWARDS

The NJCAA will select and honor an athletic team for each sport as the NJCAA Academic Team of the Year based upon the criteria below. If no qualifying teams are nominated in a particular sport, no winner will be selected for that sport.

Nomination Criteria

- Minimum 3.0 team grade-point average for the current academic year only.
- Minimum number of student-athletes certified on the eligibility form for the respective sport based on the following:

Sport	#	Sport	#	Sport	#	Sport	#
Baseball	9	Basketball	5	Bowling	3	Cross Country	4
Football	11	Golf	4	Half Marathon	3	Ice Hockey	6
Indoor Track & Field	3	Lacrosse	10	Outdoor Track & Field	3	Soccer	11
Softball	9	Swimming & Diving	3	Tennis	3	Volleyball	6
Wrestling	3						

Nomination Process

1. In order to ensure consistency and fairness across teams, ALL Academic Team of the Year nominations should be completed by the same staff member. The athletic director is responsible for nominating the sports teams via the online submission which he/she feels is worthy of the honor and meets the nomination criteria.
2. The athletic director is responsible for the accuracy of the information provided on the nomination form and, if requested, must provide supporting documentation.
3. Every student-athlete certified on all eligibility forms (original and supplemental) will be used to calculate the team's overall grade-point average. This includes:
 - Non-participants
 - Any athletes who did not withdraw prior to the 15th calendar day of the term
 - For athletes who did not complete a term, hours attempted must still be entered even if no quality points were earned.
4. In computing the final grade-point average, ALL course hours from the current academic year must be included and any class completed and grade posted by the deadline must be used:
 - a. Inclusive of all failing grades (Fs)
 - b. With the exception of remedial/developmental course work which cannot be used to meet the requirements for this award.
 - c. Transfer hours (hours completed at another institution) completed during the current academic year must be included.
 - d. Not including hours completed outside of the current academic year (August 1 – June 15)
5. **Deadline date for online submission for all sports: JUNE 15**
6. Requests for exceptions must be submitted in writing to the NJCAA Executive Director no later than June 1st of the year of participation for the award. All rulings will be made in conjunction with the chair of the All-American Committee.

BETTY JO GRABER FEMALE STUDENT-ATHLETE OF THE YEAR & DAVID ROWLANDS MALE STUDENT-ATHLETE OF THE YEAR

The NJCAA will honor a Male and Female Student-Athlete of the Year.

1. The student-athlete will be nominated for this award by his/her athletic director, with approval from the college president.
2. The criteria for selection will be based on the following: athletic ability and achievement.
 - a. The student-athlete must have a minimum 2.0 GPA and must have completed his/her second year of NJCAA competition.
 - b. The student-athlete must have achieved NJCAA All-American status at least one year in his/her sport.
 - c. The nomination form, two 3x5 pictures, a copy of his/her college transcript, and any supporting documentation (letters of recommendation, newspaper clippings, statistical reports, etc. will be submitted directly to the NJCAA National Office).
3. Nominations must be submitted annually via an online nomination process, on or before **JUNE 25**.
4. A \$1000 honorarium will be awarded to the member college from which the respective award winners are nominated. This honorarium is to be used by the college to acknowledge/celebrate the student-athlete's accomplishments.
5. Award winners will receive a ring from the NJCAA.
6. Award winners will be chosen by the NJCAA Executive Committee.

LEA PLARSKI AWARD

The NJCAA will select a male or female student-athlete to receive the Lea Plarski Award.

1. The student-athlete will be nominated for this award by his/her athletic director, with approval from the college president.
2. The criteria for selection will be based on the following: sportsmanship, leadership, community service, academic excellence, athletic ability and achievement, and other activities within the college.
3. The nomination form, two 3x5 pictures, a copy of his/her college transcript, and any supporting documentation (letters of recommendation, newspaper clippings, statistical reports, etc. will be submitted directly to the NJCAA National Office).
4. Nominations must be submitted annually via an online nomination process, on or before **JUNE 25**.
5. A \$1000 honorarium will be awarded to the member college, from which the respective award winner is nominated. This honorarium is to be used by the college to acknowledge/celebrate the student-athlete's accomplishments.
6. Award winners will receive a ring from the NJCAA.
7. Award winners will be chosen by the NJCAA Executive Committee.

ALL-AMERICAN AWARDS

Philosophy Statement: "The NJCAA All-American Award shall recognize the most outstanding student-athlete in his/her sport, regardless of geographical location. The NJCAA All-American Award shall reflect the excellence of junior college athletics by identifying our finest athletes. As well, those chosen should also exhibit the qualities of good sportsmanship and citizenship as endorsed by the NJCAA. In doing so we enhance the image of all NJCAA programs and our student-athletes."

All-America Nomination and Selection Guidelines*

1. A Region Director or designated representative will input their All-America nominees in rank order into the NJCAA All-America Nomination online form within seven business days following the conclusion of the national tournament.
2. All-Region Team selection procedures and deadlines shall be determined by each region.
3. Region Directors will be provided access to the online NJCAA All-America Nomination form via email and through the Region Director portal on the NJCAA website.
5. A college may nominate its own student-athletes for All-America honors if all of the following conditions are met:
 - a) There are less than three teams from the region playing in their division
 - b) An All-Region team is not selected
 - c) The Region Director hasn't notified the national office that no nominations will be submitted
4. Playing statistics for all student-athletes being nominated for All-America status must be up-to-date in the Presto Sports NJCAA Stat System. Nominee(s) will not be considered if schools only have up-to-date statistics for that nominee.
5. All required pictures will be requested by the NJCAA.
6. The respective Sport Committee will determine All-Americans via conference call or a face-to-face meeting **to include the Coaches Association President or his/her divisional designee.**
7. **Rankings of nominees submitted by a region or district are to be utilized as a guideline.**

**Pertains only to baseball, basketball, ice hockey, lacrosse, soccer, softball and volleyball.*

Baseball Division I:

All-American Nomination Procedure: Regions must select an All-Region Team and submit those nominees in rank order (1-11, + a DH) through the online form. For those districts containing multiple regions, District Directors will be sent their respective All-Region teams will select an All-District team from those All-Region teams submitted. District Directors will submit the names of the players on their respective All-District team in rank order (1-10, + a DH) to the NJCAA National Office and Baseball Chair. All-Americans will be selected from the All-District teams.

Number AA/Positions Chosen: 54 Total

First Team: 4 Infielders, 3 Outfielders, 1 Catcher, 1 DH, and 3 Pitchers

Second Team: Same as above

Third Team: Same as above

Honorable Mention: 18 Total players

Baseball Division II:

All-American Nomination Procedure: Regions must select an All-Region Team and submit those nominees in rank order (1-11, + a DH) through the online form. For those districts containing multiple regions, District Directors will be sent their respective All-Region teams and will select an All-District team from the All-Region teams submitted. District Directors will submit the names of the players on their respective All-District team in rank order (1-10, + a DH) to the NJCAA National Office and Baseball Chair. All-Americans will be selected from the All-District teams.

Number AA Positions Chosen: 36 Total

First, Second and Third Teams shall consist of: 4 Infielders, 3 Outfielders, 1 Catcher, 1 DH, and 3 Pitchers each

Baseball Division III:

All-American Nomination Procedure: Regions must select an All-Region Team and submit those nominees in rank order (1-11, + a DH) through the online form. For those districts containing multiple regions, District Directors will be sent their respective All-Region teams and will select an All-District team from the All-Region teams submitted. District Directors will submit the names of the players on their respective All-District team in rank order (1-10, + a DH) to the NJCAA National Office and Baseball Chair. All-Americans will be selected from the All-District teams.

Number AA Positions Chosen: 36 Total

First, Second and Third Teams shall consist of: 4 Infielders, 3 Outfielders, 1 Catcher, 1 DH, and 3 Pitchers each

Basketball Division I (Men):

Nomination Procedure: See All-American Nomination Guidelines at the top of this section. Regional Director will submit nominees in rank order through the online form.

Number AA/Positions Chosen: 50 Total

First Team: 10

Second Team: 10

Third Team: 10

Honorable Mention: 20

Basketball Division II (Men):

Nomination Procedure: See All-American Nomination Guidelines at the top of this section. Regional Director will submit nominees in rank order through the online form.

Number AA/Positions Chosen: 30 Total

First Team: 10

Second Team: 10

Third Team: 10

Basketball Division III (Men):

Nomination Procedure: See All-American Nomination Guidelines at the top of this section. Regional Director will submit nominees in rank order through the online form.

Number AA/Positions Chosen: 20 Total

First Team: 5

Second Team: 5

Third Team: 5

Honorable Mention: 5

Basketball Division I (Women):

Nomination Procedures: See All-American Nomination Guidelines at the top of this section. Regional Director will submit nominees in rank order through the online form.

Number AA/Positions Chosen: 50 Total

First Team: 10

Second Team: 10

Third Team: 10

Honorable Mention: 20

Basketball Division II (Women):

Nomination Procedures: See All-American Nomination Guidelines at the top of this section. Regional Director will submit nominees in rank order through the online form.

Number AA/Positions Chosen: 30 Total

First Team: 10

Second Team: 10

Third Team: 10

Basketball Division III (Women):

Nomination Procedures: See All-American Nomination Guidelines at the top of this section. Regional Director will submit nominees in rank order through the online form.

Number AA/Positions Chosen: 20 Total

First Team: 5

Second Team: 5

Third Team: 5

Honorable Mention: 5

Bowling (Men & Women):

How Selected: By finish at NJCAA Championship

Total Finishers receiving AA Status: 8 (M), 8 (W)

First Team: Top eight finishers in the All-Events Competition (12 Game Total)

Cross Country Division I (Men & Women):

How Selected: By finish at NJCAA Championship

Total Finishers receiving All-American status: 15 (M), 15 (W)

First Team: Finishers 1 thru 5

Second Team: Finishers 6 thru 10

Honorable Mention: Finishers 11 thru 15

Cross Country Division III (Men & Women):

How Selected: By finish at the NJCAA Championship

Total Finishers receiving All-American status: 15 (M), 15 (W)

First Team: Finishers 1 thru 5

Second Team: Finishers 6 thru 10

Honorable Mention: Finishers 11 thru 15

Football:

Nomination Procedure: Conference Directors or independent colleges shall submit all nominations through the NJCAA All-Conference Submission/All-American Nomination online form. All-Conference Team selection procedure and deadlines shall be determined by each conference. Teams that are not affiliated with a Conference shall submit their own nominations through the online form. The Conference Director shall rank all nominations submitted from his conference. This ranking must be done in each player category (Wide Receiver, 2; Tight End, 1; Quarterback, 1; Running Back, 2; Offensive Line, 5; Defensive Line, 4; Linebacker, 3; Defensive Back, 4; Punter, 1; Kicker, 1; and Return Specialist, 1). In addition, each Conference should select the one player whom they rank as the *number one football player* from their Conference, either on offense or defense. Playing statistics for all student-athletes being nominated for All-American status must be up-to-date in the Presto Sports NJCAA Stat System. Nominee(s) will not be considered if schools only have up-to-date statistics for that nominee. Conference Directors and independent colleges will be provided access to the online NJCAA All-Conference Submission/All-America Nomination form via email.

Number AA/Positions Chosen: Up to 75 players may be named

First Team:	Second Team:	Honorable Mention:
Offense – 11	Offense – 11	Offense - 11
(Offensive All-Americans 1 Quarterback, 2 Running back, 2 Wide receiver, 1 Tight end, 5 Offensive line)	(Offensive All-Americans 1 Quarterback, 2 Running back, 2 Wide receiver, 1 Tight end, 5 Offensive line)	Defense - 11
Defense - 11	Defense - 11	Kicking Specialists - 3
(Defensive All-Americans: 4 Defensive Line, 3 Linebackers, 4 Defensive Back)	(Defensive All-Americans: 4 Defensive Line, 3 Linebackers, 4 Defensive Back)	
Kicking Specialists - 3	Kicking Specialists - 3	

Golf Division I (Men):

How Selected: By finish at NJCAA Championship
Total Finishers receiving AA Status: 18 and ties
First Team: Top six finishers and ties
Second Team: Next six finishers and ties
Honorable Mention: Next six and break ties as USGA procedures

Golf Division II (Men):

How selected: By finish at NJCAA Championship
Total Finishers receiving AA Status: 26 and ties
First Team: Top eight finishers and ties
Second Team: Next eight finishers and ties
Honorable Mention: Any remaining positions through 26th and ties

Golf Division III (Men):

How selected: By finish at NJCAA Championship
Total Finishers receiving AA Status: 18
First Team: Top six finishers
Second Team: Next six finishers
Honorable Mention: Next six finishers

Note: Ties will be broken by matching cards to determine the order of finish. A playoff will be conducted to determine the individual champion.

Golf (Women):

How Selected: By finish at NJCAA Championship
Total Finishers receiving AA Status: 18 and ties
First Team: Top six finishers and ties
Second Team: Next six finishers and ties
Honorable Mention: Next six finishers and ties

Playing statistics for all student-athletes who earn All-American status at the National Championship must be current and printed from the Golf Stats website (**Men Division I & Women**). Playing statistics for all student-athletes who earn All-American status at the National Championship must be current and printed from the NJCAA website (**Men's Division II & III**). Any non-member of the coaches association will be provided an opportunity to post stats on the NJCAA website.

Half Marathon (Men):

How Selected: By finish at NJCAA Championship
Total Finishers Receiving AA Status: 6 Total
First Team: Top six finishers



Half Marathon (Women):

How Selected: By finish at NJCAA Championship

Total Finishers Receiving AA Status: 6 Total

First Team: Top six finishers

Lacrosse (Men):

Nomination Procedures: See All-American Nomination Guidelines at the top of this section.

Number AA/Positions Chosen: 26

First Team: 13

Second Team: 13

Lacrosse (Women):

Nomination Procedures: See All-American Nomination Guidelines at the top of this section.

Number AA/Positions Chosen: 16

First Team: 16 (Attack, Midfielder, Defense, Goalie)

Soccer Division I (Women):

Nomination Procedure: See All-American Nomination Guidelines at the top of this section. Selection criteria will include statistics, strength of wins/losses, strength of schedule, strength of region.

Number AA/Positions Chosen: 33 Total

First Team: 11 (2 Forwards, 2 Midfielders, 2 Defenders, 1 Goalkeeper, 4 any position)

Second Team: 11 (Same as above)

Honorable Mention: 11 (Same as above)

Soccer Division III (Women):

Nomination Procedure: See All-American Nomination Guidelines at the top of this section.

Number AA/Positions Chosen: 22 Total

First Team: 11 (2 Forwards, 2 Midfielders, 2 Defenders, 1 Goalkeeper, 4 any position)

Second Team: 11 (Same as above)

Soccer Division I (Men):

Nomination Procedure: See All-American Nomination Guidelines at the top of this section.

Number AA/Positions Chosen: 33 Total

First Team: 11 (7 Forwards/Midfielders, 3 Defenders, 1 Goalkeeper)

Second Team: 11 (Same as above)

Third Team: 11 (Same as above)

Soccer Division III (Men):

Nomination Procedure: See All-American Nomination Guidelines at the top of this section. Regions with less than three teams participating are limited to a maximum of two individual nominations per college.

Number AA/Positions Chosen: 22 Total

First Team: 11 (2 Forwards, 2 Midfielders, 2 Defenders, 1 Goalkeeper, 4 any position)

Second Team: 11 (Same as above)

Softball Division I:

Nomination Procedure: See All-American Nomination Guidelines at the top of this section. AA will be selected by the Division I Softball Committee.

Number AA/Positions Chosen: 48 Total

First Team: 16 (5 Battery, 5 Infielders, 4 Outfielders, 1 DP, 1 Utility player)

Second Team: 16 (Same as above)

Third Team: 16 (Same as above)

Softball Division II:

Nomination Procedure: See All-American Nomination Guidelines at the top of this section. AA will be selected by the Division II Softball Committee.

Number AA/Positions Chosen: 39 Total

First Team: 13 (4 Battery, 4 Infielders, 3 Outfielders, 1 DP, 1 Utility player)

Second Team: 13 (Same as above)

Third Team: 13 (Same as above)

Softball Division III:

Nomination Procedure: See All-American Nomination Guidelines at the top of this section. AA will be selected by the Division III Softball Committee.

Number AA/Positions Chosen: 22 Total

First Team: 11 (3 Battery, 3 Infielders, 3 Outfielders, 1 DP, 1 Utility player)

Second Team: 11 (Same as above)

Swimming and Diving (Men & Women):**How Selected:** By finish at NJCAA Championship**Total Finishers Receiving AA Status:** M & W**First Team:** Top finisher in each event

* Also named All-American if break national record.

Tennis Division I (Women):**How Selected:** By finish at NJCAA Championship**Total Finishers Receiving AA Status:** 24 Total**First Team:** 12 (Champions in all singles and doubles flights)**Second Team:** 12 (Second place finishers in all singles and doubles flights)**Tennis Division III (Women):****How Selected:** By finish at NJCAA Championship**Total Finishers Receiving AA Status:** 24 Total**First Team:** 12 (Champions in all singles and doubles flights)**Second Team:** 12 (Second place finishers in all singles and doubles flights)**Tennis Division I (Men):****How Selected:** By finish at NJCAA Championship**Total Finishers Receiving AA Status:** 24 Total**First Team:** 12 (Champions in all singles and doubles flights)**Second Team:** 12 (Second place finishers in all singles and doubles flights)**Tennis Division III (Men):****How Selected:** By finish at NJCAA Championship**Total Finishers Receiving AA Status:** 24 Total**First Team:** 12 (Champions in all singles and doubles flights)**Second Team:** 12 (Second place finishers in all singles and doubles flights)**Indoor Track and Field (Men & Women):****How Selected:** By finish at NJCAA Championship**Total Finishers Receiving AA Status:** 58 (M), 58 (W)**First Team:** First place finishers in each individual event, first place relay teams**Second Team:** Second place finishers in each individual event, second place relay teams**Outdoor Track and Field Division I (Men & Women):****How Selected:** By finish at NJCAA Championship**Total Finishers Receiving AA Status:** 93 (M), 93 (W)**First Team:** First place finisher in each individual event, first place relay teams**Second Team:** Second place finisher in each individual event, second place relay teams**Honorable Mention:** Third place finisher in each individual event, third place relay teams**Outdoor Track and Field Division III (Men & Women):****How Selected:** By finish at NJCAA Championship**Total Finishers Receiving AA Status:** 62 (M), 62 (W)**First Team:** First place finisher in each individual event, first place relay teams**Second Team:** Second place finisher in each individual event, second place relay teams**Volleyball Division I:****Nomination Procedure:** See All-American Nomination Guidelines at the top of this section. AA will be selected by the Volleyball Committee using the established criteria:

- 1) Strength of nomination on a regional basis
- 2) Strength of team and region in national play
- 3) Quality, rather than geographical distribution
- 4) Individual statistics

Number AA/Positions Chosen: 30 Total**First Team:** 12**Second Team:** 12**Honorable Mention:** 6

Volleyball Division II:

Nomination Procedure: See All-American Nomination Guidelines at the top of this section. AA will be selected by the Volleyball Committee using the established criteria:

- 1) Strength of nomination on a regional basis
- 2) Strength of team and region in national play
- 3) Quality, rather than geographical distribution
- 4) Individual statistics

Number AA/Positions Chosen: 30 Total

First Team: 12

Second Team: 12

Honorable Mention: 6

Volleyball Division III:

Nomination Procedure: See All-American Nomination Guidelines at the top of this section. AA will be selected by the Volleyball Committee using the established criteria:

- 1) Strength of nomination on a regional basis
- 2) Strength of team and region in national play
- 3) Quality, rather than geographical distribution
- 4) Individual statistics

Number AA/Positions Chosen: 18 Total

First Team: 12

Honorable Mention: 6

Wrestling (Men):

How Selected: By finish at NJCAA Championship

Total Receiving AA Status: 50

First Team: 10 (first place finishers in each weight class)

Second Team: 10 (second place finishers in each weight class)

Third Team: 10 (third place finishers in each weight class)

Honorable Mention: 20 (fourth and fifth place finishers in each weight class)

NJCAA COACHES ASSOCIATION AWARDS

Baseball - Division I

1. Ten Division I District Baseball Coach-of-the-Year awards.
2. Division I National Baseball Coach-of-the-Year award. (Sent to NJCAA Baseball Coaches Association President)

Baseball - Division II

1. Ten Division II District Baseball Coach-of-the-Year awards.
2. Division II National Baseball Coach-of-the-Year award. (Sent to NJCAA Baseball Coaches Association President)

Baseball - Division III

1. Eight Division III District Baseball Coach-of-the-Year awards.
2. Division III National Baseball Coach-of-the-Year award. (Sent to NJCAA Baseball Coaches Association President)

Women's Basketball - Division I

1. Sixteen District Division I Women's Basketball Coach-of-the-Year awards.
2. Women's Basketball Division I National Championship Alberta Lee Cox Sportsmanship Award.

Women's Basketball - Division II

1. Sixteen District Division II Women's Basketball Coach-of-the-Year awards.
2. Women's Basketball Division II National Championship B.J. Graber Sportsmanship Award.

Women's Basketball - Division III

1. Eight District Division III Women's Basketball Coach-of-the-Year awards.
2. Women's Basketball Division III National Championship Rosemarie Battaglia Sportsmanship Award.

Men's Basketball - Division I

1. Division I Coach-of-the-Year award.
2. Division I Player-of-the-Year award.
3. Sixteen Division I District Coach-of-the-Year awards.

Men's Basketball - Division II

1. Division II Coach-of-the-Year award.
2. Division II Player-of-the-Year award.
3. Sixteen Division II District Coach-of-the-Year awards.

Men's Basketball - Division III

1. Division III Coach-of-the-Year award.
2. Division III Player-of-the-Year award.

3. Eight Division III District Coach-of-the-Year awards.

Bowling

1. The Bowling Coaches Association distributes pins to each participant in the National Tournament.

Cross Country - Division I

1. Coach of the Meet (Men/Women) - Voted by the coaches at the conclusion of the championship.
2. Coach-of-the-Year (Men/Women) - Online voting to take place after the National championship. The ballot will consist of all Regional Coaches-of-the-Year and the coaches of the top 4 team finishers at the National Final as well as write in candidates.
3. National Athlete-of-the-Year (men/women) – Awarded to individual champion at NJCAA National Final
4. Scholar/Athlete of the Year (men-women) – Awarded to top finisher at NJCAA National Final with individual GPA of 3.4 or higher (fall semester).
5. All-America certificates to top 40 finishers at NJCAA National Final
6. All-America certificates to top 20 finishers at NJCAA Half Marathon National Final
7. Regional Coaches of the Year (men-women) - Online coaches voting to take place after NJCAA regional competitions. The ballot will consist of the coaches of the top 2 team finishers at each NJCAA regional competitions as well as write in candidates.
8. Regional Athletes of the Year (men/women) – Online coaches voting to take place after NJCAA regional competitions. The ballot will consist of the individual champions at each NJCAA regional competition as well as write in candidates.
9. Cross Country/Track Program of the Year (men/women) – Awarded annually at the conclusion of the outdoor track season. Each program receives points (first place = 1 point, second place = 2 points, etc.) based on their finish at each of the three national championships (cross country, indoor and outdoor track). Award to program with fewest total points.
10. Scholar All-America certificates (men/women) – Student/athletes with individual GPA of 3.4 or higher, full time students (NJCAA exemption) during semester of competition and are on team roster for regional or national final are eligible.
11. Scholar All-America Team of the Year certificates (men/women) – Team average GPA of 3.2 or higher (5 individual GPA's minimum). Individual team member certificates with GPA between 3.39-2.75 that contributes to team average GPA.

Cross Country - Division III

1. Coach-of-the-Year (Men/Women) - Voting to take place at the National championship. The nominations will consist of all Regional Coaches-of-the-Year and the coaches of the top 4 team finishers at nationals as well as write in candidates.
2. National Athlete-of-the-Year (men/women) – Awarded to individual champion at NJCAA National Final
3. Scholar/Athlete-of-the-Year (men-women) – Awarded to top finisher at NJCAA National Final with individual GPA of 3.4 or higher (fall semester).
4. Gary Moore Award – Awarded to the program with the lowest combined men's and women's team scores (1 point = first place, 2 points = second place, etc.).
5. All-America certificates to top 20 finishers at NJCAA Half Marathon National Final
6. Regional Coaches of the Year (men-women) - Online coaches voting to take place after NJCAA regional competitions. The ballot will consist of the coaches of the top 2 team finishers at each NJCAA regional competitions as well as write in candidates.
7. Regional Athletes of the Year (men/women) – Online coaches voting to take place after NJCAA regional competitions. The ballot will consist of the individual champions at each NJCAA regional competition as well as write in candidates.
8. Cross Country/Track Program of the Year (men/women) – Awarded annually at the conclusion of the outdoor track season. Each program receives points (first place = 1 point, second place = 2 points, etc.) based on their finish at each of the two national championships (cross country, outdoor track). Award to program with fewest total points
9. Scholar All-America certificates (men/women) – Student/athletes with individual GPA of 3.4 or higher, full time students (NJCAA exemption) during semester of competition and are on team roster for regional or national final are eligible.

Football

1. Non-Scholarship Football Championship Award.
2. Coach-of-the-Year.
3. Past President's Plaque.

Golf - Division I

1. Division I Men's National Golf Host Course Award.
2. Division I Golf Coaches Association Host College Award.
3. Past President's Plaque.
4. Division I Men's Delnor Poss Coach of the Year Award.
5. Division I Golf NJCAA Coaches Association Jimmy Russell Award (Student-Athlete of the Year)

Golf - Division II

1. Division II Men's National Golf Host Course Award.
2. Division II Men's National Host College Award.

Golf - Division III

1. Division III Men's National Golf Host Course Award.
2. Division III Men's National Host College Award.
3. Past President's Plaque.

Golf – Women

1. Top 18 medalists receive site hole flags in recognition of their finish.

Lacrosse - Men

1. Coach-of-the-Year Award. The Coach-of-the-Year award will be voted upon by the lacrosse coaches.

Lacrosse – Women

1. Two Women's Lacrosse Classic participation plaques.
2. Four District Coach-of-the-Year Awards.

Soccer - Division I Men

1. Eight National Men's Soccer Championship participation plaques.
2. Sportsmanship Award.
3. Each district will receive a District Coach of the Year plaque.

Soccer - Division III Men

1. Five National Men's Soccer Championship participation plaques.

Soccer – Division I Women

1. Eight National Women's Soccer Championship participation plaques.
2. Most Valuable Offensive Player Award.
3. Most Valuable Defensive Player Award.
4. Lea Plarski Sportsmanship Award.
5. 33 NJCAA All-America awards (apparel) with limit of \$75 each.
6. National Tournament Player Awards. Every player at the national tournament to get a participation award (approx. total value \$1500.00/ per division).
7. Award for the Championship team (Approx. value \$500.00/per division).

Soccer – Division III Women

1. Five National Women's Soccer Championship participation plaques.
2. Most Valuable Offensive Player Award.
3. Most Valuable Defensive Player Award.
4. Sportsmanship Award.
5. 22 NJCAA All-America awards (apparel) with limit of \$75 each.
6. National Tournament Player awards. Every player at the national tournament to get a participation award (approx. total value \$1500.00/ per division).
7. Award for the Championship team (Approx. value \$500.00/per division).

Softball – Division I

1. Outstanding Defensive Player.
2. Outstanding Offensive Player.
3. Outstanding Pitcher.

Softball – Division II

1. Outstanding Defensive Player.
2. Outstanding Offensive Player.
3. Outstanding Pitcher.

Softball – Division III

1. Outstanding Defensive Player.
2. Outstanding Offensive Player.
3. Outstanding Pitcher.

Swimming & Diving

1. Swimming Coach-of-the-Year: The Coaches Association provides and selects a Men's and Women's Coach-of-the-Year at the National Championship and presents him/her with a plaque.
2. Diving Coach-of-the-Year: The Coaches Association provides and selects a Diving Coach-of-the-Year at the National Championship and presents him/her with a plaque.
3. Non-Scholarship Athlete-of-the-Year Award shall be given to a male and female participant from a non-scholarship team.
4. 5th - 8th place medals given in each event.
5. Men's Non-Scholarship Champion - Al Zamsky Non-Scholarship Award.
6. Women's Non-Scholarship Champion - Spyke Johnson Non-Scholarship Award.
7. Dr. Jack Cistrano Service Award.

Tennis - Men

1. Herschel Stephens Coaching Award for Outstanding Service and Dedication to the NJCAA Tennis Coaches Association.
2. Max Grubbs Coach-of-the-Year Award – Divisions I & III.

Tennis - Women

1. Jovana Vasic Spirit of Competition Award will be given annually at the DI National Tournament.
2. A Spirit of Competition Award will be given annually at the DIII National Tournament.

Volleyball - Division I

1. Sixteen District Volleyball Coach-of-the-Year awards.
2. \$1,000.00 to National Championship host for participant gifts.
3. Sportsmanship Award. (Ordered by the National Office).
4. Caps for National Championship team (Ordered by CA through official NJCAA softgoods provider).
5. T-shirts for National Championship team (Ordered by CA through official NJCAA softgoods provider).

Volleyball - Division II

1. Sixteen District Volleyball Coach-of-the-Year awards.
2. \$1,000.00 to National Championship host for participant gifts.
3. Sportsmanship Award. (Ordered by the National Office).
4. Caps for National Championship team (Ordered by CA through official NJCAA softgoods provider).
5. T-shirts for National Championship team (Ordered by CA through official NJCAA softgoods provider).

Volleyball - Division III

1. Eight District Volleyball Coach-of-the-Year awards.
2. \$500.00 to National Championship host for participant gifts.
3. Sportsmanship Award. (Ordered by the National Office).
4. Caps for National Championship team (Ordered by CA through official NJCAA softgoods provider).
5. T-shirts for National Championship team (Ordered by CA through official NJCAA softgoods provider).

Wrestling

1. Wrestling Coach-of-the-Year plaque (Scholarship) – Voted on by the coaches.
2. Wrestling Coach-of-the-Year plaque (Non-Scholarship) – Voted on by the coaches.
3. 3rd - 6th place participation plaques.
4. Individual bronze medals – 6th-8th place.
5. Joseph A. Rockenback Sportsmanship Award.
6. Bruce Traphagen Award – Most falls in least aggregate time will be awarded at the conclusion of the championship. The tournament host must identify the "Most Falls in Least Time" participant at the end of the tournament.
7. Wrestling Man-of-the-Year plaque.
8. Wrestling Academic Team-of-the-Year award. (Ordered by the Wrestling Coaches Association.)
9. The top finishing non-scholarship team will receive an award.

SPECIAL NJCAA AWARDS

Baseball - Division I

1. Tournament Awards
 - A. Preston Walker Memorial MVP Award. *(Ordered by the tournament)*
 - B. Jay Tolman Memorial Best Defensive Player Award. *(Ordered by the tournament)*
 - C. Robert Purkey, Jr., Memorial Outstanding Pitcher Award. *(Ordered by the tournament)*
 - D. Homa Thomas Sportsmanship Award. *(Ordered by the tournament)*
 - E. Each individual on the winning team shall receive an appropriate award from the Grand Junction Tournament Committee.
 - F. Selection of a Division I Baseball Tournament All-Tournament Team will be named and awards will be given by the Grand Junction Tournament Committee. Twelve players will be selected.
 - H. Six team participation plaques will be sponsored by the Grand Junction Tournament Committee (Medalcraft Mint, Inc.).
 - I. Tournament "Shoulder Patches" given to all participants.
2. American Baseball Coaches Association Player-of-the-Year. This award will be selected during the All-American selection process and will be forwarded to the ABCA by the NJCAA National Office.
3. Spalding Defensive Player-of-the-Year. This award will be selected during the All-American selection process and will be forwarded to Spalding by the NJCAA National Office.
4. Spalding Pitcher-of-the-Year. This award will be selected during the All-American selection process and will be forwarded to Spalding by the NJCAA National Office.
5. American Baseball Coaches Association / Rawlings Gold Glove Award (the ABCA will award a Gold Glove for each of the nine positions). These awards will be selected from the All-Region Gold Glove teams and/or the Defensive Player-of-the-Year nominations. All winners will be forwarded to the ABCA by the NJCAA National Office.

Baseball – Division II

1. American Baseball Coaches Association Player-of-the-Year. This award will be selected during the All-American selection process and will be forwarded to the ABCA by the NJCAA National Office.
2. Spalding Defensive Player-of-the-Year. This award will be selected during the All-American selection process and will be forwarded to Spalding by the NJCAA National Office.

3. Spalding Pitcher-of-the-Year. This award will be selected during the All-American selection process and will be forwarded to Spalding by the NJCAA National Office.
4. American Baseball Coaches Association / Rawlings Gold Glove Award (the ABCA will award a Gold Glove for each of the nine positions). These awards will be selected from the All-Region Gold Glove teams and/or the Defensive Player-of-the-Year nominations. All winners will be forwarded to the ABCA by the NJCAA National Office.

Baseball – Division III

1. American Baseball Coaches Association Player-of-the-Year. This award will be selected during the All-American selection process and will be forwarded to the ABCA by the NJCAA National Office.
2. Spalding Defensive Player-of-the-Year. This award will be selected during the All-American selection process and will be forwarded to Spalding by the NJCAA National Office.
3. Spalding Pitcher-of-the-Year. This award will be selected during the All-American selection process and will be forwarded to Spalding by the NJCAA National Office.
4. American Baseball Coaches Association / Rawlings Gold Glove Award (the ABCA will award a Gold Glove for each of the nine positions). These awards will be selected from the All-Region Gold Glove teams and/or the Defensive Player-of-the-Year nominations. Names of winners will be forwarded to the ABCA by the NJCAA National Office.

Basketball - Women - Division I

1. WBCA sponsored awards.
2. Spalding Player-of-the-Year.
 - A. Player must be a First Team All-American.
 - B. This award will be selected during the All-American selection process and will be forwarded to Spalding by the NJCAA National Office.
3. Spalding Coach-of-the-Year.
 - A. This award will be selected during the All-American selection process and will be forwarded to Spalding by the NJCAA National Office.

Basketball – Women – Division II

1. Team Host Award – provided by National Tournament host.
2. Individual national tournament awards given by host if they choose:
 - A. Points per game
 - B. Rebounds per game
 - C. Assists per game
 - D. Steals per game
 - E. Best Defensive
2. Spalding Player-of-the-Year.
 - A. Player must be a First Team All-American.
 - B. This award will be selected during the All-American selection process and will be forwarded to Spalding by the NJCAA National Office.
3. Spalding Coach-of-the-Year.
 - A. This award will be selected during the All-American selection process and will be forwarded to Spalding by the NJCAA National Office.

Basketball – Women – Division III

1. Spalding Player-of-the-Year.
 - A. Player must be a First Team All-American.
 - B. This award will be selected during the All-American selection process and will be forwarded to Spalding by the NJCAA National Office.
2. Spalding Coach-of-the-Year.
 - A. This award will be selected during the All-American selection process and will be forwarded to Spalding by the NJCAA National Office.

Basketball - Men - Division I

1. Charles Seshier Sportsmanship Award (by Hutchinson Basketball Committee).
2. V.C. "Bub" Obee Small Player Award (by Hutchinson Basketball Committee).
3. William French Most Valuable Player Award shall be presented.
4. A Coach of the Tournament Award shall be presented by the Rotary Club.
5. Spalding Player-of-the-Year.
 - A. Players must be a First Team All-American.
 - B. This award will be selected during the All-American selection process and will be forwarded to Spalding by the NJCAA National Office.
6. Spalding Coach-of-the-Year.
 - A. This award will be selected during the All-American selection process and will be forwarded to Spalding by the NJCAA National Office.

Basketball – Men – Division II

1. Spalding Player-of-the-Year.

- A. Players must be a First Team All-American.
- B. This award will be selected during the All-American selection process and will be forwarded to Spalding by the NJCAA National Office.
- 2. Spalding Coach-of-the-Year.
 - A. This award will be selected during the All-American selection process and will be forwarded to Spalding by the NJCAA National Office.

Basketball – Men – Division III

- 1. Participation medals given to members of all participating teams.
- 2. Spalding Player-of-the-Year.
 - A. Players must be a First Team All-American.
 - B. This award will be selected during the All-American selection process and will be forwarded to Spalding by the NJCAA National Office.
- 3. Spalding Coach-of-the-Year.
 - A. This award will be selected during the All-American selection process and will be forwarded to Spalding by the NJCAA National Office.

Cross Country - Men and Women

- 1. Cross Country Journal Award presented to the college with the best combined team placing of men's and women's teams in the National Championship.

Football

- 1. Spalding Offensive Player-of-the-Year.
 - A. Player must be a First Team All-American.
 - B. This award will be selected during the All-American selection process and will be forwarded to Spalding by the NJCAA National Office.
- 2. Spalding Defensive Player-of-the-Year.
 - A. Player must be a First Team All-American.
 - B. This award will be selected during the All-American selection process and will be forwarded to Spalding by the NJCAA National Office.
- 3. Spalding Coach-of-the-Year.
 - A. This award will be selected during the All-American selection process and will be forwarded to Spalding by the NJCAA National Office.

Softball – Division I

- 1. Spalding Player-of-the-Year.
 - A. Player must be a First Team All-American.
 - B. Consideration will be given based on NJCAA stats, strength of schedule and strength of Region/District.
- 2. Spalding Pitcher-of-the-Year.
 - A. Player must be a First Team All-American.
 - B. Consideration will be given based on NJCAA stats, strength of schedule and strength of Region/District.

Softball – Division II

- 1. Spalding Player-of-the-Year.
 - A. Player must be a First Team All-American.
 - B. Consideration will be given based on NJCAA stats, strength of schedule and strength of Region/District.
- 2. Spalding Pitcher-of-the-Year.
 - A. Player must be a First Team All-American.
 - B. Consideration will be given based on NJCAA stats, strength of schedule and strength of Region/District.

Softball – Division III

- 1. Spalding Player-of-the-Year.
 - A. Player must be a First Team All-American.
 - B. Consideration will be given based on NJCAA stats, strength of schedule and strength of Region/District.
- 2. Spalding Pitcher-of-the-Year.
 - A. Player must be a First Team All-American.
 - B. Consideration will be given based on NJCAA stats, strength of schedule and strength of Region/District.

Swimming - Men and Women

The National Aquatic Service, Inc., Syracuse, New York, will sponsor an Annual Service Recognition Award. The NJCAA Swimming and Diving Coaches Association will consider recognition annually to an individual who has distinguished himself/herself through a wide variety of capacities to the Association. The Secretary of the Swimming and Diving Coaches Association will be responsible for receiving nominations of qualified individuals. The Awards, Records, and Top Times Committee will present nominations for this award at the Annual NJCAA Swimming and Diving Coaches Association Meeting.

Guidelines:

- 1. This award will be considered each year. If there are no nominations, no award will be given.

2. Nominations must be in written narrative form and carry the endorsement of more than one individual. The nomination deadline is March 1.
3. The criteria for this service award should include a wide variety of capacities. Some criteria in the following areas should be considered:
 - A. Service to NJCAA Swimming and Diving.
 - B. Contributions and efforts for swimming and diving at an individual's local, state and national level.
 - C. NJCAA Swimming and Diving Coaches Association service.
 - D. NJCAA Swimming and Diving Coaches Achievements.
 - E. Contributions and efforts for competitive swimming and diving.
4. An appropriate plaque or certificate award will be given on the final night of the NJCAA National Swimming and Diving Championship.

Indoor Track and Field – Awarded by USTFCCCA

1. Men's National Indoor Coach-of-the-Year.
2. Women's National Indoor Coach-of-the-Year.
3. Men's National Indoor Assistant Coach-of-the-Year.
4. Women's National Indoor Assistant Coach-of-the-Year.
5. Men's National Indoor Most Valuable Field Athlete-of-the-Meet.
6. Women's National Indoor Most Valuable Field Athlete-of-the-Meet.
7. Men's National Indoor Most Valuable Track Athlete-of-the-Meet.
8. Women's National Indoor Most Valuable Track Athlete-of-the-Meet.

Outdoor Track and Field – Awarded by USTFCCCA

1. Men's Division I National Outdoor Track and Field Coach-of-the-Year.
2. Women's Division I National Outdoor Track and Field Coach-of-the-Year.
3. Men's Division I National Outdoor Track and Field Assistant Coach-of-the-Year.
4. Women's Division I National Outdoor Track and Field Assistant Coach-of-the-Year.
5. Men's Division III National Outdoor Track and Field Coach-of-the-Year.
6. Women's Division III National Outdoor Track and Field Coach-of-the-Year.
7. Men's Division III National Outdoor Track and Field Assistant Coach-of-the-Year.
8. Women's Division III National Outdoor Track and Field Assistant Coach-of-the-Year.
9. Men's Division I National Outdoor Track and Field Most Valuable Field Athlete-of-the-Meet.
10. Women's Division I National Outdoor Track and Field Most Valuable Field Athlete-of-the-Meet.
11. Men's Division I National Outdoor Track and Field Most Valuable Track Athlete-of-the-Meet.
12. Women's Division I National Outdoor Track and Field Most Valuable Track Athlete-of-the-Meet.
13. Men's Division III National Outdoor Track and Field Most Valuable Field Athlete-of-the-Meet.
14. Women's Division III National Outdoor Track and Field Most Valuable Field Athlete-of-the-Meet.
15. Men's Division III National Outdoor Track and Field Most Valuable Track Athlete-of-the-Meet.
16. Women's Division III National Outdoor Track and Field Most Valuable Track Athlete-of-the-Meet.

Volleyball – Division I

1. Ace Serves Award.
2. Digs Award.
3. Assists Award.
4. Hitting Award.
5. Blocks Award.

Wrestling

1. 1st-8th place certificates will be awarded by the National Wrestling Coaches Association (NWCA).



PARTICIPATION
STATISTICS

10-Year Participation Statistics

Men's	330
Women's	331

NJCAA PARTICIPATION FIGURES - MEN'S DIVISION

Sport	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17
Baseball												
Athletes	9,924	10,057	10,179	10,430	10,950	11,047	11,276	11,111	11,347	11,228	11,202	11,416
Teams	388	385	387	398	400	398	396	397	394	391	389	389
Basketball												
Athletes	5,752	6,076	6,292	6,494	6,787	6,642	6,877	6,864	6,899	6,821	6,565	6,940
Teams	394	419	428	438	434	440	437	445	442	439	434	431
Bowling												
Athletes	128	164	149	142	136	167	158	175	186	164	161	178
Teams	17	22	20	22	23	25	27	27	26	22	23	26
Cross Country												
Athletes	724	884	955	947	1,027	1,045	1,102	1,055	1,089	1,085	1,044	1,153
Teams	86	103	107	113	116	116	125	130	139	129	131	138
Football												
Athletes	4,742	4,398	4,582	4,664	5,031	4,942	5,021	4,735	4,618	4,704	4,800	4,744
Teams	68	64	66	70	69	70	72	68	68	64	66	65
Golf												
Athletes	1,443	1,619	1,638	1,703	1,734	1,678	1,724	1,645	1,532	1,395	1,405	1,390
Teams	193	197	198	216	216	211	208	207	203	178	174	171
Half Marathon												
Athletes	67	98	110	104	107	146	118	114	101	66	69	81
Teams	13	18	17	26	24	28	33	26	32	12	10	12
Ice Hockey												
Athletes	238	237	241	238	197	205	236	214	211	212	170	131
Teams	9	9	9	10	9	11	11	11	10	8	6	5
Lacrosse												
Athletes	548	558	613	681	691	679	685	770	750	767	715	596
Teams	23	23	24	27	28	27	30	29	31	31	29	25
Soccer												
Athletes	3,945	4,122	4,428	4,624	5,024	5,111	5,064	4,976	5,109	5,295	5,425	5,677
Teams	179	186	194	219	221	224	226	229	230	217	219	225
Swimming & Diving												
Athletes	182	204	166	192	225	229	253	233	166	173	148	160
Teams	18	19	16	18	20	21	22	21	17	14	12	13
Tennis												
Athletes	640	636	639	679	692	622	639	612	599	567	549	555
Teams	77	77	73	80	77	74	78	76	76	70	61	62
Track & Field (Indoor)												
Athletes	851	884	889	1027	1,031	951	1,019	1,079	1,125	1,082	917	997
Teams	49	50	51	60	57	53	55	59	59	50	43	44
Track & Field (Outdoor)												
Athletes	1,161	1,127	1,242	1,416	1,496	1,398	1,410	1,407	1,437	1,452	1,300	1,382
Teams	68	70	74	79	78	79	79	84	83	77	74	78
Wrestling												
Athletes	803	805	797	862	943	914	962	983	939	947	845	1,011
Teams	41	39	41	44	44	45	47	45	42	43	42	45
TOTAL												
Athletes	31,148	31,869	32,920	34,203	36,071	35,776	36,544	35,973	36,108	35,958	35,315	36,411
Teams	1,623	1,681	1,705	1,820	1,816	1,822	1,846	1,854	1,852	1,745	1,713	1,729

Source - National Junior College Athletic Association (NJCAA)

NJCAA PARTICIPATION FIGURES - WOMEN'S DIVISION

Sport	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17
Basketball												
Athletes	4,668	4,673	4,801	4,880	5,198	5,264	5,435	5,346	5,260	5,229	5,021	5,322
Teams	370	376	382	396	397	404	404	414	406	400	389	393
Bowling												
Athletes	73	94	83	83	84	85	80	100	112	114	105	135
Teams	13	15	16	19	20	24	24	25	25	21	20	24
Cross Country												
Athletes	572	573	658	741	812	858	849	838	892	858	897	927
Teams	95	97	103	122	128	129	135	139	152	137	133	140
Golf												
Athletes	236	246	256	285	311	290	272	281	266	266	289	268
Teams	47	59	64	89	93	92	87	83	86	55	54	56
Half Marathon												
Athletes	52	73	66	75	82	104	79	75	89	81	60	81
Teams	14	15	15	27	23	29	35	30	30	15	12	14
Lacrosse												
Athletes	154	197	234	279	286	286	298	273	277	299	301	260
Teams	9	12	14	17	17	19	18	17	18	18	17	14
Soccer												
Athletes	2,422	2,427	2,508	2,931	3,210	3,325	3,436	3,492	3,598	3,654	3,562	3,807
Teams	139	145	148	183	186	194	196	200	200	189	184	198
Softball												
Athletes	4,824	5,035	5,088	5,263	5,652	5,692	5,566	5,640	5,616	5,787	5,708	5,691
Teams	325	329	331	361	361	372	365	370	370	351	349	344
Swimming & Diving												
Athletes	167	148	131	177	199	180	188	157	140	140	126	138
Teams	20	17	16	19	21	20	22	21	17	14	12	13
Tennis												
Athletes	653	621	674	676	713	651	621	576	607	573	565	531
Teams	88	85	88	92	89	87	86	83	85	75	75	70
Track & Field (Indoor)												
Athletes	475	473	475	616	655	643	618	646	764	749	692	718
Teams	48	46	51	62	60	56	57	59	63	53	46	46
Track & Field (Outdoor)												
Athletes	611	642	665	822	867	876	835	883	973	973	921	918
Teams	63	68	67	83	82	81	83	87	85	80	76	77
Volleyball												
Athletes	3,360	3,215	3,432	3,458	3,589	3,613	3,585	3,701	3,744	3,850	3,910	3,989
Teams	291	271	292	298	303	311	309	316	316	308	314	310
TOTAL												
Athletes	18,267	18,417	19,071	20,286	21,658	21,867	21,862	22,008	22,338	22,573	22,157	22,785
Teams	1,522	1,535	1,587	1,768	1,780	1,818	1,821	1,844	1,853	1,716	1,681	1,699

Source - National Junior College Athletic Association (NJCAA)





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